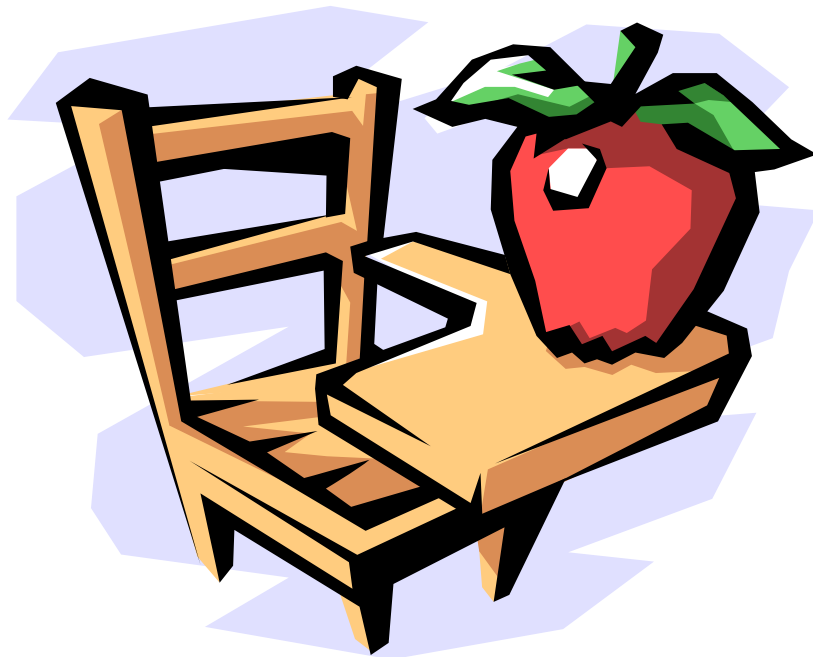


**Newberg School District
Elementary Schools
2013-2014**



**ELECTRONIC
PARENT/STUDENT
HANDBOOK**

Antonia Crater Elementary School

203 W. Foothills Drive
Newberg, OR 97132
503-554-4650
fax: 503-537-3251

Joan Austin Elementary School

2200 N. Center Street
Newberg, OR 97132
503-554-4550
fax: 503-538-4571

Dundee Elementary School

140 S.W. Fifth Street
Dundee, OR 97115
503-554-4850
fax: 503-538-0729

Edwards Elementary School

715 E. 8th St.
Newberg, OR 97132
503-554-5050
fax: 503-537-3220

Ewing Young Elementary School

17600 N.E. North Valley Rd.
Newberg, OR 97132
503-554-4750
fax: 503-538-7269

Mabel Rush Elementary School

1441 Deborah Road
Newberg, OR 97132
503-554-4450
fax: 503-537-3314

Newberg Administration Office	503-554-5000
Transportation	503-538-8365
Snow Line	503-538-5897

Dr. Kym LeBlanc-Esparza, Superintendent

Dave Parker, Assistant Superintendent

Newberg School District Board Members

Todd Thomas, Chairperson

Polly Peterson, Vice Chairperson

James Chogyoji, Sr.

Ron Mock

Debbie Hawblitzel

Melinda VanBossuyt

Mitsi Vondrachek

Dear Parents:

Welcome to the Newberg School District and the 2013-14 school year. We look forward to collaborating together to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Newberg School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

Sue Luthra
Principal, Edwards

Lisa Callahan
Principal, Mabel Rush

Lesley Carsley
Principal, Dundee

Troy Fisher
Principal, Antonia Crater

Terry McElligott
Principal, Joan Austin

Kevin Milner
Principal, Ewing Young

DUNDEE ELEMENTARY STAFF LIST 2013-2014

Ext/Room/E-Mail List 2013/2014

Name	EXT	Room	Title	@newberg.k12.or.us
Adamski, Debi	4875	Media	EA - AIT	adamskid
Bachmeier-Swanson, Mary Jane	4883	32	Grade 5	bachmeierm
Barry, Margaret	4864	13	Reading Teacher	barrym
Beaty-Schletty, Meghan	4886	35	PSLC Teacher	beatym
Becker, Nancy	4886	35	EA - PSLC	beckern
Bertrand, Sue	4863	12	Grade 3	bertrands
Bisset, Sue	4866	15	Grade 1	bissets
Bolte, Traci	4865	14	.5 Kindergarten	boltet
Brown, Heather	4868	17	Grade 2	nelsonh
Carr, Samantha	4869	18	Grade 1	carrs
Carsley, Lesley	4854	Office	Principal	carsleyl
Conway, Jane	4859	Café	Cook	conwayj
Crocker, Rick	4876	24	Grade 4	crockerr
Culbertson, Andrea	4867	16	Grade 3	culbertsona
Dickens, Tami	4882	31	Teacher - LifeSkills	dickenst
Dreske, Gloria	4862	11	IA - LRC	dreskeg
Edmonston, Lucy	4882	31	EA - Life Skills	edmonstonl
Espana, Cindy	4869	18	EA ELL	espanac
Fishback, Angela	4860	Speech	SLP	fishbacka
Ganske, Kathy	4877	23	Music	ganskek
Golden, Donna	4886	35	EA - PSLC	goldend
Gomez, Rafael	4898	Custodial	Evening Custodian	gomezr
Hall, Kevin	4857	Counseling	Counselor	hallke
Hansen, Paulette	4858	Librarian	Library	hansenp
Harris, Rick	4893	Gym	PE	hillc
Hill, Cindi	4872	20	Grade 2	harrisr
Ison, Karen	4861	10	Grade KG - Full Day	isonk
Jackson, Meghan	4882	31	EA - Life Skills	jacksonm
Klaus, Lori	4862	11	LRC Teacher	klausl
Klingler, Dana	4851	Office	Secretary	klinglerd
Langdon, Reed	4874	22	Grade 4	langdonr
London, Lori	4864	13	EA Reading	londonl
Ludwig, Ashley	4886	35	EA - PSLC	ludwiga
McCart, Teresa	4882	31	EA - Life Skills	mccartt
Orton-Boyd, Anna	4885	34	ELL Teacher	ortonboyd.a
Rader, Glenice	4859	Café	Cook	doesn't read email
Schmidt, Tifanie	4885	ASD	PSLC Office	schmidt
Schiro, Lisa	4882	31	EA - Life Skills	schiorl
Smyth, Tori	4881	30	Grade 5	smytht
Suing, Sarah	4885	34	SLPA	suings
Thomas, Shelley	4852	Office	Secretary	thomassh
Troutman, Greg	4898	Custodial	Day Custodian	troutmang
Waibel, Candy	4850	Playground	EA - Playground	waibelc

Notification of Student Rights

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at 503-554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

School Information

School Hours

The school office is open weekdays from 7:30 AM to 4:00 PM. Classes at Dundee begin at 8:30 AM and dismiss at 3:10 PM. The AM kindergarten session begins at 8:30 AM and dismisses at 11:15 AM; PM kindergarten begins at 12:25 PM and dismisses at 3:10 PM. Teachers' hours are 8:00 AM-4:00 PM.

Starting on September 4th each Wednesday will be a late start schedule. On these days classes for 1st through 5th grades will be 9:30am to 3:10pm and for Kindergarten students 9:30 AM to 11:45 AM. (*Morning*); and 12:55 pm to 3:10 pm (*Afternoon*). Busses will run 1 hour late on Wednesdays; however, students may be dropped off at school after 8:10 a.m. if needed.

Lunch Program

Our school operates a breakfast and hot lunch program for its students.



Breakfast	\$1.25	Lunch	\$2.60
Reduced	no charge	Reduced	\$.40
Milk	\$.50	Adult Lunch	\$3.75

The cafeteria's computerized lunch program keeps track of student lunch credits. Single or multiple lunches may be purchased at anytime. Periodically students will bring home reminder slips or have a stamp on their hand when their account is low.

Dropping Off and Picking up Students

Safety of our children is paramount at Dundee Elementary School. Please adhere to the following procedures for the drop off and pick up of students:

1. Children should arrive at school between 8:10 AM and 8:30 AM on Monday, Tuesday, Thursday and Friday. On Wednesdays, children should arrive between 9:10 AM and 9:25 AM.
2. When dropping off and picking up children, please pull into the parent drop-off/pick up area in the parking lot at the west end of the building. This area is NOT for parents coming into the building. This is drop off and pick up ONLY.
3. **Do not drop off or pick up children in the Bus Only Lane.**
4. Please do not allow your child to walk through the parking lot unattended.

If you need to leave the car for any reason, the following rules must apply:

- Do not park in the fire lane. Parking legally allows for easy access of emergency vehicles and allows traffic flow to continue smoothly.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.

Thank you for your cooperation. Working together, we can make the parking lot a safer place for children as well as an efficient system for dropping off and picking up students. Remember to please drive slowly and be patient with others.

Bus Riders

When students are excused from class they must go directly to their bus line in the gym. **Buses will leave promptly. Students who miss the bus due to their own negligence will call parents for transportation arrangements and be sent to the CARE program.** When riding a bus home with a friend, students are required to bring to school a note from their parent/guardian with the following information: Their first and last name, name and route number of the student they're going home with, parent's signature and date. The note needs to be taken to the office so the secretary may complete a "Change of Destination" form that your child will give to the driver.

Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit directions from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule. Students are expected to be safe, respectful and responsible while riding the bus to and from school. (see page 27 of the Student Rights and Responsibilities Handbook)

Safety Zone

At the end of the day, students sometimes have a hard time exiting the school because so many people are crowded at the pick up area. We ask that parents, siblings and childcare providers wait outside as all walkers and children being picked up will pass through there.

Clean Air

The Newberg School District is a tobacco-free environment. No person shall use tobacco in any form on district property.

Reporting Student Progress



Newberg School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October - Parent Conferences

January - Report Cards

April - Parent Conferences

June - Report Cards

School Insurance

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided the first day of school.

STUDENT INFORMATION

Attendance

Research shows that children who have a history of excessive absences tend to find future classroom assignments and activities more difficult to complete. This will reduce their level of achievement as well as their interest in school.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations outside the school calendar are considered unexcused absences. Chronic attendance issues may be referred to the building principal and Student Attendance Review Board. *See attendance policy JEA.*

Tardiness

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office for an admittance slip before going to class. Consistent tardies may result in the loss of recess time.

Student Attendance Review Board

Should your child be either tardy or absent more than 10 days per semester, a meeting will be arranged between the parent, building principal and the student attendance review board. A meeting will be arranged to design an attendance plan. Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited

Leaving School

Every time it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.

Transfer to Another School

If it happens that you move into a different school attendance area, either in this district or another, please notify the school office prior to your moving to allow for the preparation of the withdrawal. This will make the transition as smooth as possible for your child.

Recess

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

Electronic Devices

If your child brings an electronic device to school, it must be turned off during school hours. The teacher must give permission to the student for the device to be used as a learning resource. If the device is used *without* explicit permission, the device may be confiscated until the end of the day, and/or until a parent can come to school and pick up the device. The school is not responsible for theft or loss.

Recreational Transportation

Students may not ride bicycles, skateboards, scooters, roller blades, or hee-lies etc. on school property at any time. All state laws regarding safety gear must be followed.

Student Behavior

We believe the teacher should be able to teach, and the children should be able to learn without any disruption. Students who choose to break the rules face appropriate and logical consequences. Parental communication and the use of positive reinforcement are integral parts of the program. Discipline with Love and Logic and Second Step Program provide tools used by students and staff for solving problems. Please refer to **Student Rights and Responsibilities Handbook** for more comprehensive information. It is important that school and home work together in the child's best interest.

Dundee students have three school rules which they are expected to follow:

***Be Safe**

***Be Respectful**

***Be Responsible**

The Newberg School District has zero tolerance against bullying. District policy JFCF-AR includes "Hazing/Harassment/Intimidation/Menacing/Dating Violence/Bullying/Cyberbullying". More information can be found on the school district website.

Homework Procedure

The teachers of Dundee Elementary School recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Purpose: Homework is assigned to reinforce and enrich concepts presented in the classroom. It teaches students independent study habits and helps them to assume responsibility for their own work.

Frequency: Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

Rewards/Consequences: Students who complete homework will enjoy the rewards established in the classroom. Students who do not complete homework will lose certain classroom privileges.

Thank you for your support. Together, we can make the homework experience successful for all. If you have questions or concerns, please feel free to contact your child's teacher at school.

Playground Rules and Expectations

1. Students will stay outside during recesses unless they have a pass. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground.
7. No electronic devices or personal items will be brought to the playground.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

Lost and Found

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Periodically, all lost and found clothing is given to charitable organizations. Please feel free to look for your child's lost clothing when in the building.

Field Trips

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a District permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

Field Trip Chaperone

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Newberg School District and wear a current District Photo ID Badge. District Photo Badges are valid for 4 years. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Animals Visiting



Animals are not permitted on school property without prior approval. To bring an animal onto school property *for a short visit* please contact your child's classroom teacher or a school administrator to arrange a time and outside site for the visit. permitted to visit, it must be restrained and/or confined while on the premises.

Parties and Treats

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Newberg Schools require that parents provide only store bought and unopened treats for sharing in classrooms. **It is also important to be aware of the growing number of food allergies among students, especially processed nuts/peanuts/peanut butter. Please check with your child's teacher prior to purchasing snacks, as some classrooms may be peanut-free.**

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

ALL Newberg Elementary Schools will not accept delivery of flowers or balloons for their students. These items are not allowed on the school buses and often are disruptive to the children's learning environment.

Energy Drinks

Students are not allowed to bring any type of energy drink to school for consumption, i.e., *Red Bull, Monster, Rock Star, Espresso.*

Messages From Home

If an **emergency** arises during the day, parents should phone the office before **2:15 p.m.** to assure delivery of a message. Due to a shortage of office staff at the end of the day, messages received after 2:15pm may not be delivered.

Telephone Use

Students may use the office telephones **only** in the case of emergency and with teacher permission. Students **will not** be allowed to use the phone to call home for homework.

Dundee Web Site

Our Dundee Elementary website is a wealth of information about our school's students and staff and activities. In an increasing effort to save money and paper, our newsletter is posted each month, and our calendar is updated regularly with school events. Please check us out on the web at: www.newberg.k12.or.us/dundee/

e-SchoolNews

You can get current and timely information on school closures, schedule changes, emergency situations and important announcements by signing up for e-SchoolNews. Go online to www.newberg.k12.or.us and click on e-SchoolNews.

DISTRICT INFORMATION

Appropriate Dress

Your child's appearance does make an impact on his/her education, as well as the education of others. Therefore, the following are a few guidelines to follow for appropriate dress:

1. Clothing should be clean and appropriate.
2. Hats (including bandannas, scarves or other headwear) are not allowed inside the building.
3. *Appropriate shoes should be worn at all times for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.*
4. Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.
5. Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.
6. If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.
7. Clothing that exposes midriff, buttocks, cleavage, backs or undergarments will not be worn.
8. Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.

Volunteers

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. All volunteers should follow the School District dress code when volunteering. *Please note that non-school age children will not accompany volunteers.* For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. All volunteers must have a **valid Criminal History Verification** on file with the Newberg School District and also **wear a current District photo I.D. badge.**

Visitor/Volunteer Sign-In

Visitor badges are a new requirement at each school. All visitors will be asked to present their driver's license or other state-issued identification, which will be instantly screened against federal and 50 state databases for crimes against children. An alert is immediately sent to designated officials, including administrators and law enforcement, to prevent any unauthorized access to students. When a visitor is cleared, a badge featuring the visitor's name, photo, date and time, and destination is printed.

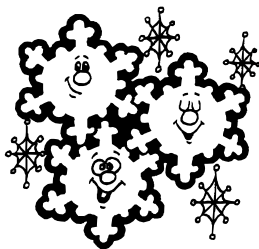
Doorbell System

Visitors will be asked to request entry to school through a new video and door-bell system installed at all elementary and middle schools. This allows the main school entrance to remain locked during school hours, keeping students and staff safe while controlling traffic in and out of the building.

Visitation Policy

Parents and guardians are invited and encouraged to visit the school and may eat lunch with their child in our cafeteria at any time. We request that parents do not go out onto the playground for lunch recess. Parents must make an appointment with the teacher prior to any observation or visit. **ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

Inclement Weather



In the event of inclement weather, the District will use the One Call Now system to notify all families of a delayed start or closure. In case of delayed start or school closure, it is the parents' responsibility to make arrangements for supervision/shelter for their child. The District sends out a snow and ice bulletin each fall listing the radio stations that carry closure announcements, emergency bus routes and procedures to follow. It is important to read the bulletin and keep it posted for future reference. Parents are encouraged to obtain an Emergency Alternate Destination Form to be filed at school for these unexpected occurrences

Weather and Emergency Closures Notifications

Hotlines

School district information line, 503-554-5001 (*English and Spanish*)
Bus route information, 503-538-5897

Online and email

The latest information on delays and cancellations are posted on the Newberg School District website at www.newberg.k12.or.us/delays_cancellations

E-mail notification of school schedule changes or closures are sent to e-School News subscribers. *(Sign up on the school district website)*

One Call Now

This system will be used to keep parents informed of school events and closure of school due to weather and emergencies.

Radio and TV

Local television and radio stations broadcast Newberg school closure or delay information.

The Newberg School District website (www.newberg.k12.or.us) is your source of information for

- Delays, cancellations and emergencies
- Parent resources including calendars, bell times, supply lists and more
- Curriculum guides
- Bus schedules
- Lunch menus
- Opportunities for involvement
- Much more!

Assessment

Each student is assessed according to grade-level, district and state standards. Performance marks are determined by a combination of daily work, tests, class room participation, and successful achievement of standards.

Affirmative Action

It is the policy of Newberg Public Schools to not discriminate on the basis of sex, national origin, color, age, religion, marital status, or handicap.

Health Education

The School will inform parents of the content of the health curriculum through district-sponsored open houses, parent/teacher conferences or curriculum review nights. Notification of preview opportunities may be through a classroom newsletter, principal newsletter, notice or by letter.

Parents or students who object to a selected unit of the health curriculum may submit a written request to the Building Principal to be excused from the classroom while the unit is being taught. Parents will be notified in writing of the alternative assignment that will satisfy District and State health curriculum requirements. The written response will include verification of receiving the request, confirmation of the release dates, and the assignment in lieu of classroom instruction.

Newberg School District curriculum is based on Oregon State standards, which can be reviewed online at <http://www.ode.edu>.

Emergencies

A Student Profile will be issued to each child at the beginning of the school year. Please fill them out completely and accurately and notify the school office if any information changes during the school year.

Medical Information

In accordance with the *Oregon Department of Education Communicable Disease Control Measure-Guidelines for Exclusion*, students will be excluded from school if they exhibit:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesion that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting. Students may return to school when symptoms are resolved or with written permission from your doctor stating the student is not contagious.

Communicable Disease: In a school environment, communicable diseases can be easily transmitted from one individual to another. Effective control includes prevention, early recognition of symptoms, prompt diagnosis and adequate isolation and treatment. Within the Newberg School District, neither the office staff nor the district nurse can make a diagnosis. Only a licensed health care provider can determine a diagnosis and prescribe treatment. **After**, a student has been diagnosed by a licensed health care provider as having a communicable disease; Newberg School District will follow guidelines provided by Oregon Department of Education regarding any student attendance and/or restrictions. A full list of these guidelines can be obtained from the school district nurse.

Many communicable illnesses, while common in children, may cause dangerous illness in others, so please call the office or the school nurse if your child has a communicable illness diagnosis.

How can parents help their kids stay healthy?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice.
- Teach your child to cover coughs and sneezes with a tissue or their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep all of your child's immunizations up-to-date
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like door knobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

When Should I Keep My Child Home?

Student's Symptom / Diagnosed Illness	Student May Return to School When:
Fever greater than 100.5 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written consent from doctor. May consult school nurse for common seasonal rashes.
Yellow or brown drainage from the eyes or unusual drainage from other parts of the body, such as a draining wound or sore	Eye discharge must be gone or the student must have a written consent from a doctor. Body fluids must be contained for all wounds.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Difficulty breathing or shortness of breath; serious sustained cough	Symptom-free or student must have been on antibiotic for 24 hours and have a written consent from a doctor. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medication as prescribed until gone.
Yellow color of skin and or eyes	Written consent from doctor.
Stiff neck or headache with fever	Symptom-free or written or consent from doctor
Unusually behavior change, such as irritability, lethargy, or somnolence	Symptom-free or written or consent from doctor
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and written from doctor. If no antibiotic are given, call district nurse before sending child to school.
After an illness of two or more weeks, surgery or other change in health status.	Written instructions from doctor and parent regarding medication or special health needs must be provided to the district nurse

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting.

Lice

Any student found to have live lice or untreated nits will be sent home immediately. Treatment information, District policy requirements and readmittance provisions will be provided to the parent. Parents will be advised to:

- Use a lice-killing agent on all family members who have symptoms of infestation.
- Perform environmental clean up. This includes vacuuming and/or laundering bedding, coats, exposed clothing and stuffed animals.
- Remove all nits after treatment.

Following treatment, the student may be readmitted to school. Parents must either accompany their student to school or provide a signed statement that treatment has been completed. Parents who identify head lice on their student at home are to complete treatment prior to the readmission of their student. Parents are also encouraged to notify the school their student's condition so that appropriate preventative measure may be implemented at school. Names will be held in confidence.

The maximum number of excused days for lice treatment will be two. (First day: detection and treatment; second day to work on nits and environment). If additional time is needed, parents will need to contact their school principal.

More information can be found in District policy JHCC/GBEB-AR

Medications

Medications will only be administered to students under the following conditions:

- Medication is medically necessary for the student to be able to remain at school.
- Medication is only **transported to and from school by the parents.**
- A Parent or guardian **signs a medication administration permission form.**
- All medication must be in its original labeled container.
 - Prescription medication must have a pharmacy label with the students own name on it, name of medication, route, dose and frequency.
 - Students carrying inhalers must have a signed self medication agreement. The inhalers itself must be labeled if the box is not being carried by the student.
 - All non prescription medications must be age appropriate for your student.

All medication is kept in a designated, secure location and administered by trained personnel. Complete procedures and District Policy **JHCD-AR** are available for review on our district website

Under certain circumstances students are all allowed to self medicate. The most common medications allowed in elementary school are respiratory inhalers. If you would like your student to carry his/her own inhaler or would like further information on self administration of medication please see your school secretary or our district nurse.

Many students also take medications at home for various reasons. A 48 hour supply of medication is recommended if your student would need medication in the event of a lock down.

Accidents and Illness

In case of a serious accident we shall do our best to contact you first and then we will call the emergency contact person you have given us.

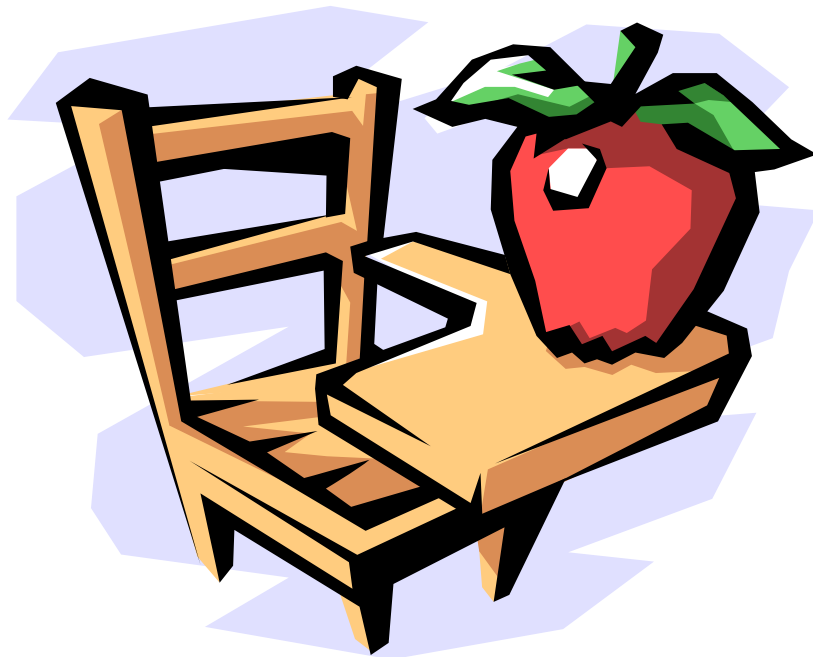
If we are unable to reach you or the emergency contact persons we will have your child transported to the hospital. No care beyond first aid may be given at school.

Immunizations

Oregon law requires all students to show proof of up-to-date immunizations. The law does make a provision for exemptions due to religious or medical reasons. Students who are not immunized, as per law are denied admission.

Please feel free to contact Annie Berger RN, District Health Nurse at 503-544-5363 with any questions.

**Newberg School District
Elementary Schools
2013-2014**



**ELECTRONIC
PARENT/STUDENT
HANDBOOK**

Antonia Crater Elementary School

203 W. Foothills Drive
Newberg, OR 97132
503-554-4650
fax: 503-537-3251

Joan Austin Elementary School

2200 N. Center Street
Newberg, OR 97132
503-554-4550
fax: 503-538-4571

Dundee Elementary School

140 S.W. Fifth Street
Dundee, OR 97115
503-554-4850
fax: 503-538-0729

Edwards Elementary School

715 E. 8th St.
Newberg, OR 97132
503-554-5050
fax: 503-537-3220

Ewing Young Elementary School

17600 N.E. North Valley Rd.
Newberg, OR 97132
503-554-4750
fax: 503-538-7269

Mabel Rush Elementary School

1441 Deborah Road
Newberg, OR 97132
503-554-4450
fax: 503-537-3314

Newberg Administration Office	503-554-5000
Transportation	503-538-8365
Snow Line	503-538-5897

Dr. Kym LeBlanc-Esparza, Superintendent

Dave Parker, Assistant Superintendent

Newberg School District Board Members

Todd Thomas, Chairperson

Polly Peterson, Vice Chairperson

James Chogyoji, Sr.

Ron Mock

Debbie Hawblitzel

Melinda VanBossuyt

Mitsi Vondrachek

Dear Parents:

Welcome to the Newberg School District and the 2013-14 school year. We look forward to collaborating together to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Newberg School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

Sue Luthra
Principal, Edwards

Lisa Callahan
Principal, Mabel Rush

Lesley Carsley
Principal, Dundee

Troy Fisher
Principal, Antonia Crater

Terry McElligott
Principal, Joan Austin

Kevin Milner
Principal, Ewing Young

DUNDEE ELEMENTARY STAFF LIST 2013-2014

Ext/Room/E-Mail List 2013/2014

Name	EXT	Room	Title	@newberg.k12.or.us
Adamski, Debi	4875	Media	EA - AIT	adamskid
Bachmeier-Swanson, Mary Jane	4883	32	Grade 5	bachmeierm
Barry, Margaret	4864	13	Reading Teacher	barrym
Beaty-Schletty, Meghan	4886	35	PSLC Teacher	beatym
Becker, Nancy	4886	35	EA - PSLC	beckern
Bertrand, Sue	4863	12	Grade 3	bertrands
Bisset, Sue	4866	15	Grade 1	bissets
Bolte, Traci	4865	14	.5 Kindergarten	boltet
Brown, Heather	4868	17	Grade 2	nelsonh
Carr, Samantha	4869	18	Grade 1	carrs
Carsley, Lesley	4854	Office	Principal	carsleyl
Conway, Jane	4859	Café	Cook	conwayj
Crocker, Rick	4876	24	Grade 4	crockerr
Culbertson, Andrea	4867	16	Grade 3	culbertsona
Dickens, Tami	4882	31	Teacher - LifeSkills	dickenst
Dreske, Gloria	4862	11	IA - LRC	dreskeg
Edmonston, Lucy	4882	31	EA - Life Skills	edmonstonl
Espana, Cindy	4869	18	EA ELL	espanac
Fishback, Angela	4860	Speech	SLP	fishbacka
Ganske, Kathy	4877	23	Music	ganskek
Golden, Donna	4886	35	EA - PSLC	goldend
Gomez, Rafael	4898	Custodial	Evening Custodian	gomezr
Hall, Kevin	4857	Counseling	Counselor	hallke
Hansen, Paulette	4858	Librarian	Library	hansenp
Harris, Rick	4893	Gym	PE	hillc
Hill, Cindi	4872	20	Grade 2	harrisr
Ison, Karen	4861	10	Grade KG - Full Day	isonk
Jackson, Meghan	4882	31	EA - Life Skills	jacksonm
Klaus, Lori	4862	11	LRC Teacher	klausl
Klingler, Dana	4851	Office	Secretary	klinglerd
Langdon, Reed	4874	22	Grade 4	langdonr
London, Lori	4864	13	EA Reading	londonl
Ludwig, Ashley	4886	35	EA - PSLC	ludwiga
McCart, Teresa	4882	31	EA - Life Skills	mccartt
Orton-Boyd, Anna	4885	34	ELL Teacher	ortonboyd.a
Rader, Glenice	4859	Café	Cook	doesn't read email
Schmidt, Tifanie	4885	ASD	PSLC Office	schmidt
Schiro, Lisa	4882	31	EA - Life Skills	schiorl
Smyth, Tori	4881	30	Grade 5	smytht
Suing, Sarah	4885	34	SLPA	suings
Thomas, Shelley	4852	Office	Secretary	thomassh
Troutman, Greg	4898	Custodial	Day Custodian	troutmang
Waibel, Candy	4850	Playground	EA - Playground	waibelc

Notification of Student Rights

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at 503-554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

School Information

School Hours

The school office is open weekdays from 7:30 AM to 4:00 PM. Classes at Dundee begin at 8:30 AM and dismiss at 3:10 PM. The AM kindergarten session begins at 8:30 AM and dismisses at 11:15 AM; PM kindergarten begins at 12:25 PM and dismisses at 3:10 PM. Teachers' hours are 8:00 AM-4:00 PM.

Starting on September 4th each Wednesday will be a late start schedule. On these days classes for 1st through 5th grades will be 9:30am to 3:10pm and for Kindergarten students 9:30 AM to 11:45 AM. (*Morning*); and 12:55 pm to 3:10 pm (*Afternoon*). Busses will run 1 hour late on Wednesdays; however, students may be dropped off at school after 8:10 a.m. if needed.

Lunch Program

Our school operates a breakfast and hot lunch program for its students.



Breakfast	\$1.25	Lunch	\$2.60
Reduced	no charge	Reduced	\$.40
Milk	\$.50	Adult Lunch	\$3.75

The cafeteria's computerized lunch program keeps track of student lunch credits. Single or multiple lunches may be purchased at anytime. Periodically students will bring home reminder slips or have a stamp on their hand when their account is low.

Dropping Off and Picking up Students

Safety of our children is paramount at Dundee Elementary School. Please adhere to the following procedures for the drop off and pick up of students:

1. Children should arrive at school between 8:10 AM and 8:30 AM on Monday, Tuesday, Thursday and Friday. On Wednesdays, children should arrive between 9:10 AM and 9:25 AM.
2. When dropping off and picking up children, please pull into the parent drop-off/pick up area in the parking lot at the west end of the building. This area is NOT for parents coming into the building. This is drop off and pick up ONLY.
3. **Do not drop off or pick up children in the Bus Only Lane.**
4. Please do not allow your child to walk through the parking lot unattended.

If you need to leave the car for any reason, the following rules must apply:

- Do not park in the fire lane. Parking legally allows for easy access of emergency vehicles and allows traffic flow to continue smoothly.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.

Thank you for your cooperation. Working together, we can make the parking lot a safer place for children as well as an efficient system for dropping off and picking up students. Remember to please drive slowly and be patient with others.

Bus Riders

When students are excused from class they must go directly to their bus line in the gym. **Buses will leave promptly. Students who miss the bus due to their own negligence will call parents for transportation arrangements and be sent to the CARE program.** When riding a bus home with a friend, students are required to bring to school a note from their parent/guardian with the following information: Their first and last name, name and route number of the student they're going home with, parent's signature and date. The note needs to be taken to the office so the secretary may complete a "Change of Destination" form that your child will give to the driver.

Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit directions from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule. Students are expected to be safe, respectful and responsible while riding the bus to and from school. (see page 27 of the Student Rights and Responsibilities Handbook)

Safety Zone

At the end of the day, students sometimes have a hard time exiting the school because so many people are crowded at the pick up area. We ask that parents, siblings and childcare providers wait outside as all walkers and children being picked up will pass through there.

Clean Air

The Newberg School District is a tobacco-free environment. No person shall use tobacco in any form on district property.

Reporting Student Progress



Newberg School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October - Parent Conferences

January - Report Cards

April - Parent Conferences

June - Report Cards

School Insurance

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided the first day of school.

STUDENT INFORMATION

Attendance

Research shows that children who have a history of excessive absences tend to find future classroom assignments and activities more difficult to complete. This will reduce their level of achievement as well as their interest in school.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations outside the school calendar are considered unexcused absences. Chronic attendance issues may be referred to the building principal and Student Attendance Review Board. *See attendance policy JEA.*

Tardiness

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office for an admittance slip before going to class. Consistent tardies may result in the loss of recess time.

Student Attendance Review Board

Should your child be either tardy or absent more than 10 days per semester, a meeting will be arranged between the parent, building principal and the student attendance review board. A meeting will be arranged to design an attendance plan. Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited

Leaving School

Every time it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.

Transfer to Another School

If it happens that you move into a different school attendance area, either in this district or another, please notify the school office prior to your moving to allow for the preparation of the withdrawal. This will make the transition as smooth as possible for your child.

Recess

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

Electronic Devices

If your child brings an electronic device to school, it must be turned off during school hours. The teacher must give permission to the student for the device to be used as a learning resource. If the device is used *without* explicit permission, the device may be confiscated until the end of the day, and/or until a parent can come to school and pick up the device. The school is not responsible for theft or loss.

Recreational Transportation

Students may not ride bicycles, skateboards, scooters, roller blades, or hee-ies etc. on school property at any time. All state laws regarding safety gear must be followed.

Student Behavior

We believe the teacher should be able to teach, and the children should be able to learn without any disruption. Students who choose to break the rules face appropriate and logical consequences. Parental communication and the use of positive reinforcement are integral parts of the program. Discipline with Love and Logic and Second Step Program provide tools used by students and staff for solving problems. Please refer to **Student Rights and Responsibilities Handbook** for more comprehensive information. It is important that school and home work together in the child's best interest.

Dundee students have three school rules which they are expected to follow:

***Be Safe**

***Be Respectful**

***Be Responsible**

The Newberg School District has zero tolerance against bullying. District policy JFCF-AR includes "Hazing/Harassment/Intimidation/Menacing/Dating Violence/Bullying/Cyberbullying". More information can be found on the school district website.

Homework Procedure

The teachers of Dundee Elementary School recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Purpose: Homework is assigned to reinforce and enrich concepts presented in the classroom. It teaches students independent study habits and helps them to assume responsibility for their own work.

Frequency: Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

Rewards/Consequences: Students who complete homework will enjoy the rewards established in the classroom. Students who do not complete homework will lose certain classroom privileges.

Thank you for your support. Together, we can make the homework experience successful for all. If you have questions or concerns, please feel free to contact your child's teacher at school.

Playground Rules and Expectations

1. Students will stay outside during recesses unless they have a pass. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground.
7. No electronic devices or personal items will be brought to the playground.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

Lost and Found

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Periodically, all lost and found clothing is given to charitable organizations. Please feel free to look for your child's lost clothing when in the building.

Field Trips

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a District permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

Field Trip Chaperone

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Newberg School District and wear a current District Photo ID Badge. District Photo Badges are valid for 4 years. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Animals Visiting



Animals are not permitted on school property without prior approval. To bring an animal onto school property *for a short visit* please contact your child's classroom teacher or a school administrator to arrange a time and outside site for the visit. If an animal is permitted to visit, it must be restrained and/or confined while on the premises.

Parties and Treats

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Newberg Schools require that parents provide only store bought and unopened treats for sharing in classrooms. **It is also important to be aware of the growing number of food allergies among students, especially processed nuts/peanuts/peanut butter.** Please check with your child's teacher prior to purchasing snacks, as some classrooms may be peanut-free.

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

ALL Newberg Elementary Schools will not accept delivery of flowers or balloons for their students. These items are not allowed on the school buses and often are disruptive to the children's learning environment.

Energy Drinks

Students are not allowed to bring any type of energy drink to school for consumption, i.e., *Red Bull, Monster, Rock Star, Espresso.*

Messages From Home

If an **emergency** arises during the day, parents should phone the office before **2:15 p.m.** to assure delivery of a message. Due to a shortage of office staff at the end of the day, messages received after 2:15pm may not be delivered.

Telephone Use

Students may use the office telephones **only** in the case of emergency and with teacher permission. Students **will not** be allowed to use the phone to call home for homework.

Dundee Web Site

Our Dundee Elementary website is a wealth of information about our school's students and staff and activities. In an increasing effort to save money and paper, our newsletter is posted each month, and our calendar is updated regularly with school events. Please check us out on the web at: www.newberg.k12.or.us/dundee/

e-SchoolNews

You can get current and timely information on school closures, schedule changes, emergency situations and important announcements by signing up for e-SchoolNews. Go online to www.newberg.k12.or.us and click on e-SchoolNews.

DISTRICT INFORMATION

Appropriate Dress

Your child's appearance does make an impact on his/her education, as well as the education of others. Therefore, the following are a few guidelines to follow for appropriate dress:

1. Clothing should be clean and appropriate.
2. Hats (including bandannas, scarves or other headwear) are not allowed inside the building.
3. *Appropriate shoes should be worn at all times for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.*
4. Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.
5. Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.
6. If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.
7. Clothing that exposes midriff, buttocks, cleavage, backs or undergarments will not be worn.
8. Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.

Volunteers

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. All volunteers should follow the School District dress code when volunteering. *Please note that non-school age children will not accompany volunteers.* For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. All volunteers must have a **valid Criminal History Verification** on file with the Newberg School District and also **wear a current District photo I.D. badge.**

Visitor/Volunteer Sign-In

Visitor badges are a new requirement at each school. All visitors will be asked to present their driver's license or other state-issued identification, which will be instantly screened against federal and 50 state databases for crimes against children. An alert is immediately sent to designated officials, including administrators and law enforcement, to prevent any unauthorized access to students. When a visitor is cleared, a badge featuring the visitor's name, photo, date and time, and destination is printed.

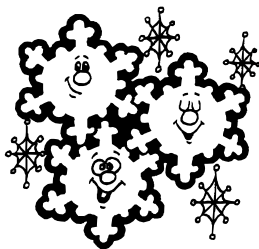
Doorbell System

Visitors will be asked to request entry to school through a new video and door-bell system installed at all elementary and middle schools. This allows the main school entrance to remain locked during school hours, keeping students and staff safe while controlling traffic in and out of the building.

Visitation Policy

Parents and guardians are invited and encouraged to visit the school and may eat lunch with their child in our cafeteria at any time. We request that parents do not go out onto the playground for lunch recess. Parents must make an appointment with the teacher prior to any observation or visit. **ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

Inclement Weather



In the event of inclement weather, the District will use the One Call Now system to notify all families of a delayed start or closure. In case of delayed start or school closure, it is the parents' responsibility to make arrangements for supervision/shelter for their child. The District sends out a snow and ice bulletin each fall listing the radio stations that carry closure announcements, emergency bus routes and procedures to follow. It is important to read the bulletin and keep it posted for future reference. Parents are encouraged to obtain an Emergency Alternate Destination Form to be filed at school for these unexpected occurrences

Weather and Emergency Closures Notifications

Hotlines

School district information line, 503-554-5001 (*English and Spanish*)
Bus route information, 503-538-5897

Online and email

The latest information on delays and cancellations are posted on the Newberg School District website at www.newberg.k12.or.us/delays_cancellations

E-mail notification of school schedule changes or closures are sent to e-School News subscribers. *(Sign up on the school district website)*

One Call Now

This system will be used to keep parents informed of school events and closure of school due to weather and emergencies.

Radio and TV

Local television and radio stations broadcast Newberg school closure or delay information.

The Newberg School District website (www.newberg.k12.or.us) is your source of information for

- Delays, cancellations and emergencies
- Parent resources including calendars, bell times, supply lists and more
- Curriculum guides
- Bus schedules
- Lunch menus
- Opportunities for involvement
- Much more!

Assessment

Each student is assessed according to grade-level, district and state standards. Performance marks are determined by a combination of daily work, tests, class room participation, and successful achievement of standards.

Affirmative Action

It is the policy of Newberg Public Schools to not discriminate on the basis of sex, national origin, color, age, religion, marital status, or handicap.

Health Education

The School will inform parents of the content of the health curriculum through district-sponsored open houses, parent/teacher conferences or curriculum review nights. Notification of preview opportunities may be through a classroom newsletter, principal newsletter, notice or by letter.

Parents or students who object to a selected unit of the health curriculum may submit a written request to the Building Principal to be excused from the classroom while the unit is being taught. Parents will be notified in writing of the alternative assignment that will satisfy District and State health curriculum requirements. The written response will include verification of receiving the request, confirmation of the release dates, and the assignment in lieu of classroom instruction.

Newberg School District curriculum is based on Oregon State standards, which can be reviewed online at <http://www.ode.edu>.

Emergencies

A Student Profile will be issued to each child at the beginning of the school year. Please fill them out completely and accurately and notify the school office if any information changes during the school year.

Medical Information

In accordance with the *Oregon Department of Education Communicable Disease Control Measure-Guidelines for Exclusion*, students will be excluded from school if they exhibit:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesion that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting. Students may return to school when symptoms are resolved or with written permission from your doctor stating the student is not contagious.

Communicable Disease: In a school environment, communicable diseases can be easily transmitted from one individual to another. Effective control includes prevention, early recognition of symptoms, prompt diagnosis and adequate isolation and treatment. Within the Newberg School District, neither the office staff nor the district nurse can make a diagnosis. Only a licensed health care provider can determine a diagnosis and prescribe treatment. **After**, a student has been diagnosed by a licensed health care provider as having a communicable disease; Newberg School District will follow guidelines provided by Oregon Department of Education regarding any student attendance and/or restrictions. A full list of these guidelines can be obtained from the school district nurse.

Many communicable illnesses, while common in children, may cause dangerous illness in others, so please call the office or the school nurse if your child has a communicable illness diagnosis.

How can parents help their kids stay healthy?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice.
- Teach your child to cover coughs and sneezes with a tissue or their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep all of your child's immunizations up-to-date
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like door knobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

When Should I Keep My Child Home?

Student's Symptom / Diagnosed Illness	Student May Return to School When:
Fever greater than 100.5 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written consent from doctor. May consult school nurse for common seasonal rashes.
Yellow or brown drainage from the eyes or unusual drainage from other parts of the body, such as a draining wound or sore	Eye discharge must be gone or the student must have a written consent from a doctor. Body fluids must be contained for all wounds.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Difficulty breathing or shortness of breath; serious sustained cough	Symptom-free or student must have been on antibiotic for 24 hours and have a written consent from a doctor. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medication as prescribed until gone.
Yellow color of skin and or eyes	Written consent from doctor.
Stiff neck or headache with fever	Symptom-free or written or consent from doctor
Unusually behavior change, such as irritability, lethargy, or somnolence	Symptom-free or written or consent from doctor
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and written from doctor. If no antibiotic are given, call district nurse before sending child to school.
After an illness of two or more weeks, surgery or other change in health status.	Written instructions from doctor and parent regarding medication or special health needs must be provided to the district nurse

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting.

Lice

Any student found to have live lice or untreated nits will be sent home immediately. Treatment information, District policy requirements and readmittance provisions will be provided to the parent. Parents will be advised to:

- Use a lice-killing agent on all family members who have symptoms of infestation.
- Perform environmental clean up. This includes vacuuming and/or laundering bedding, coats, exposed clothing and stuffed animals.
- Remove all nits after treatment.

Following treatment, the student may be readmitted to school. Parents must either accompany their student to school or provide a signed statement that treatment has been completed. Parents who identify head lice on their student at home are to complete treatment prior to the readmission of their student. Parents are also encouraged to notify the school their student's condition so that appropriate preventative measure may be implemented at school. Names will be held in confidence.

The maximum number of excused days for lice treatment will be two. (First day: detection and treatment; second day to work on nits and environment). If additional time is needed, parents will need to contact their school principal.

More information can be found in District policy JHCC/GBEB-AR

Medications

Medications will only be administered to students under the following conditions:

- Medication is medically necessary for the student to be able to remain at school.
- Medication is only **transported to and from school by the parents.**
- A Parent or guardian **signs a medication administration permission form.**
- All medication must be in its original labeled container.
 - Prescription medication must have a pharmacy label with the students own name on it, name of medication, route, dose and frequency.
 - Students carrying inhalers must have a signed self medication agreement. The inhalers itself must be labeled if the box is not being carried by the student.
 - All non prescription medications must be age appropriate for your student.

All medication is kept in a designated, secure location and administered by trained personnel. Complete procedures and District Policy **JHCD-AR** are available for review on our district website

Under certain circumstances students are all allowed to self medicate. The most common medications allowed in elementary school are respiratory inhalers. If you would like your student to carry his/her own inhaler or would like further information on self administration of medication please see your school secretary or our district nurse.

Many students also take medications at home for various reasons. A 48 hour supply of medication is recommended if your student would need medication in the event of a lock down.

Accidents and Illness

In case of a serious accident we shall do our best to contact you first and then we will call the emergency contact person you have given us.

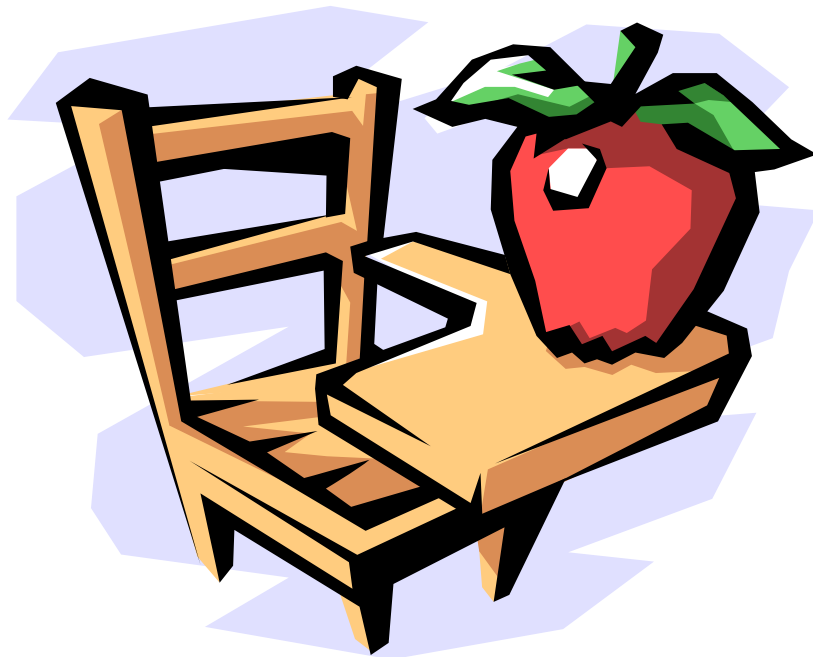
If we are unable to reach you or the emergency contact persons we will have your child transported to the hospital. No care beyond first aid may be given at school.

Immunizations

Oregon law requires all students to show proof of up-to-date immunizations. The law does make a provision for exemptions due to religious or medical reasons. Students who are not immunized, as per law are denied admission.

Please feel free to contact Annie Berger RN, District Health Nurse at 503-544-5363 with any questions.

Newberg School District
Elementary Schools
2013-2014



ELECTRONIC
PARENT/STUDENT
HANDBOOK

Antonia Crater Elementary School

203 W. Foothills Drive
Newberg, OR 97132
503-554-4650
fax: 503-537-3251

Joan Austin Elementary School

2200 N. Center Street
Newberg, OR 97132
503-554-4550
fax: 503-538-4571

Dundee Elementary School

140 S.W. Fifth Street
Dundee, OR 97115
503-554-4850
fax: 503-538-0729

Edwards Elementary School

715 E. 8th St.
Newberg, OR 97132
503-554-5050
fax: 503-537-3220

Ewing Young Elementary School

17600 N.E. North Valley Rd.
Newberg, OR 97132
503-554-4750
fax: 503-538-7269

Mabel Rush Elementary School

1441 Deborah Road
Newberg, OR 97132
503-554-4450
fax: 503-537-3314

Newberg Administration Office	503-554-5000
Transportation	503-538-8365
Snow Line	503-538-5897

Dr. Kym LeBlanc-Esparza, Superintendent

Dave Parker, Assistant Superintendent

Newberg School District Board Members

Todd Thomas, Chairperson

Polly Peterson, Vice Chairperson

James Chogyoji, Sr.

Ron Mock

Debbie Hawblitzel

Melinda VanBossuyt

Mitsi Vondrachek

Dear Parents:

Welcome to the Newberg School District and the 2013-14 school year. We look forward to collaborating together to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Newberg School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

Sue Luthra
Principal, Edwards

Lisa Callahan
Principal, Mabel Rush

Lesley Carsley
Principal, Dundee

Troy Fisher
Principal, Antonia Crater

Terry McElligott
Principal, Joan Austin

Kevin Milner
Principal, Ewing Young

DUNDEE ELEMENTARY STAFF LIST 2013-2014

Ext/Room/E-Mail List 2013/2014

Name	EXT	Room	Title	@newberg.k12.or.us
Adamski, Debi	4875	Media	EA - AIT	adamskid
Bachmeier-Swanson, Mary Jane	4883	32	Grade 5	bachmeierm
Barry, Margaret	4864	13	Reading Teacher	barrym
Beaty-Schletty, Meghan	4886	35	PSLC Teacher	beatym
Becker, Nancy	4886	35	EA - PSLC	beckern
Bertrand, Sue	4863	12	Grade 3	bertrands
Bisset, Sue	4866	15	Grade 1	bissets
Bolte, Traci	4865	14	.5 Kindergarten	boltet
Brown, Heather	4868	17	Grade 2	nelsonh
Carr, Samantha	4869	18	Grade 1	carrs
Carsley, Lesley	4854	Office	Principal	carsleyl
Conway, Jane	4859	Café	Cook	conwayj
Crocker, Rick	4876	24	Grade 4	crockerr
Culbertson, Andrea	4867	16	Grade 3	culbertsona
Dickens, Tami	4882	31	Teacher - LifeSkills	dickenst
Dreske, Gloria	4862	11	IA - LRC	dreskeg
Edmonston, Lucy	4882	31	EA - Life Skills	edmonstonl
Espana, Cindy	4869	18	EA ELL	espanac
Fishback, Angela	4860	Speech	SLP	fishbacka
Ganske, Kathy	4877	23	Music	ganskek
Golden, Donna	4886	35	EA - PSLC	goldend
Gomez, Rafael	4898	Custodial	Evening Custodian	gomezr
Hall, Kevin	4857	Counseling	Counselor	hallke
Hansen, Paulette	4858	Librarian	Library	hansenp
Harris, Rick	4893	Gym	PE	hillc
Hill, Cindi	4872	20	Grade 2	harrisr
Ison, Karen	4861	10	Grade KG - Full Day	isonk
Jackson, Meghan	4882	31	EA - Life Skills	jacksonm
Klaus, Lori	4862	11	LRC Teacher	klausl
Klingler, Dana	4851	Office	Secretary	klinglerd
Langdon, Reed	4874	22	Grade 4	langdonr
London, Lori	4864	13	EA Reading	londonl
Ludwig, Ashley	4886	35	EA - PSLC	ludwiga
McCart, Teresa	4882	31	EA - Life Skills	mccartt
Orton-Boyd, Anna	4885	34	ELL Teacher	ortonboyd.a
Rader, Glenice	4859	Café	Cook	doesn't read email
Schmidt, Tifanie	4885	ASD	PSLC Office	schmidt
Schiro, Lisa	4882	31	EA - Life Skills	schiorl
Smyth, Tori	4881	30	Grade 5	smytht
Suing, Sarah	4885	34	SLPA	suings
Thomas, Shelley	4852	Office	Secretary	thomassh
Troutman, Greg	4898	Custodial	Day Custodian	troutmang
Waibel, Candy	4850	Playground	EA - Playground	waibelc

Notification of Student Rights

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at 503-554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

School Information

School Hours

The school office is open weekdays from 7:30 AM to 4:00 PM. Classes at Dundee begin at 8:30 AM and dismiss at 3:10 PM. The AM kindergarten session begins at 8:30 AM and dismisses at 11:15 AM; PM kindergarten begins at 12:25 PM and dismisses at 3:10 PM. Teachers' hours are 8:00 AM-4:00 PM.

Starting on September 4th each Wednesday will be a late start schedule. On these days classes for 1st through 5th grades will be 9:30am to 3:10pm and for Kindergarten students 9:30 AM to 11:45 AM. (*Morning*); and 12:55 pm to 3:10 pm (*Afternoon*). Busses will run 1 hour late on Wednesdays; however, students may be dropped off at school after 8:10 a.m. if needed.

Lunch Program

Our school operates a breakfast and hot lunch program for its students.



Breakfast	\$1.25	Lunch	\$2.60
Reduced	no charge	Reduced	\$.40
Milk	\$.50	Adult Lunch	\$3.75

The cafeteria's computerized lunch program keeps track of student lunch credits. Single or multiple lunches may be purchased at anytime. Periodically students will bring home reminder slips or have a stamp on their hand when their account is low.

Dropping Off and Picking up Students

Safety of our children is paramount at Dundee Elementary School. Please adhere to the following procedures for the drop off and pick up of students:

1. Children should arrive at school between 8:10 AM and 8:30 AM on Monday, Tuesday, Thursday and Friday. On Wednesdays, children should arrive between 9:10 AM and 9:25 AM.
2. When dropping off and picking up children, please pull into the parent drop-off/pick up area in the parking lot at the west end of the building. This area is NOT for parents coming into the building. This is drop off and pick up ONLY.
3. **Do not drop off or pick up children in the Bus Only Lane.**
4. Please do not allow your child to walk through the parking lot unattended.

If you need to leave the car for any reason, the following rules must apply:

- Do not park in the fire lane. Parking legally allows for easy access of emergency vehicles and allows traffic flow to continue smoothly.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.

Thank you for your cooperation. Working together, we can make the parking lot a safer place for children as well as an efficient system for dropping off and picking up students. Remember to please drive slowly and be patient with others.

Bus Riders

When students are excused from class they must go directly to their bus line in the gym. **Buses will leave promptly. Students who miss the bus due to their own negligence will call parents for transportation arrangements and be sent to the CARE program.** When riding a bus home with a friend, students are required to bring to school a note from their parent/guardian with the following information: Their first and last name, name and route number of the student they're going home with, parent's signature and date. The note needs to be taken to the office so the secretary may complete a "Change of Destination" form that your child will give to the driver.

Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit directions from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule. Students are expected to be safe, respectful and responsible while riding the bus to and from school. (see page 27 of the Student Rights and Responsibilities Handbook)

Safety Zone

At the end of the day, students sometimes have a hard time exiting the school because so many people are crowded at the pick up area. We ask that parents, siblings and childcare providers wait outside as all walkers and children being picked up will pass through there.

Clean Air

The Newberg School District is a tobacco-free environment. No person shall use tobacco in any form on district property.

Reporting Student Progress



Newberg School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October - Parent Conferences

January - Report Cards

April - Parent Conferences

June - Report Cards

School Insurance

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided the first day of school.

STUDENT INFORMATION

Attendance

Research shows that children who have a history of excessive absences tend to find future classroom assignments and activities more difficult to complete. This will reduce their level of achievement as well as their interest in school.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations outside the school calendar are considered unexcused absences. Chronic attendance issues may be referred to the building principal and Student Attendance Review Board. *See attendance policy JEA.*

Tardiness

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office for an admittance slip before going to class. Consistent tardies may result in the loss of recess time.

Student Attendance Review Board

Should your child be either tardy or absent more than 10 days per semester, a meeting will be arranged between the parent, building principal and the student attendance review board. A meeting will be arranged to design an attendance plan. Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited

Leaving School

Every time it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.

Transfer to Another School

If it happens that you move into a different school attendance area, either in this district or another, please notify the school office prior to your moving to allow for the preparation of the withdrawal. This will make the transition as smooth as possible for your child.

Recess

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

Electronic Devices

If your child brings an electronic device to school, it must be turned off during school hours. The teacher must give permission to the student for the device to be used as a learning resource. If the device is used *without* explicit permission, the device may be confiscated until the end of the day, and/or until a parent can come to school and pick up the device. The school is not responsible for theft or loss.

Recreational Transportation

Students may not ride bicycles, skateboards, scooters, roller blades, or hee-lies etc. on school property at any time. All state laws regarding safety gear must be followed.

Student Behavior

We believe the teacher should be able to teach, and the children should be able to learn without any disruption. Students who choose to break the rules face appropriate and logical consequences. Parental communication and the use of positive reinforcement are integral parts of the program. Discipline with Love and Logic and Second Step Program provide tools used by students and staff for solving problems. Please refer to **Student Rights and Responsibilities Handbook** for more comprehensive information. It is important that school and home work together in the child's best interest.

Dundee students have three school rules which they are expected to follow:

***Be Safe**

***Be Respectful**

***Be Responsible**

The Newberg School District has zero tolerance against bullying. District policy JFCF-AR includes "Hazing/Harassment/Intimidation/Menacing/Dating Violence/Bullying/Cyberbullying". More information can be found on the school district website.

Homework Procedure

The teachers of Dundee Elementary School recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Purpose: Homework is assigned to reinforce and enrich concepts presented in the classroom. It teaches students independent study habits and helps them to assume responsibility for their own work.

Frequency: Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

Rewards/Consequences: Students who complete homework will enjoy the rewards established in the classroom. Students who do not complete homework will lose certain classroom privileges.

Thank you for your support. Together, we can make the homework experience successful for all. If you have questions or concerns, please feel free to contact your child's teacher at school.

Playground Rules and Expectations

1. Students will stay outside during recesses unless they have a pass. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground.
7. No electronic devices or personal items will be brought to the playground.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

Lost and Found

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Periodically, all lost and found clothing is given to charitable organizations. Please feel free to look for your child's lost clothing when in the building.

Field Trips

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a District permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

Field Trip Chaperone

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Newberg School District and wear a current District Photo ID Badge. District Photo Badges are valid for 4 years. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Animals Visiting



Animals are not permitted on school property without prior approval. To bring an animal onto school property *for a short visit* please contact your child's classroom teacher or a school administrator to arrange a time and outside site for the visit. permitted to visit, it must be restrained and/or confined while on the premises.

Parties and Treats

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Newberg Schools require that parents provide only store bought and unopened treats for sharing in classrooms. **It is also important to be aware of the growing number of food allergies among students, especially processed nuts/peanuts/peanut butter. Please check with your child's teacher prior to purchasing snacks, as some classrooms may be peanut-free.**

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

ALL Newberg Elementary Schools will not accept delivery of flowers or balloons for their students. These items are not allowed on the school buses and often are disruptive to the children's learning environment.

Energy Drinks

Students are not allowed to bring any type of energy drink to school for consumption, i.e., *Red Bull, Monster, Rock Star, Espresso.*

Messages From Home

If an **emergency** arises during the day, parents should phone the office before **2:15 p.m.** to assure delivery of a message. Due to a shortage of office staff at the end of the day, messages received after 2:15pm may not be delivered.

Telephone Use

Students may use the office telephones **only** in the case of emergency and with teacher permission. Students **will not** be allowed to use the phone to call home for homework.

Dundee Web Site

Our Dundee Elementary website is a wealth of information about our school's students and staff and activities. In an increasing effort to save money and paper, our newsletter is posted each month, and our calendar is updated regularly with school events. Please check us out on the web at: www.newberg.k12.or.us/dundee/

e-SchoolNews

You can get current and timely information on school closures, schedule changes, emergency situations and important announcements by signing up for e-SchoolNews. Go online to www.newberg.k12.or.us and click on e-SchoolNews.

DISTRICT INFORMATION

Appropriate Dress

Your child's appearance does make an impact on his/her education, as well as the education of others. Therefore, the following are a few guidelines to follow for appropriate dress:

1. Clothing should be clean and appropriate.
2. Hats (including bandannas, scarves or other headwear) are not allowed inside the building.
3. *Appropriate shoes should be worn at all times for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.*
4. Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.
5. Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.
6. If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.
7. Clothing that exposes midriff, buttocks, cleavage, backs or undergarments will not be worn.
8. Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.

Volunteers

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. All volunteers should follow the School District dress code when volunteering. *Please note that non-school age children will not accompany volunteers.* For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. All volunteers must have a **valid Criminal History Verification** on file with the Newberg School District and also **wear a current District photo I.D. badge.**

Visitor/Volunteer Sign-In

Visitor badges are a new requirement at each school. All visitors will be asked to present their driver's license or other state-issued identification, which will be instantly screened against federal and 50 state databases for crimes against children. An alert is immediately sent to designated officials, including administrators and law enforcement, to prevent any unauthorized access to students. When a visitor is cleared, a badge featuring the visitor's name, photo, date and time, and destination is printed.

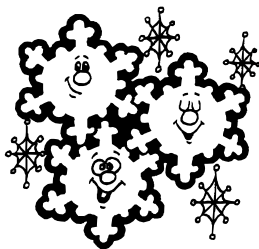
Doorbell System

Visitors will be asked to request entry to school through a new video and door-bell system installed at all elementary and middle schools. This allows the main school entrance to remain locked during school hours, keeping students and staff safe while controlling traffic in and out of the building.

Visitation Policy

Parents and guardians are invited and encouraged to visit the school and may eat lunch with their child in our cafeteria at any time. We request that parents do not go out onto the playground for lunch recess. Parents must make an appointment with the teacher prior to any observation or visit. **ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

Inclement Weather



In the event of inclement weather, the District will use the One Call Now system to notify all families of a delayed start or closure. In case of delayed start or school closure, it is the parents' responsibility to make arrangements for supervision/shelter for their child. The District sends out a snow and ice bulletin each fall listing the radio stations that carry closure announcements, emergency bus routes and procedures to follow. It is important to read the bulletin and keep it posted for future reference. Parents are encouraged to obtain an Emergency Alternate Destination Form to be filed at school for these unexpected occurrences

Weather and Emergency Closures Notifications

Hotlines

School district information line, 503-554-5001 (*English and Spanish*)
Bus route information, 503-538-5897

Online and email

The latest information on delays and cancellations are posted on the Newberg School District website at www.newberg.k12.or.us/delays_cancellations

E-mail notification of school schedule changes or closures are sent to e-School News subscribers. *(Sign up on the school district website)*

One Call Now

This system will be used to keep parents informed of school events and closure of school due to weather and emergencies.

Radio and TV

Local television and radio stations broadcast Newberg school closure or delay information.

The Newberg School District website (www.newberg.k12.or.us) is your source of information for

- Delays, cancellations and emergencies
- Parent resources including calendars, bell times, supply lists and more
- Curriculum guides
- Bus schedules
- Lunch menus
- Opportunities for involvement
- Much more!

Assessment

Each student is assessed according to grade-level, district and state standards. Performance marks are determined by a combination of daily work, tests, class room participation, and successful achievement of standards.

Affirmative Action

It is the policy of Newberg Public Schools to not discriminate on the basis of sex, national origin, color, age, religion, marital status, or handicap.

Health Education

The School will inform parents of the content of the health curriculum through district-sponsored open houses, parent/teacher conferences or curriculum review nights. Notification of preview opportunities may be through a classroom newsletter, principal newsletter, notice or by letter.

Parents or students who object to a selected unit of the health curriculum may submit a written request to the Building Principal to be excused from the classroom while the unit is being taught. Parents will be notified in writing of the alternative assignment that will satisfy District and State health curriculum requirements. The written response will include verification of receiving the request, confirmation of the release dates, and the assignment in lieu of classroom instruction.

Newberg School District curriculum is based on Oregon State standards, which can be reviewed online at <http://www.ode.edu>.

Emergencies

A Student Profile will be issued to each child at the beginning of the school year. Please fill them out completely and accurately and notify the school office if any information changes during the school year.

Medical Information

In accordance with the *Oregon Department of Education Communicable Disease Control Measure-Guidelines for Exclusion*, students will be excluded from school if they exhibit:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesion that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting. Students may return to school when symptoms are resolved or with written permission from your doctor stating the student is not contagious.

Communicable Disease: In a school environment, communicable diseases can be easily transmitted from one individual to another. Effective control includes prevention, early recognition of symptoms, prompt diagnosis and adequate isolation and treatment. Within the Newberg School District, neither the office staff nor the district nurse can make a diagnosis. Only a licensed health care provider can determine a diagnosis and prescribe treatment. **After**, a student has been diagnosed by a licensed health care provider as having a communicable disease; Newberg School District will follow guidelines provided by Oregon Department of Education regarding any student attendance and/or restrictions. A full list of these guidelines can be obtained from the school district nurse.

Many communicable illnesses, while common in children, may cause dangerous illness in others, so please call the office or the school nurse if your child has a communicable illness diagnosis.

How can parents help their kids stay healthy?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice.
- Teach your child to cover coughs and sneezes with a tissue or their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep all of your child's immunizations up-to-date
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like door knobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

When Should I Keep My Child Home?

Student's Symptom / Diagnosed Illness	Student May Return to School When:
Fever greater than 100.5 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written consent from doctor. May consult school nurse for common seasonal rashes.
Yellow or brown drainage from the eyes or unusual drainage from other parts of the body, such as a draining wound or sore	Eye discharge must be gone or the student must have a written consent from a doctor. Body fluids must be contained for all wounds.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Difficulty breathing or shortness of breath; serious sustained cough	Symptom-free or student must have been on antibiotic for 24 hours and have a written consent from a doctor. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medication as prescribed until gone.
Yellow color of skin and or eyes	Written consent from doctor.
Stiff neck or headache with fever	Symptom-free or written or consent from doctor
Unusually behavior change, such as irritability, lethargy, or somnolence	Symptom-free or written or consent from doctor
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and written from doctor. If no antibiotic are given, call district nurse before sending child to school.
After an illness of two or more weeks, surgery or other change in health status.	Written instructions from doctor and parent regarding medication or special health needs must be provided to the district nurse

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting.

Lice

Any student found to have live lice or untreated nits will be sent home immediately. Treatment information, District policy requirements and readmittance provisions will be provided to the parent. Parents will be advised to:

- Use a lice-killing agent on all family members who have symptoms of infestation.
- Perform environmental clean up. This includes vacuuming and/or laundering bedding, coats, exposed clothing and stuffed animals.
- Remove all nits after treatment.

Following treatment, the student may be readmitted to school. Parents must either accompany their student to school or provide a signed statement that treatment has been completed. Parents who identify head lice on their student at home are to complete treatment prior to the readmission of their student. Parents are also encouraged to notify the school their student's condition so that appropriate preventative measure may be implemented at school. Names will be held in confidence.

The maximum number of excused days for lice treatment will be two. (First day: detection and treatment; second day to work on nits and environment). If additional time is needed, parents will need to contact their school principal.

More information can be found in District policy JHCC/GBEB-AR

Medications

Medications will only be administered to students under the following conditions:

- Medication is medically necessary for the student to be able to remain at school.
- Medication is only **transported to and from school by the parents.**
- A Parent or guardian **signs a medication administration permission form.**
- All medication must be in its original labeled container.
 - Prescription medication must have a pharmacy label with the students own name on it, name of medication, route, dose and frequency.
 - Students carrying inhalers must have a signed self medication agreement. The inhalers itself must be labeled if the box is not being carried by the student.
 - All non prescription medications must be age appropriate for your student.

All medication is kept in a designated, secure location and administered by trained personnel. Complete procedures and District Policy **JHCD-AR** are available for review on our district website

Under certain circumstances students are all allowed to self medicate. The most common medications allowed in elementary school are respiratory inhalers. If you would like your student to carry his/her own inhaler or would like further information on self administration of medication please see your school secretary or our district nurse.

Many students also take medications at home for various reasons. A 48 hour supply of medication is recommended if your student would need medication in the event of a lock down.

Accidents and Illness

In case of a serious accident we shall do our best to contact you first and then we will call the emergency contact person you have given us.

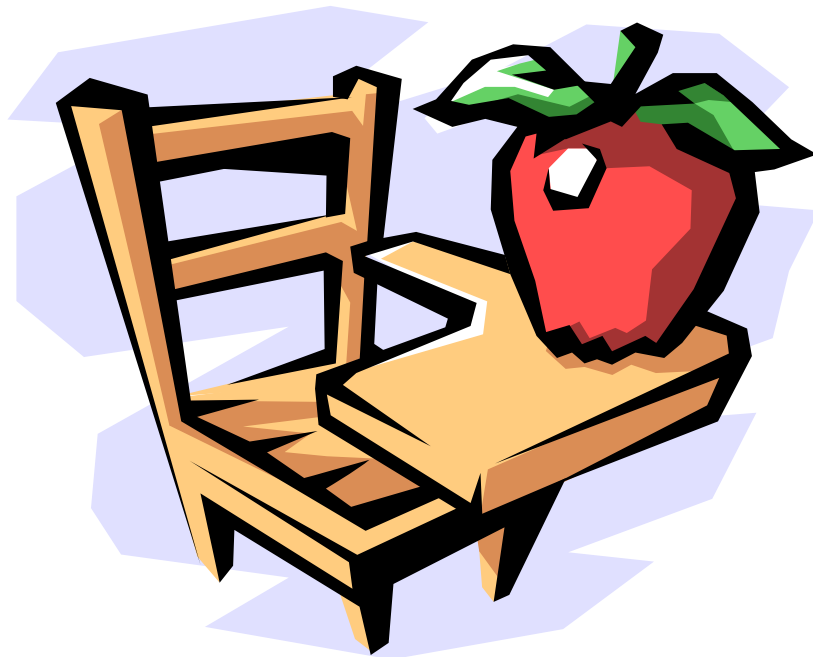
If we are unable to reach you or the emergency contact persons we will have your child transported to the hospital. No care beyond first aid may be given at school.

Immunizations

Oregon law requires all students to show proof of up-to-date immunizations. The law does make a provision for exemptions due to religious or medical reasons. Students who are not immunized, as per law are denied admission.

Please feel free to contact Annie Berger RN, District Health Nurse at 503-544-5363 with any questions.

**Newberg School District
Elementary Schools
2013-2014**



**ELECTRONIC
PARENT/STUDENT
HANDBOOK**

Antonia Crater Elementary School

203 W. Foothills Drive
Newberg, OR 97132
503-554-4650
fax: 503-537-3251

Joan Austin Elementary School

2200 N. Center Street
Newberg, OR 97132
503-554-4550
fax: 503-538-4571

Dundee Elementary School

140 S.W. Fifth Street
Dundee, OR 97115
503-554-4850
fax: 503-538-0729

Edwards Elementary School

715 E. 8th St.
Newberg, OR 97132
503-554-5050
fax: 503-537-3220

Ewing Young Elementary School

17600 N.E. North Valley Rd.
Newberg, OR 97132
503-554-4750
fax: 503-538-7269

Mabel Rush Elementary School

1441 Deborah Road
Newberg, OR 97132
503-554-4450
fax: 503-537-3314

Newberg Administration Office	503-554-5000
Transportation	503-538-8365
Snow Line	503-538-5897

Dr. Kym LeBlanc-Esparza, Superintendent

Dave Parker, Assistant Superintendent

Newberg School District Board Members

Todd Thomas, Chairperson

Polly Peterson, Vice Chairperson

James Chogyoji, Sr.

Ron Mock

Debbie Hawblitzel

Melinda VanBossuyt

Mitsi Vondrachek

Dear Parents:

Welcome to the Newberg School District and the 2013-14 school year. We look forward to collaborating together to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Newberg School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

Sue Luthra
Principal, Edwards

Lisa Callahan
Principal, Mabel Rush

Lesley Carsley
Principal, Dundee

Troy Fisher
Principal, Antonia Crater

Terry McElligott
Principal, Joan Austin

Kevin Milner
Principal, Ewing Young

DUNDEE ELEMENTARY STAFF LIST 2013-2014

Ext/Room/E-Mail List 2013/2014

Name	EXT	Room	Title	@newberg.k12.or.us
Adamski, Debi	4875	Media	EA - AIT	adamskid
Bachmeier-Swanson, Mary Jane	4883	32	Grade 5	bachmeierm
Barry, Margaret	4864	13	Reading Teacher	barrym
Beaty-Schletty, Meghan	4886	35	PSLC Teacher	beatym
Becker, Nancy	4886	35	EA - PSLC	beckern
Bertrand, Sue	4863	12	Grade 3	bertrands
Bisset, Sue	4866	15	Grade 1	bissets
Bolte, Traci	4865	14	.5 Kindergarten	boltet
Brown, Heather	4868	17	Grade 2	nelsonh
Carr, Samantha	4869	18	Grade 1	carrs
Carsley, Lesley	4854	Office	Principal	carsleyl
Conway, Jane	4859	Café	Cook	conwayj
Crocker, Rick	4876	24	Grade 4	crockerr
Culbertson, Andrea	4867	16	Grade 3	culbertsona
Dickens, Tami	4882	31	Teacher - LifeSkills	dickenst
Dreske, Gloria	4862	11	IA - LRC	dreskeg
Edmonston, Lucy	4882	31	EA - Life Skills	edmonstonl
Espana, Cindy	4869	18	EA ELL	espanac
Fishback, Angela	4860	Speech	SLP	fishbacka
Ganske, Kathy	4877	23	Music	ganskek
Golden, Donna	4886	35	EA - PSLC	goldend
Gomez, Rafael	4898	Custodial	Evening Custodian	gomezr
Hall, Kevin	4857	Counseling	Counselor	hallke
Hansen, Paulette	4858	Librarian	Library	hansenp
Harris, Rick	4893	Gym	PE	hillc
Hill, Cindi	4872	20	Grade 2	harrisr
Ison, Karen	4861	10	Grade KG - Full Day	isonk
Jackson, Meghan	4882	31	EA - Life Skills	jacksonm
Klaus, Lori	4862	11	LRC Teacher	klausl
Klingler, Dana	4851	Office	Secretary	klinglerd
Langdon, Reed	4874	22	Grade 4	langdonr
London, Lori	4864	13	EA Reading	londonl
Ludwig, Ashley	4886	35	EA - PSLC	ludwiga
McCart, Teresa	4882	31	EA - Life Skills	mccartt
Orton-Boyd, Anna	4885	34	ELL Teacher	ortonboyd.a
Rader, Glenice	4859	Café	Cook	doesn't read email
Schmidt, Tifanie	4885	ASD	PSLC Office	schmidt
Schiro, Lisa	4882	31	EA - Life Skills	schiorl
Smyth, Tori	4881	30	Grade 5	smytht
Suing, Sarah	4885	34	SLPA	suings
Thomas, Shelley	4852	Office	Secretary	thomassh
Troutman, Greg	4898	Custodial	Day Custodian	troutmang
Waibel, Candy	4850	Playground	EA - Playground	waibelc

Notification of Student Rights

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at 503-554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

School Information

School Hours

The school office is open weekdays from 7:30 AM to 4:00 PM. Classes at Dundee begin at 8:30 AM and dismiss at 3:10 PM. The AM kindergarten session begins at 8:30 AM and dismisses at 11:15 AM; PM kindergarten begins at 12:25 PM and dismisses at 3:10 PM. Teachers' hours are 8:00 AM-4:00 PM.

Starting on September 4th each Wednesday will be a late start schedule. On these days classes for 1st through 5th grades will be 9:30am to 3:10pm and for Kindergarten students 9:30 AM to 11:45 AM. (*Morning*); and 12:55 pm to 3:10 pm (*Afternoon*). Busses will run 1 hour late on Wednesdays; however, students may be dropped off at school after 8:10 a.m. if needed.

Lunch Program

Our school operates a breakfast and hot lunch program for its students.



Breakfast	\$1.25	Lunch	\$2.60
Reduced	no charge	Reduced	\$.40
Milk	\$.50	Adult Lunch	\$3.75

The cafeteria's computerized lunch program keeps track of student lunch credits. Single or multiple lunches may be purchased at anytime. Periodically students will bring home reminder slips or have a stamp on their hand when their account is low.

Dropping Off and Picking up Students

Safety of our children is paramount at Dundee Elementary School. Please adhere to the following procedures for the drop off and pick up of students:

1. Children should arrive at school between 8:10 AM and 8:30 AM on Monday, Tuesday, Thursday and Friday. On Wednesdays, children should arrive between 9:10 AM and 9:25 AM.
2. When dropping off and picking up children, please pull into the parent drop-off/pick up area in the parking lot at the west end of the building. This area is NOT for parents coming into the building. This is drop off and pick up ONLY.
3. **Do not drop off or pick up children in the Bus Only Lane.**
4. Please do not allow your child to walk through the parking lot unattended.

If you need to leave the car for any reason, the following rules must apply:

- Do not park in the fire lane. Parking legally allows for easy access of emergency vehicles and allows traffic flow to continue smoothly.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.

Thank you for your cooperation. Working together, we can make the parking lot a safer place for children as well as an efficient system for dropping off and picking up students. Remember to please drive slowly and be patient with others.

Bus Riders

When students are excused from class they must go directly to their bus line in the gym. **Buses will leave promptly. Students who miss the bus due to their own negligence will call parents for transportation arrangements and be sent to the CARE program.** When riding a bus home with a friend, students are required to bring to school a note from their parent/guardian with the following information: Their first and last name, name and route number of the student they're going home with, parent's signature and date. The note needs to be taken to the office so the secretary may complete a "Change of Destination" form that your child will give to the driver.

Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit directions from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule. Students are expected to be safe, respectful and responsible while riding the bus to and from school. (see page 27 of the Student Rights and Responsibilities Handbook)

Safety Zone

At the end of the day, students sometimes have a hard time exiting the school because so many people are crowded at the pick up area. We ask that parents, siblings and childcare providers wait outside as all walkers and children being picked up will pass through there.

Clean Air

The Newberg School District is a tobacco-free environment. No person shall use tobacco in any form on district property.

Reporting Student Progress



Newberg School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October - Parent Conferences

January - Report Cards

April - Parent Conferences

June - Report Cards

School Insurance

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided the first day of school.

STUDENT INFORMATION

Attendance

Research shows that children who have a history of excessive absences tend to find future classroom assignments and activities more difficult to complete. This will reduce their level of achievement as well as their interest in school.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations outside the school calendar are considered unexcused absences. Chronic attendance issues may be referred to the building principal and Student Attendance Review Board. *See attendance policy JEA.*

Tardiness

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office for an admittance slip before going to class. Consistent tardies may result in the loss of recess time.

Student Attendance Review Board

Should your child be either tardy or absent more than 10 days per semester, a meeting will be arranged between the parent, building principal and the student attendance review board. A meeting will be arranged to design an attendance plan. Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited

Leaving School

Every time it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.

Transfer to Another School

If it happens that you move into a different school attendance area, either in this district or another, please notify the school office prior to your moving to allow for the preparation of the withdrawal. This will make the transition as smooth as possible for your child.

Recess

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

Electronic Devices

If your child brings an electronic device to school, it must be turned off during school hours. The teacher must give permission to the student for the device to be used as a learning resource. If the device is used *without* explicit permission, the device may be confiscated until the end of the day, and/or until a parent can come to school and pick up the device. The school is not responsible for theft or loss.

Recreational Transportation

Students may not ride bicycles, skateboards, scooters, roller blades, or hee-ies etc. on school property at any time. All state laws regarding safety gear must be followed.

Student Behavior

We believe the teacher should be able to teach, and the children should be able to learn without any disruption. Students who choose to break the rules face appropriate and logical consequences. Parental communication and the use of positive reinforcement are integral parts of the program. Discipline with Love and Logic and Second Step Program provide tools used by students and staff for solving problems. Please refer to **Student Rights and Responsibilities Handbook** for more comprehensive information. It is important that school and home work together in the child's best interest.

Dundee students have three school rules which they are expected to follow:

***Be Safe**

***Be Respectful**

***Be Responsible**

The Newberg School District has zero tolerance against bullying. District policy JFCF-AR includes "Hazing/Harassment/Intimidation/Menacing/Dating Violence/Bullying/Cyberbullying". More information can be found on the school district website.

Homework Procedure

The teachers of Dundee Elementary School recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Purpose: Homework is assigned to reinforce and enrich concepts presented in the classroom. It teaches students independent study habits and helps them to assume responsibility for their own work.

Frequency: Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

Rewards/Consequences: Students who complete homework will enjoy the rewards established in the classroom. Students who do not complete homework will lose certain classroom privileges.

Thank you for your support. Together, we can make the homework experience successful for all. If you have questions or concerns, please feel free to contact your child's teacher at school.

Playground Rules and Expectations

1. Students will stay outside during recesses unless they have a pass. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground.
7. No electronic devices or personal items will be brought to the playground.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

Lost and Found

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Periodically, all lost and found clothing is given to charitable organizations. Please feel free to look for your child's lost clothing when in the building.

Field Trips

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a District permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

Field Trip Chaperone

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Newberg School District and wear a current District Photo ID Badge. District Photo Badges are valid for 4 years. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Animals Visiting



Animals are not permitted on school property without prior approval. To bring an animal onto school property *for a short visit* please contact your child's classroom teacher or a school administrator to arrange a time and outside site for the visit. permitted to visit, it must be restrained and/or confined while on the premises.

Parties and Treats

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Newberg Schools require that parents provide only store bought and unopened treats for sharing in classrooms. **It is also important to be aware of the growing number of food allergies among students, especially processed nuts/peanuts/peanut butter.** Please check with your child's teacher prior to purchasing snacks, as some classrooms may be peanut-free.

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

ALL Newberg Elementary Schools will not accept delivery of flowers or balloons for their students. These items are not allowed on the school buses and often are disruptive to the children's learning environment.

Energy Drinks

Students are not allowed to bring any type of energy drink to school for consumption, i.e., *Red Bull, Monster, Rock Star, Espresso.*

Messages From Home

If an **emergency** arises during the day, parents should phone the office before **2:15 p.m.** to assure delivery of a message. Due to a shortage of office staff at the end of the day, messages received after 2:15pm may not be delivered.

Telephone Use

Students may use the office telephones **only** in the case of emergency and with teacher permission. Students **will not** be allowed to use the phone to call home for homework.

Dundee Web Site

Our Dundee Elementary website is a wealth of information about our school's students and staff and activities. In an increasing effort to save money and paper, our newsletter is posted each month, and our calendar is updated regularly with school events. Please check us out on the web at: www.newberg.k12.or.us/dundee/

e-SchoolNews

You can get current and timely information on school closures, schedule changes, emergency situations and important announcements by signing up for e-SchoolNews. Go online to www.newberg.k12.or.us and click on e-SchoolNews.

DISTRICT INFORMATION

Appropriate Dress

Your child's appearance does make an impact on his/her education, as well as the education of others. Therefore, the following are a few guidelines to follow for appropriate dress:

1. Clothing should be clean and appropriate.
2. Hats (including bandannas, scarves or other headwear) are not allowed inside the building.
3. *Appropriate shoes should be worn at all times for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.*
4. Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.
5. Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.
6. If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.
7. Clothing that exposes midriff, buttocks, cleavage, backs or undergarments will not be worn.
8. Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.

Volunteers

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. All volunteers should follow the School District dress code when volunteering. *Please note that non-school age children will not accompany volunteers.* For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. All volunteers must have a **valid Criminal History Verification** on file with the Newberg School District and also **wear a current District photo I.D. badge.**

Visitor/Volunteer Sign-In

Visitor badges are a new requirement at each school. All visitors will be asked to present their driver's license or other state-issued identification, which will be instantly screened against federal and 50 state databases for crimes against children. An alert is immediately sent to designated officials, including administrators and law enforcement, to prevent any unauthorized access to students. When a visitor is cleared, a badge featuring the visitor's name, photo, date and time, and destination is printed.

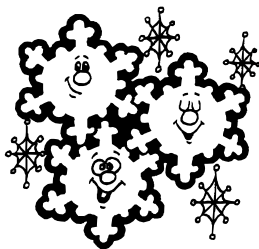
Doorbell System

Visitors will be asked to request entry to school through a new video and door-bell system installed at all elementary and middle schools. This allows the main school entrance to remain locked during school hours, keeping students and staff safe while controlling traffic in and out of the building.

Visitation Policy

Parents and guardians are invited and encouraged to visit the school and may eat lunch with their child in our cafeteria at any time. We request that parents do not go out onto the playground for lunch recess. Parents must make an appointment with the teacher prior to any observation or visit. **ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

Inclement Weather



In the event of inclement weather, the District will use the One Call Now system to notify all families of a delayed start or closure. In case of delayed start or school closure, it is the parents' responsibility to make arrangements for supervision/shelter for their child. The District sends out a snow and ice bulletin each fall listing the radio stations that carry closure announcements, emergency bus routes and procedures to follow. It is important to read the bulletin and keep it posted for future reference. Parents are encouraged to obtain an Emergency Alternate Destination Form to be filed at school for these unexpected occurrences

Weather and Emergency Closures Notifications

Hotlines

School district information line, 503-554-5001 (*English and Spanish*)
Bus route information, 503-538-5897

Online and email

The latest information on delays and cancellations are posted on the Newberg School District website at www.newberg.k12.or.us/delays_cancellations

E-mail notification of school schedule changes or closures are sent to e-School News subscribers. *(Sign up on the school district website)*

One Call Now

This system will be used to keep parents informed of school events and closure of school due to weather and emergencies.

Radio and TV

Local television and radio stations broadcast Newberg school closure or delay information.

The Newberg School District website (www.newberg.k12.or.us) is your source of information for

- Delays, cancellations and emergencies
- Parent resources including calendars, bell times, supply lists and more
- Curriculum guides
- Bus schedules
- Lunch menus
- Opportunities for involvement
- Much more!

Assessment

Each student is assessed according to grade-level, district and state standards. Performance marks are determined by a combination of daily work, tests, class room participation, and successful achievement of standards.

Affirmative Action

It is the policy of Newberg Public Schools to not discriminate on the basis of sex, national origin, color, age, religion, marital status, or handicap.

Health Education

The School will inform parents of the content of the health curriculum through district-sponsored open houses, parent/teacher conferences or curriculum review nights. Notification of preview opportunities may be through a classroom newsletter, principal newsletter, notice or by letter.

Parents or students who object to a selected unit of the health curriculum may submit a written request to the Building Principal to be excused from the classroom while the unit is being taught. Parents will be notified in writing of the alternative assignment that will satisfy District and State health curriculum requirements. The written response will include verification of receiving the request, confirmation of the release dates, and the assignment in lieu of classroom instruction.

Newberg School District curriculum is based on Oregon State standards, which can be reviewed online at <http://www.ode.edu>.

Emergencies

A Student Profile will be issued to each child at the beginning of the school year. Please fill them out completely and accurately and notify the school office if any information changes during the school year.

Medical Information

In accordance with the *Oregon Department of Education Communicable Disease Control Measure-Guidelines for Exclusion*, students will be excluded from school if they exhibit:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesion that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting. Students may return to school when symptoms are resolved or with written permission from your doctor stating the student is not contagious.

Communicable Disease: In a school environment, communicable diseases can be easily transmitted from one individual to another. Effective control includes prevention, early recognition of symptoms, prompt diagnosis and adequate isolation and treatment. Within the Newberg School District, neither the office staff nor the district nurse can make a diagnosis. Only a licensed health care provider can determine a diagnosis and prescribe treatment. **After**, a student has been diagnosed by a licensed health care provider as having a communicable disease; Newberg School District will follow guidelines provided by Oregon Department of Education regarding any student attendance and/or restrictions. A full list of these guidelines can be obtained from the school district nurse.

Many communicable illnesses, while common in children, may cause dangerous illness in others, so please call the office or the school nurse if your child has a communicable illness diagnosis.

How can parents help their kids stay healthy?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice.
- Teach your child to cover coughs and sneezes with a tissue or their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep all of your child's immunizations up-to-date
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like door knobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

When Should I Keep My Child Home?

Student's Symptom / Diagnosed Illness	Student May Return to School When:
Fever greater than 100.5 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written consent from doctor. May consult school nurse for common seasonal rashes.
Yellow or brown drainage from the eyes or unusual drainage from other parts of the body, such as a draining wound or sore	Eye discharge must be gone or the student must have a written consent from a doctor. Body fluids must be contained for all wounds.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Difficulty breathing or shortness of breath; serious sustained cough	Symptom-free or student must have been on antibiotic for 24 hours and have a written consent from a doctor. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medication as prescribed until gone.
Yellow color of skin and or eyes	Written consent from doctor.
Stiff neck or headache with fever	Symptom-free or written or consent from doctor
Unusually behavior change, such as irritability, lethargy, or somnolence	Symptom-free or written or consent from doctor
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and written from doctor. If no antibiotic are given, call district nurse before sending child to school.
After an illness of two or more weeks, surgery or other change in health status.	Written instructions from doctor and parent regarding medication or special health needs must be provided to the district nurse

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting.

Lice

Any student found to have live lice or untreated nits will be sent home immediately. Treatment information, District policy requirements and readmittance provisions will be provided to the parent. Parents will be advised to:

- Use a lice-killing agent on all family members who have symptoms of infestation.
- Perform environmental clean up. This includes vacuuming and/or laundering bedding, coats, exposed clothing and stuffed animals.
- Remove all nits after treatment.

Following treatment, the student may be readmitted to school. Parents must either accompany their student to school or provide a signed statement that treatment has been completed. Parents who identify head lice on their student at home are to complete treatment prior to the readmission of their student. Parents are also encouraged to notify the school their student's condition so that appropriate preventative measure may be implemented at school. Names will be held in confidence.

The maximum number of excused days for lice treatment will be two. (First day: detection and treatment; second day to work on nits and environment). If additional time is needed, parents will need to contact their school principal.

More information can be found in District policy JHCC/GBEB-AR

Medications

Medications will only be administered to students under the following conditions:

- Medication is medically necessary for the student to be able to remain at school.
- Medication is only **transported to and from school by the parents.**
- A Parent or guardian **signs a medication administration permission form.**
- All medication must be in its original labeled container.
 - Prescription medication must have a pharmacy label with the students own name on it, name of medication, route, dose and frequency.
 - Students carrying inhalers must have a signed self medication agreement. The inhalers itself must be labeled if the box is not being carried by the student.
 - All non prescription medications must be age appropriate for your student.

All medication is kept in a designated, secure location and administered by trained personnel. Complete procedures and District Policy **JHCD-AR** are available for review on our district website

Under certain circumstances students are all allowed to self medicate. The most common medications allowed in elementary school are respiratory inhalers. If you would like your student to carry his/her own inhaler or would like further information on self administration of medication please see your school secretary or our district nurse.

Many students also take medications at home for various reasons. A 48 hour supply of medication is recommended if your student would need medication in the event of a lock down.

Accidents and Illness

In case of a serious accident we shall do our best to contact you first and then we will call the emergency contact person you have given us.

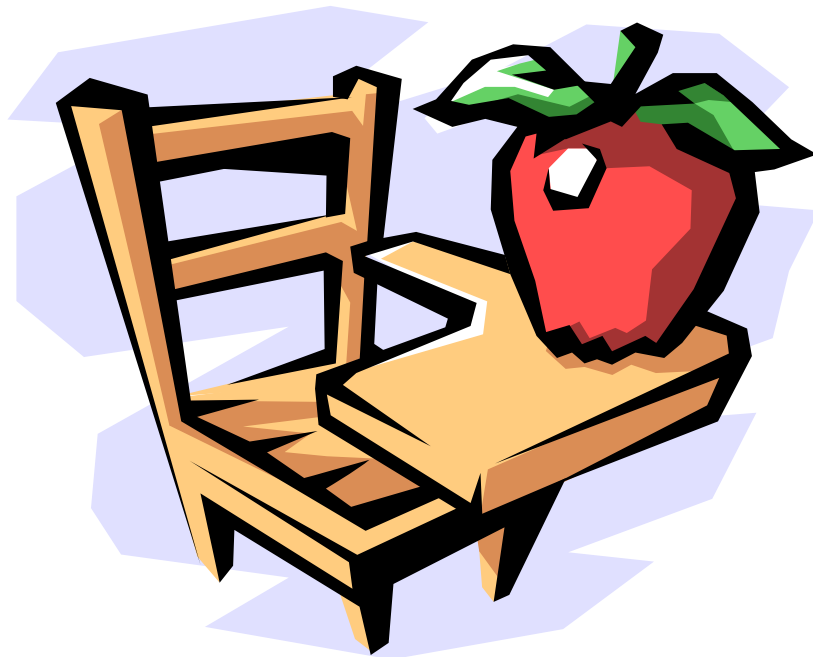
If we are unable to reach you or the emergency contact persons we will have your child transported to the hospital. No care beyond first aid may be given at school.

Immunizations

Oregon law requires all students to show proof of up-to-date immunizations. The law does make a provision for exemptions due to religious or medical reasons. Students who are not immunized, as per law are denied admission.

Please feel free to contact Annie Berger RN, District Health Nurse at 503-544-5363 with any questions.

**Newberg School District
Elementary Schools
2013-2014**



**ELECTRONIC
PARENT/STUDENT
HANDBOOK**

Antonia Crater Elementary School

203 W. Foothills Drive
Newberg, OR 97132
503-554-4650
fax: 503-537-3251

Joan Austin Elementary School

2200 N. Center Street
Newberg, OR 97132
503-554-4550
fax: 503-538-4571

Dundee Elementary School

140 S.W. Fifth Street
Dundee, OR 97115
503-554-4850
fax: 503-538-0729

Edwards Elementary School

715 E. 8th St.
Newberg, OR 97132
503-554-5050
fax: 503-537-3220

Ewing Young Elementary School

17600 N.E. North Valley Rd.
Newberg, OR 97132
503-554-4750
fax: 503-538-7269

Mabel Rush Elementary School

1441 Deborah Road
Newberg, OR 97132
503-554-4450
fax: 503-537-3314

Newberg Administration Office	503-554-5000
Transportation	503-538-8365
Snow Line	503-538-5897

Dr. Kym LeBlanc-Esparza, Superintendent

Dave Parker, Assistant Superintendent

Newberg School District Board Members

Todd Thomas, Chairperson

Polly Peterson, Vice Chairperson

James Chogyoji, Sr.

Ron Mock

Debbie Hawblitzel

Melinda VanBossuyt

Mitsi Vondrachek

Dear Parents:

Welcome to the Newberg School District and the 2013-14 school year. We look forward to collaborating together to provide an exciting year of learning for your children.

We are committed as a school district to maintaining a high level of communication with you concerning your child's educational program and their individual academic progress. We believe that parental involvement in our schools is an essential part of your child's success. You are encouraged to maintain close contact with us as we work together to ensure your child reaches their highest potential.

To provide the best curriculum and instruction, the teachers in the Newberg School District are afforded ongoing opportunities for professional development. This will greatly enhance a positive learning environment for our students. We appreciate your continuing cooperation and support. Together, we can make this a successful year for all.

Sincerely,

Sue Luthra
Principal, Edwards

Lisa Callahan
Principal, Mabel Rush

Lesley Carsley
Principal, Dundee

Troy Fisher
Principal, Antonia Crater

Terry McElligott
Principal, Joan Austin

Kevin Milner
Principal, Ewing Young

DUNDEE ELEMENTARY STAFF LIST 2013-2014

Ext/Room/E-Mail List 2013/2014

Name	EXT	Room	Title	@newberg.k12.or.us
Adamski, Debi	4875	Media	EA - AIT	adamskid
Bachmeier-Swanson, Mary Jane	4883	32	Grade 5	bachmeierm
Barry, Margaret	4864	13	Reading Teacher	barrym
Beaty-Schletty, Meghan	4886	35	PSLC Teacher	beatym
Becker, Nancy	4886	35	EA - PSLC	beckern
Bertrand, Sue	4863	12	Grade 3	bertrands
Bisset, Sue	4866	15	Grade 1	bissets
Bolte, Traci	4865	14	.5 Kindergarten	boltet
Brown, Heather	4868	17	Grade 2	nelsonh
Carr, Samantha	4869	18	Grade 1	carrs
Carsley, Lesley	4854	Office	Principal	carsleyl
Conway, Jane	4859	Café	Cook	conwayj
Crocker, Rick	4876	24	Grade 4	crockerr
Culbertson, Andrea	4867	16	Grade 3	culbertsona
Dickens, Tami	4882	31	Teacher - LifeSkills	dickenst
Dreske, Gloria	4862	11	IA - LRC	dreskeg
Edmonston, Lucy	4882	31	EA - Life Skills	edmonstonl
Espana, Cindy	4869	18	EA ELL	espanac
Fishback, Angela	4860	Speech	SLP	fishbacka
Ganske, Kathy	4877	23	Music	ganskek
Golden, Donna	4886	35	EA - PSLC	goldend
Gomez, Rafael	4898	Custodial	Evening Custodian	gomezr
Hall, Kevin	4857	Counseling	Counselor	hallke
Hansen, Paulette	4858	Librarian	Library	hansenp
Harris, Rick	4893	Gym	PE	hillc
Hill, Cindi	4872	20	Grade 2	harrisr
Ison, Karen	4861	10	Grade KG - Full Day	isonk
Jackson, Meghan	4882	31	EA - Life Skills	jacksonm
Klaus, Lori	4862	11	LRC Teacher	klausl
Klingler, Dana	4851	Office	Secretary	klinglerd
Langdon, Reed	4874	22	Grade 4	langdonr
London, Lori	4864	13	EA Reading	londonl
Ludwig, Ashley	4886	35	EA - PSLC	ludwiga
McCart, Teresa	4882	31	EA - Life Skills	mccartt
Orton-Boyd, Anna	4885	34	ELL Teacher	ortonboyd.a
Rader, Glenice	4859	Café	Cook	doesn't read email
Schmidt, Tifanie	4885	ASD	PSLC Office	schmidt
Schiro, Lisa	4882	31	EA - Life Skills	schiorl
Smyth, Tori	4881	30	Grade 5	smytht
Suing, Sarah	4885	34	SLPA	suings
Thomas, Shelley	4852	Office	Secretary	thomassh
Troutman, Greg	4898	Custodial	Day Custodian	troutmang
Waibel, Candy	4850	Playground	EA - Playground	waibelc

Notification of Student Rights

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School Board policies.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at 503-554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

School Information

School Hours

The school office is open weekdays from 7:30 AM to 4:00 PM. Classes at Dundee begin at 8:30 AM and dismiss at 3:10 PM. The AM kindergarten session begins at 8:30 AM and dismisses at 11:15 AM; PM kindergarten begins at 12:25 PM and dismisses at 3:10 PM. Teachers' hours are 8:00 AM-4:00 PM.

Starting on September 4th each Wednesday will be a late start schedule. On these days classes for 1st through 5th grades will be 9:30am to 3:10pm and for Kindergarten students 9:30 AM to 11:45 AM. (*Morning*); and 12:55 pm to 3:10 pm (*Afternoon*). Busses will run 1 hour late on Wednesdays; however, students may be dropped off at school after 8:10 a.m. if needed.

Lunch Program

Our school operates a breakfast and hot lunch program for its students.



Breakfast	\$1.25	Lunch	\$2.60
Reduced	no charge	Reduced	\$.40
Milk	\$.50	Adult Lunch	\$3.75

The cafeteria's computerized lunch program keeps track of student lunch credits. Single or multiple lunches may be purchased at anytime. Periodically students will bring home reminder slips or have a stamp on their hand when their account is low.

Dropping Off and Picking up Students

Safety of our children is paramount at Dundee Elementary School. Please adhere to the following procedures for the drop off and pick up of students:

1. Children should arrive at school between 8:10 AM and 8:30 AM on Monday, Tuesday, Thursday and Friday. On Wednesdays, children should arrive between 9:10 AM and 9:25 AM.
2. When dropping off and picking up children, please pull into the parent drop-off/pick up area in the parking lot at the west end of the building. This area is NOT for parents coming into the building. This is drop off and pick up ONLY.
3. **Do not drop off or pick up children in the Bus Only Lane.**
4. Please do not allow your child to walk through the parking lot unattended.

If you need to leave the car for any reason, the following rules must apply:

- Do not park in the fire lane. Parking legally allows for easy access of emergency vehicles and allows traffic flow to continue smoothly.
- Do not leave young children unattended in cars.
- Follow seat belt and child safety seat laws.
- Cars must be parked legally in a designated parking space.
- Do not leave cars running unattended.
- Do not double-park in the parking lot.

Thank you for your cooperation. Working together, we can make the parking lot a safer place for children as well as an efficient system for dropping off and picking up students. Remember to please drive slowly and be patient with others.

Bus Riders

When students are excused from class they must go directly to their bus line in the gym. **Buses will leave promptly. Students who miss the bus due to their own negligence will call parents for transportation arrangements and be sent to the CARE program.** When riding a bus home with a friend, students are required to bring to school a note from their parent/guardian with the following information: Their first and last name, name and route number of the student they're going home with, parent's signature and date. The note needs to be taken to the office so the secretary may complete a "Change of Destination" form that your child will give to the driver.

Students will not be released from a school-to-home bus at any stop other than their regular stop except with explicit directions from a school or law enforcement authority. Neither a driver nor a parent is authorized to override this rule. Students are expected to be safe, respectful and responsible while riding the bus to and from school. (see page 27 of the Student Rights and Responsibilities Handbook)

Safety Zone

At the end of the day, students sometimes have a hard time exiting the school because so many people are crowded at the pick up area. We ask that parents, siblings and childcare providers wait outside as all walkers and children being picked up will pass through there.

Clean Air

The Newberg School District is a tobacco-free environment. No person shall use tobacco in any form on district property.

Reporting Student Progress



Newberg School District provides continuous assessment and evaluation of student learning. Teachers utilize student work samples and provide progress reports to parents. Parent/Teacher conferences are regularly scheduled with additional conferencing upon request.

October - Parent Conferences

January - Report Cards

April - Parent Conferences

June - Report Cards

School Insurance

The District does not provide medical insurance to cover student injuries, which may occur on the school ground and in the building. Parents have the option of purchasing student insurance for a reasonable cost as protection against such accidents. Detailed information can be found in the packet provided the first day of school.

STUDENT INFORMATION

Attendance

Research shows that children who have a history of excessive absences tend to find future classroom assignments and activities more difficult to complete. This will reduce their level of achievement as well as their interest in school.

Regular attendance is a must if the school is to do the best possible job of educating your child. Students are expected to be in school except in cases of emergency or illness. When absent or tardy, parents should call the school office by **8:45 am** to excuse the absence. If a parent does not call the school office, absences or tardies will be recorded as unexcused. Vacations outside the school calendar are considered unexcused absences. Chronic attendance issues may be referred to the building principal and Student Attendance Review Board. *See attendance policy JEA.*

Tardiness

Promptness to class is very important. Teachers begin the academic program immediately following the tardy bell. Students are required to be in their seats and ready for learning prior to this bell. If a student is tardy, they must check in with the office for an admittance slip before going to class. Consistent tardies may result in the loss of recess time.

Student Attendance Review Board

Should your child be either tardy or absent more than 10 days per semester, a meeting will be arranged between the parent, building principal and the student attendance review board. A meeting will be arranged to design an attendance plan. Compulsory attendance citations may be issued by the Newberg-Dundee Police Department as a means to enforce the compulsory attendance law. Parents who exhibit a documented effort to comply with the attendance plan and recommendations of the Student Attendance Review Board shall not be cited

Leaving School

Every time it is necessary for a student to leave school at a different time or with a different person than normal, written permission should be sent to school with all pertinent information. **You must sign your child out through the office prior to our releasing him/her from school.** Your cooperation is vital in our efforts to keep our students safe.

Transfer to Another School

If it happens that you move into a different school attendance area, either in this district or another, please notify the school office prior to your moving to allow for the preparation of the withdrawal. This will make the transition as smooth as possible for your child.

Recess

Recesses are a privilege and occur during the school day to provide students with breaks from their lessons. Whenever weather allows, we spend this time out-of-doors. Please be sure that your children wear **appropriate clothing and footwear** for the weather. Children may be required to miss recess to complete work, time out or other reasons deemed necessary by the teacher.

Electronic Devices

If your child brings an electronic device to school, it must be turned off during school hours. The teacher must give permission to the student for the device to be used as a learning resource. If the device is used *without* explicit permission, the device may be confiscated until the end of the day, and/or until a parent can come to school and pick up the device. The school is not responsible for theft or loss.

Recreational Transportation

Students may not ride bicycles, skateboards, scooters, roller blades, or hee-lies etc. on school property at any time. All state laws regarding safety gear must be followed.

Student Behavior

We believe the teacher should be able to teach, and the children should be able to learn without any disruption. Students who choose to break the rules face appropriate and logical consequences. Parental communication and the use of positive reinforcement are integral parts of the program. Discipline with Love and Logic and Second Step Program provide tools used by students and staff for solving problems. Please refer to **Student Rights and Responsibilities Handbook** for more comprehensive information. It is important that school and home work together in the child's best interest.

Dundee students have three school rules which they are expected to follow:

***Be Safe**

***Be Respectful**

***Be Responsible**

The Newberg School District has zero tolerance against bullying. District policy JFCF-AR includes "Hazing/Harassment/Intimidation/Menacing/Dating Violence/Bullying/Cyberbullying". More information can be found on the school district website.

Homework Procedure

The teachers of Dundee Elementary School recognize the benefits of purposeful homework. We believe students who consistently complete homework assignments are more likely to experience academic success and enjoy greater self-esteem.

Purpose: Homework is assigned to reinforce and enrich concepts presented in the classroom. It teaches students independent study habits and helps them to assume responsibility for their own work.

Frequency: Homework will occur regularly. The amount of work and the length of the study period will vary among grade levels.

Parent Expectations: Parents are expected to provide a quiet environment for study, give support and help when necessary, and praise their children for completion of their work. We suggest that a regular work time be scheduled each weeknight for studying. This may include work assigned by teachers. If no homework is assigned, children may spend this time reading for enjoyment, listening to stories read by other family members, or practicing other skills.

Student Expectations: Students will complete their work to the best of their abilities. Work will be completed in a neat, legible manner. Homework will be turned in on time.

Teacher Expectations: Teachers will notify parents when students are significantly behind in their homework assignments.

Rewards/Consequences: Students who complete homework will enjoy the rewards established in the classroom. Students who do not complete homework will lose certain classroom privileges.

Thank you for your support. Together, we can make the homework experience successful for all. If you have questions or concerns, please feel free to contact your child's teacher at school.

Playground Rules and Expectations

1. Students will stay outside during recesses unless they have a pass. Students are to stop what they are doing when the bell rings, line up quickly and wait quietly to be excused.
2. Students will leave rocks, bark, sticks and other dangerous objects alone. In addition, students will stay dry, away from puddles and mud.
3. Students will play only on playground areas, not in the bushes.
4. Students will show pride in their school by keeping the building and grounds free of litter.
5. Students will take turns on equipment.
6. Students will not chew gum, candy, or food on the playground.
7. No electronic devices or personal items will be brought to the playground.
8. If any playground equipment goes beyond any fence, it remains there until an adult on duty can retrieve it.

Lost and Found

Your child's name should be clearly marked on all articles of clothing and personal items brought to school. Any items found should be taken to the appropriate destination. Periodically, all lost and found clothing is given to charitable organizations. Please feel free to look for your child's lost clothing when in the building.

Field Trips

All field trips are an extension of your student's learning process, therefore classroom attendance and completed assignments are necessary before participation on any field trip. Students will only be allowed to participate in school-sponsored activities and trips upon returning a District permission form completed and signed by their parent/guardian. If a student does not return a permission form to his/her teacher by the designated due date, the student **will not** be allowed to participate.

Field Trip Chaperone

All persons chaperoning a field trip must have a valid Criminal History Verification on file with Newberg School District and wear a current District Photo ID Badge. District Photo Badges are valid for 4 years. Siblings are not allowed to accompany chaperones on school-sponsored field trips.

Animals Visiting



Animals are not permitted on school property without prior approval. To bring an animal onto school property *for a short visit* please contact your child's classroom teacher or a school administrator to arrange a time and outside site for the visit. permitted to visit, it must be restrained and/or confined while on the premises.

Parties and Treats

Home birthday party invitations need to be mailed or telephoned from home. Hurt feelings occur when invitations are delivered at school. School treats for birthdays are permitted after making arrangements with your child's teacher. Please make sure to check with your child's teacher concerning specific allergies. Due to the risk of infection of various pathogens from cross contamination, Newberg Schools require that parents provide only store bought and unopened treats for sharing in classrooms. **It is also important to be aware of the growing number of food allergies among students, especially processed nuts/peanuts/peanut butter.** Please check with your child's teacher prior to purchasing snacks, as some classrooms may be peanut-free.

Please help us promote responsible health styles by providing high nutrition, low sugar, low salt, and low fat treats. In lieu of classroom treats, you might consider giving a new book to the class (*or library*) in your child's name.

ALL Newberg Elementary Schools will not accept delivery of flowers or balloons for their students. These items are not allowed on the school buses and often are disruptive to the children's learning environment.

Energy Drinks

Students are not allowed to bring any type of energy drink to school for consumption, i.e., *Red Bull, Monster, Rock Star, Espresso.*

Messages From Home

If an **emergency** arises during the day, parents should phone the office before **2:15 p.m.** to assure delivery of a message. Due to a shortage of office staff at the end of the day, messages received after 2:15pm may not be delivered.

Telephone Use

Students may use the office telephones **only** in the case of emergency and with teacher permission. Students **will not** be allowed to use the phone to call home for homework.

Dundee Web Site

Our Dundee Elementary website is a wealth of information about our school's students and staff and activities. In an increasing effort to save money and paper, our newsletter is posted each month, and our calendar is updated regularly with school events. Please check us out on the web at: www.newberg.k12.or.us/dundee/

e-SchoolNews

You can get current and timely information on school closures, schedule changes, emergency situations and important announcements by signing up for e-SchoolNews. Go online to www.newberg.k12.or.us and click on e-SchoolNews.

DISTRICT INFORMATION

Appropriate Dress

Your child's appearance does make an impact on his/her education, as well as the education of others. Therefore, the following are a few guidelines to follow for appropriate dress:

1. Clothing should be clean and appropriate.
2. Hats (including bandannas, scarves or other headwear) are not allowed inside the building.
3. *Appropriate shoes should be worn at all times for safety reasons. Flip flops present a safety hazard both in the classroom and on the playground.*
4. Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.
5. Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.
6. If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.
7. Clothing that exposes midriff, buttocks, cleavage, backs or undergarments will not be worn.
8. Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.

Volunteers

Volunteers provide a valuable service to our school. Parents and others interested in our school volunteer program have opportunities to help in the library, classrooms, as field trip chaperones, with special projects, etc. All volunteers should follow the School District dress code when volunteering. *Please note that non-school age children will not accompany volunteers.* For information concerning volunteer work, please contact your Volunteer Coordinator or classroom teacher. All volunteers must have a **valid Criminal History Verification** on file with the Newberg School District and also **wear a current District photo I.D. badge.**

Visitor/Volunteer Sign-In

Visitor badges are a new requirement at each school. All visitors will be asked to present their driver's license or other state-issued identification, which will be instantly screened against federal and 50 state databases for crimes against children. An alert is immediately sent to designated officials, including administrators and law enforcement, to prevent any unauthorized access to students. When a visitor is cleared, a badge featuring the visitor's name, photo, date and time, and destination is printed.

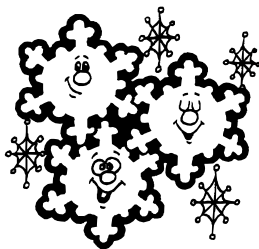
Doorbell System

Visitors will be asked to request entry to school through a new video and door-bell system installed at all elementary and middle schools. This allows the main school entrance to remain locked during school hours, keeping students and staff safe while controlling traffic in and out of the building.

Visitation Policy

Parents and guardians are invited and encouraged to visit the school and may eat lunch with their child in our cafeteria at any time. We request that parents do not go out onto the playground for lunch recess. Parents must make an appointment with the teacher prior to any observation or visit. **ALL VISITORS MUST CHECK IN WITH THE OFFICE TO OBTAIN A VISITOR'S BADGE.**

Inclement Weather



In the event of inclement weather, the District will use the One Call Now system to notify all families of a delayed start or closure. In case of delayed start or school closure, it is the parents' responsibility to make arrangements for supervision/shelter for their child. The District sends out a snow and ice bulletin each fall listing the radio stations that carry closure announcements, emergency bus routes and procedures to follow. It is important to read the bulletin and keep it posted for future reference. Parents are encouraged to obtain an Emergency Alternate Destination Form to be filed at school for these unexpected occurrences

Weather and Emergency Closures Notifications

Hotlines

School district information line, 503-554-5001 (*English and Spanish*)
Bus route information, 503-538-5897

Online and email

The latest information on delays and cancellations are posted on the Newberg School District website at www.newberg.k12.or.us/delays_cancellations

E-mail notification of school schedule changes or closures are sent to e-School News subscribers. *(Sign up on the school district website)*

One Call Now

This system will be used to keep parents informed of school events and closure of school due to weather and emergencies.

Radio and TV

Local television and radio stations broadcast Newberg school closure or delay information.

The Newberg School District website (www.newberg.k12.or.us) is your source of information for

- Delays, cancellations and emergencies
- Parent resources including calendars, bell times, supply lists and more
- Curriculum guides
- Bus schedules
- Lunch menus
- Opportunities for involvement
- Much more!

Assessment

Each student is assessed according to grade-level, district and state standards. Performance marks are determined by a combination of daily work, tests, class room participation, and successful achievement of standards.

Affirmative Action

It is the policy of Newberg Public Schools to not discriminate on the basis of sex, national origin, color, age, religion, marital status, or handicap.

Health Education

The School will inform parents of the content of the health curriculum through district-sponsored open houses, parent/teacher conferences or curriculum review nights. Notification of preview opportunities may be through a classroom newsletter, principal newsletter, notice or by letter.

Parents or students who object to a selected unit of the health curriculum may submit a written request to the Building Principal to be excused from the classroom while the unit is being taught. Parents will be notified in writing of the alternative assignment that will satisfy District and State health curriculum requirements. The written response will include verification of receiving the request, confirmation of the release dates, and the assignment in lieu of classroom instruction.

Newberg School District curriculum is based on Oregon State standards, which can be reviewed online at <http://www.ode.edu>.

Emergencies

A Student Profile will be issued to each child at the beginning of the school year. Please fill them out completely and accurately and notify the school office if any information changes during the school year.

Medical Information

In accordance with the *Oregon Department of Education Communicable Disease Control Measure-Guidelines for Exclusion*, students will be excluded from school if they exhibit:

- Fever greater than 100.5;
- Vomiting;
- Stiff neck or headache with fever;
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesion that are "weepy" (fluid or pus-filled);
- Colored drainage from eyes;
- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or
- Student requires more care than the school staff can safely provide.

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting. Students may return to school when symptoms are resolved or with written permission from your doctor stating the student is not contagious.

Communicable Disease: In a school environment, communicable diseases can be easily transmitted from one individual to another. Effective control includes prevention, early recognition of symptoms, prompt diagnosis and adequate isolation and treatment. Within the Newberg School District, neither the office staff nor the district nurse can make a diagnosis. Only a licensed health care provider can determine a diagnosis and prescribe treatment. **After**, a student has been diagnosed by a licensed health care provider as having a communicable disease; Newberg School District will follow guidelines provided by Oregon Department of Education regarding any student attendance and/or restrictions. A full list of these guidelines can be obtained from the school district nurse.

Many communicable illnesses, while common in children, may cause dangerous illness in others, so please call the office or the school nurse if your child has a communicable illness diagnosis.

How can parents help their kids stay healthy?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice.
- Teach your child to cover coughs and sneezes with a tissue or their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep all of your child's immunizations up-to-date
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like door knobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

When Should I Keep My Child Home?

Student's Symptom / Diagnosed Illness	Student May Return to School When:
Fever greater than 100.5 degrees (orally).	Temperature below 100 degrees (orally) for a minimum of 24 hours without the use of Tylenol or other fever-reducing medicine.
Rash or rash with fever - new or sudden onset	Rash disappears. Written consent from doctor. May consult school nurse for common seasonal rashes.
Yellow or brown drainage from the eyes or unusual drainage from other parts of the body, such as a draining wound or sore	Eye discharge must be gone or the student must have a written consent from a doctor. Body fluids must be contained for all wounds.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose or watery stools in one day	Symptom-free for 24 hours
Difficulty breathing or shortness of breath; serious sustained cough	Symptom-free or student must have been on antibiotic for 24 hours and have a written consent from a doctor. Antibiotics are not effective for viral illnesses. When antibiotics are prescribed for bacterial infections, take all medication as prescribed until gone.
Yellow color of skin and or eyes	Written consent from doctor.
Stiff neck or headache with fever	Symptom-free or written or consent from doctor
Unusually behavior change, such as irritability, lethargy, or somnolence	Symptom-free or written or consent from doctor
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours and written from doctor. If no antibiotic are given, call district nurse before sending child to school.
After an illness of two or more weeks, surgery or other change in health status.	Written instructions from doctor and parent regarding medication or special health needs must be provided to the district nurse

Student needing exclusion due to illness may wait in the health room, away from other students while waiting for transportation from school setting.

Lice

Any student found to have live lice or untreated nits will be sent home immediately. Treatment information, District policy requirements and readmittance provisions will be provided to the parent. Parents will be advised to:

- Use a lice-killing agent on all family members who have symptoms of infestation.
- Perform environmental clean up. This includes vacuuming and/or laundering bedding, coats, exposed clothing and stuffed animals.
- Remove all nits after treatment.

Following treatment, the student may be readmitted to school. Parents must either accompany their student to school or provide a signed statement that treatment has been completed. Parents who identify head lice on their student at home are to complete treatment prior to the readmission of their student. Parents are also encouraged to notify the school their student's condition so that appropriate preventative measure may be implemented at school. Names will be held in confidence.

The maximum number of excused days for lice treatment will be two. (First day: detection and treatment; second day to work on nits and environment). If additional time is needed, parents will need to contact their school principal.

More information can be found in District policy JHCC/GBEB-AR

Medications

Medications will only be administered to students under the following conditions:

- Medication is medically necessary for the student to be able to remain at school.
- Medication is only **transported to and from school by the parents.**
- A Parent or guardian **signs a medication administration permission form.**
- All medication must be in its original labeled container.
 - Prescription medication must have a pharmacy label with the students own name on it, name of medication, route, dose and frequency.
 - Students carrying inhalers must have a signed self medication agreement. The inhalers itself must be labeled if the box is not being carried by the student.
 - All non prescription medications must be age appropriate for your student.

All medication is kept in a designated, secure location and administered by trained personnel. Complete procedures and District Policy **JHCD-AR** are available for review on our district website

Under certain circumstances students are all allowed to self medicate. The most common medications allowed in elementary school are respiratory inhalers. If you would like your student to carry his/her own inhaler or would like further information on self administration of medication please see your school secretary or our district nurse.

Many students also take medications at home for various reasons. A 48 hour supply of medication is recommended if your student would need medication in the event of a lock down.

Accidents and Illness

In case of a serious accident we shall do our best to contact you first and then we will call the emergency contact person you have given us.

If we are unable to reach you or the emergency contact persons we will have your child transported to the hospital. No care beyond first aid may be given at school.

Immunizations

Oregon law requires all students to show proof of up-to-date immunizations. The law does make a provision for exemptions due to religious or medical reasons. Students who are not immunized, as per law are denied admission.

Please feel free to contact Annie Berger RN, District Health Nurse at 503-544-5363 with any questions.