



Grandhaven Elementary School

Parent and Student Handbook

2019-20

3200 NE McDonald Lane

McMinnville, OR 97128

Phone: (503) 565-4700

Fax: (503) 565-4706

Stephanie Legard

Principal

WELCOME to Grandhaven Elementary School where we are committed to the relentless pursuit of: (1) social emotional learning and academic excellence for all, (2) a positive school culture and climate that promotes teaching and learning, and (3) school-family-community partnerships for student achievement. This is truly an extraordinary place for teaching and learning and I'm honored to serve as the principal of this very special school. This handbook has been provided to assist you with pertinent information you will need throughout the year. We value each and every family and know that by working together, we do make a difference. Your thoughts, questions or concerns are always welcomed and encouraged. Please stop by or give us a call anytime! This is going to be an incredible year.

~Stephanie Legard, Principal



SCHOOL COLORS: Purple, Gold and Black

SCHOOL MASCOT: Raven

SCHOOL MOTTO: **STUDENT SUCCESS...** Whatever it takes!

WEBSITE and SOCIAL MEDIA CONNECTIONS

grandhaven.msd.k12.or.us
Facebook: Grandhaven PTA
Instagram: grandhavenpta

OFFICE HOURS

7:15 a.m. - 4:00 p.m.

SCHOOL HOURS

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

School starts at 8:00 a.m. Our hallways are closed to students and families until 7:55 a.m. We have supervision for students on the playground beginning at 7:30 a.m. Our school day ends at 2:30 p.m. After school, any student not picked up by 2:45 p.m. will be brought back into the office to call home.



ATTENDANCE

At Grandhaven Elementary School we are committed to important teaching and learning every single day. Parents and the school must work cooperatively to ensure students' success in school by encouraging regular attendance. Punctuality is an important trait to develop. Students are expected to be on time and will be considered tardy if not in class when school begins. Students arriving after 8:05 a.m. must check in at the office for a tardy slip before reporting to class.

Please call the attendance line (503) 565-4700 if your child is going to be absent.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. During an extended absence, parents should call the school to request homework. If a pattern of tardiness or absenteeism persists, we will contact home to see how we can work with the family to solve this problem. Irregular attendance, as defined by Oregon Law is: four or more unexcused absences in a 20-day period. Superintendents are required by state law (SB 99, effective September 1, 1995) to issue attendance citations to a student's parent or guardian for chronic absences and tardies. Safe Child Checks will take place after three consecutive days of absences with no parent contact to the school. This will involve a home visit from school personnel and/or law enforcement. These procedures are in place to keep students safe.

Students who are absent more than 10% of the school year are considered *chronically absent*.

Current research from the Oregon Department of Education shows that students who are chronically absent are at risk of falling significantly behind in school with a long lasting impact on their education. In addition, the state of Oregon has a compulsory attendance law (ORS 339.010) which requires school aged children to attend regularly.

Students should strive to miss no more than 5 days in one school year.

If excessive tardies or absences continue despite efforts to provide support and interventions, the case will be referred to the school district attendance officer, Marci Ingram.

AFTER SCHOOL ARRANGEMENTS

If you wish for your child to go home in a different way than normal, special arrangements must be made. To ride a different bus or get off at a different stop, your child must have a note explaining the change. The bus driver will not allow any changes without written permission. This rule also applies to students who walk or are picked up by car. **For safety reasons, requests over the phone for a change of a student's route home will only be accepted under emergency situations.**

Please communicate after school plans to your child before he or she leaves for school in the morning. The school telephone is a business phone and not to be used by students to make personal arrangements, such as requesting permission to go to a friend's home after school.

LEAVING EARLY

Early release of a student during the school day will not be allowed unless a parent or designated adult signs the student out at the office. Parents are encouraged to only use this for emergency purposes; important learning is missed when children leave early.

TRAFFIC SAFETY

We need your help! We encourage parents who are picking up their students to use caution and respect. Parents and students need to be extremely careful around the congested areas of the school. Be aware of bus zones, the crosswalks and the areas where parking is and isn't allowed. We ask that parents never leave their cars when parking along the curb directly in front of the school's main entrance. Parents who are dropping off or picking up students (staying in their cars) may do so at the front of the school. Please do not drive into the back parking lot to drop off or pick up students. This is the bus-loading zone.

Walkers should always use sidewalks and marked crosswalks. Bikers and scooter riders should wear helmets, walk bikes and scooters on school grounds and lock their bikes and scooters in designated racks. Please help your child plan an established route to and from school and review stranger safety. **Note: While Grandhaven Elementary School provides racks for bikes and scooters, we cannot be held responsible for lost or stolen items. Please use at your own risk.**

ADDRESS AND TELEPHONE NUMBER CHANGES

It is extremely important that the office be notified immediately of any telephone or address changes. Our ability to contact parents or guardians in the case of an emergency depends on the accuracy of this information. In September a copy of your Emergency Information Card will be sent home in Wednesday folders. **Please check the information on the card, make changes if needed, sign and return it to school by Friday, September 20th. We will not release your child to anyone who is not listed on this card without parent/guardian permission.**

DIRECTORY INFORMATION

In accordance with State and Federal laws and District policies JOA and JOB, the district maintains an educational record on each student. Part of the student record is directory information. Directory information means information that would not generally be considered harmful or an invasion of privacy if disclosed. Further information can be found in the *Student Rights and Responsibilities Handbook*.

Student Directory Information

Grandhaven Elementary and the McMinnville School District may want to release directory information about students.

- Directory information such as student names, addresses and phone numbers may be published in class phone lists or school rosters.
- Directory information such as student names, photographs and schoolwork may be published in achievement awards and other news related to school academics, activities and/or athletics. It may be published in school yearbooks, school and district newsletters, school and district websites and social media, and news releases to the media.

If you do not want us to release directory information about your student, please notify us in writing within 30 days. Please note: the status currently on file for your student will remain in place unless a change is submitted.

PHOTOGRAPHY

At times we take pictures and videos of our students in the classroom, on the playground, or participating in learning activities to share what's going on at Grandhaven Elementary. This information is used for teacher professional development and to publicize good news about students such as exciting learning experiences, achievement awards, academic or athletic accomplishments and other successes.

We will publish student names, photos and/or schoolwork -- especially in publicizing good news about students -- unless you tell us in writing within 30 days to withhold your child's information. Please note: the status currently on file for your student will remain in place unless a change is submitted.

ACCESS AND RELEASE OF STUDENT RECORDS

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

STUDENT USE OF TECHNOLOGY

At Grandhaven Elementary we believe that the integration of technology is a vital part of preparing our students for 21st Century learning. We use iPads and Chromebooks in our classrooms preschool through fifth grade. Students are expected to treat school technology with care. They may face school discipline if they do not follow district guidelines regarding technology use. Parents may face financial liability for intentional misuse by their student.

Students at Grandhaven Elementary will have access to the Internet. Please note that:

- Instruction using the Internet at school is for educational purposes only.
- Student Internet use is supervised by Grandhaven Elementary staff.
- McMinnville School District limits, filters and strictly controls what Internet sites are available to students.
- Students do not have a reasonable expectation of privacy when they use school technology.

If you do not want your student to have access to the Internet at school for educational purposes, please notify us in writing within 30 days. Please note that this may make it difficult for your student to access the curriculum in the same way as his/her classroom peers.

INCLEMENT WEATHER

Information concerning school closures due to inclement weather is broadcast on radio stations KLYC (1260 AM) and KWIP (880 AM) and Portland television stations at regular intervals beginning at 6:30 a.m. Information is also posted on the McMinnville School District website at www.msd.k12.or.us, the district's Facebook page, and on the district's Twitter feed; or you can call the District Weather Line at 503-565-4070. Additionally, you can sign up for school closure information via email or text message by signing up for FlashAlert on the McMinnville School District website. **It is best if families tune in for these announcements rather than call the school office.**

RECESS

Children need breaks, fresh air and physical activity, even when it is cold and wet outside. Recess will take place at the teacher’s discretion, regardless of weather. Please be sure to send your child to school dressed for the weather. Requesting to have your child stay in from recess due to illness is discouraged.

BEHAVIOR

At Grandhaven Elementary we have a schoolwide behavior management system that is focused on teaching and reinforcing appropriate behavior. Our school rules are:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

Students are taught how to apply these rules in various settings around the school, such as in the classroom, on the playground, in the hallways and at assemblies. **All students are expected to learn and follow these rules.** We have reward systems to encourage positive behaviors and an office referral system which tracks undesirable behavior. We ask parents to support the school by reinforcing these rules and meeting with us when there is a problem that needs follow-up.

At Grandhaven Elementary, we strive for a respectful, responsible and safe learning environment. There is no tolerance for bullying, threats, or harassment.

SCHOOLWIDE EXPECTATIONS

Classrooms

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Use respectful words ● Treat other’s property with respect ● Listen ● Allow others to learn ● Be kind 	<ul style="list-style-type: none"> ● Be prepared and on time ● Take care of yourself ● Follow directions and procedures ● Complete classroom assignments and homework ● Be organized ● Stay on task ● Clean up after yourself ● Do your best 	<ul style="list-style-type: none"> ● Enter classroom quietly ● Walk at all times ● Ask permission to leave ● Keep walkways clear ● Keep hands, feet, and items to yourself ● Use equipment and supplies appropriately

Hallways

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Hold the door open for the person behind you ● Use quiet feet and voices off ● Respect other’s personal space ● Wait to enter until previous class exits 	<ul style="list-style-type: none"> ● Select a person to hold doors ● Follow directions and procedures ● Watch traffic 	<ul style="list-style-type: none"> ● Stay to the right ● Walk facing forward ● Keep hands, feet, and items to yourself ● Ask permission from an adult before opening a locked door for another person

Office

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Use a quiet voice ● Use please and thank you ● Greet people by name ● Wait your turn 	<ul style="list-style-type: none"> ● Let office staff know why you are here ● Demonstrate self control ● If you borrow something, return it ● Clean up after yourself 	<ul style="list-style-type: none"> ● Walk to and from office ● Stay on other side of counter ● Keep hands, feet, and items to yourself ● Sit square in the chair

Restrooms

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Give people privacy ● Use quiet voices ● Wait patiently for your turn 	<ul style="list-style-type: none"> ● Flush toilets after use ● Clean up after yourself ● Put towels in garbage ● Turn off water ● Notify staff member if there is a problem ● Return to classroom promptly 	<ul style="list-style-type: none"> ● Walk to and from restroom ● Keep feet on floor ● Wash hands with soap and water ● Keep soap and water in sink

Cafeteria

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Use please and thank you ● Allow anyone to sit next to you ● Eat politely and use good table manners ● Use quiet voices ● Follow directions of the cafeteria supervisors ● Wait patiently to be excused ● Leave your eating area clean for the next person 	<ul style="list-style-type: none"> ● Take what you ordered and plan to eat ● Get all utensils, milk, and other items before sitting down ● Sit at assigned table ● Clean up after yourself ● Raise hand to clear tray and then return to table ● Remain seated until given dismissal signal 	<ul style="list-style-type: none"> ● Wash hands before eating ● Walk at all times ● Carry tray with two hands ● Get adult help for accidents and spills ● Keep all food to yourself ● Sit with feet on floor, bottom on bench, facing the table

Playground and Recess

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Use polite language ● Avoid physical contact with others ● Play fairly ● Include everyone ● Follow directions of adults on duty ● Be respectful of others' games ● Wait patiently in line 	<ul style="list-style-type: none"> ● Share equipment ● Follow all rules for games and equipment ● Use hall/bathroom pass when leaving the area ● Line up quickly when signal is given to do so ● Return equipment to the proper place 	<ul style="list-style-type: none"> ● Walk from line to playground and playground to line ● Stay within the boundaries ● Be aware of the activities, games, and others around you ● No play fighting or chasing games ● Use equipment appropriately ● Leave grass, rocks, soil, bark

● Be kind		chips, and snow on the ground
-----------	--	-------------------------------

Lining Up

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Line up in your class line ● Voices off ● Stay in line ● Follow directions of the adults on duty 	<ul style="list-style-type: none"> ● Stop playing and line up when signaled ● Wait quietly for directions 	<ul style="list-style-type: none"> ● Walk to line ● Keep hands, feet, and items to yourself ● Face forward

Assemblies

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Enter quietly ● Use audience manners ● Listen so others can hear ● Keep hands and feet still and quiet ● Exit quietly 	<ul style="list-style-type: none"> ● Arrive on time ● Follow directions ● Raise your hand to speak ● Remain seated until given dismissal signal 	<ul style="list-style-type: none"> ● Walk up and down bleachers with quiet feet ● Sit on your bottom

Walkers and Parent Drop Off and Pick Up

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Enter and exit building quietly ● Wait patiently ● Follow directions of the adults on duty 	<ul style="list-style-type: none"> ● Arrive on time ● Know how you are getting home ● Get staff permission to use the office phone ● Remember your belongings ● Go straight home after school 	<ul style="list-style-type: none"> ● Wait in arranged areas for siblings and parents ● Walk on sidewalks and in crosswalks ● Wait to cross with crossing guard ● Look both ways when crossing the street ● Only get into cars along the sidewalk or in parking spots ● If still waiting at 2:45, go into the office ● Keep hands, feet, and items to yourself

Bus Arrival and Dismissal

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Wait patiently ● Follow directions of the adults on duty ● Use quiet voices on bus ● Follow the bus driver's directions 	<ul style="list-style-type: none"> ● Remember your belongings ● Go straight home after you get off the bus 	<ul style="list-style-type: none"> ● Walk to and from bus ● Wait for bus driver to let you on and off bus ● Enter and exit the bus by walking ● Keep hands, feet, and items to

<ul style="list-style-type: none"> ● Use polite language ● Be kind 		yourself
--	--	----------

Alternate Transportation

Be Respectful	Be Responsible	Be Safe
<ul style="list-style-type: none"> ● Follow directions of the adults on duty 	<ul style="list-style-type: none"> ● Arrive on time ● Lock your bike ● Carry scooter or skateboard to assigned area ● Leave other scooters and bikes alone ● Remember your belongings ● Go straight home after school 	<ul style="list-style-type: none"> ● Wear your helmet ● Watch out for others ● Get off bike, scooter or skateboard and walk when you reach school grounds ● Walk on sidewalks and use the crosswalks ● Wait to cross with crossing guard ● Look both ways when crossing the street ● Keep hands, feet, and items to yourself

BEHAVIOR REFERRALS

In elementary school we expect students to build their skills both in and outside of the classroom. It is not uncommon for students to make mistakes in this learning process that impact their community. At times when this happens students will receive a behavior report (level 1 behaviors) or discipline referral (level 2 and 3 behaviors). The referral process is meant to provide students with an opportunity to understand how their behavior choices impact others in the school community and help them make different decisions in the future. Parents will receive a copy of the behavior report or discipline referral as well as contact from the classroom teacher and/or principal within 2 days of the event. Students may also be given a consequence for their behavior (e.g., problem solving sheet, time in the office, loss of a privilege). It is vital in these circumstances that school and home work together to send a strong message about appropriate behavior for the school setting. When students have repeated offenses we will work with families to create a plan for support to encourage student success.

TITLE ONE

Grandhaven Elementary is a school wide Title One school. Title One is a program created by the United States Department of Education to distribute funding to schools and school districts with a high percentage of students from low-income families. In our building the Title One program offers additional support in the way of a licensed teacher, instructional assistants and funds for parent involvement activities and materials. We are grateful for our Title One program as it helps us support reading, writing and mathematics success for all students. We recognize that this is a partnership between teachers, parents and students and we look forward to working together.

LUNCH AND BREAKFAST PROGRAMS

McMinnville School District is pleased to offer **free breakfast and lunch for all students** at Grandhaven Elementary. This is an incredible opportunity to feed all students in our building and we hope that you will take advantage of it. For breakfast, there is one entree each day. For lunch, students have two to three entrees to choose from each day. Milk or juice and choice of fresh fruit and vegetables are offered daily with breakfast and lunch. Menus are posted on the McMinnville School District website at www.msd.k12.or.us and will be sent home monthly. Each morning students are able to select a lunch entree in their classrooms. We encourage parents to help students make lunch decisions in advance so they can quickly select their favorite meal.

If your student has a food allergy, an authorized medical statement is required before any substitution can be made. A form may be obtained from the school office and a signature of an authorized medical professional is required.

At Grandhaven Elementary we serve **breakfast in the classroom**. This allows us to make sure that every student comes to learning with a full stomach. The breakfasts are “grab and go” and students will pick them up as they walk into the classrooms. The breakfast is designed to be able to be eaten as students are sitting down for their morning work activities and finished within the first 10 minutes of the day. Studies from this program in other schools have shown that student focus and performance increased while reports of students not feeling well and needing to go to the office decreased. Since **breakfast in the classroom** will be happening for all students, we encourage students who walk or are dropped off to sleep in those extra minutes and come to school no earlier than 7:50 a.m. Our hallways open to classrooms at 7:55 a.m.

Students are entitled to **one free breakfast** and **one free lunch each day**. If desired, a second meal must be purchased at the full meal price. Milk or juice must also be purchased if it is to go with meals brought from home. Students should deposit money into their account before school in the cafeteria. Checks or cash are accepted.

The online meal pre-payment system, MySchoolBucks, is also available. MySchoolBucks allows parents to make secure debit or credit payment into their student’s account and view all of their transactions and account balances. For more information about our online meal pre-payment system, visit the McMinnville School District website at www.msd.k12.or.us. Under *Departments*, click on the *Nutrition Services* link and then *MySchoolBucks*. If you need help using the pre-payment system, including setting up a new account and password, please contact Debbie Vickers at 503-565-4046.

Elementary Meal Prices

Breakfast	\$1.25
Lunch	\$2.75
Milk <u>or</u> Juice	\$0.60
Adult Lunch	\$4.00 without milk or juice, \$4.60 with milk or juice

DRESSING AND GROOMING

The responsibility for dress and grooming rests with the student and parents. A student's dress or grooming should not affect safe participation in school classes, programs, other school related activities, or be disruptive to the educational setting. Examples of our dress code policy include, but are not limited to:

- Shirts should cover the shoulder area by at least 2 inches and the midriff. For this reason, spaghetti straps, halter tops, thin straps and tops showing the midriff are not permitted.
- Shoes should allow students to run and play at recess and PE. For this reason, high heels, flip flops and slippery shoes are not permitted. Open-toe shoes are discouraged.
- Shorts and skirts should cover the legs appropriately. For this reason, they need to be longer than fingertips when standing.
- Shorts, pants and skirts should cover bottoms and undergarments appropriately. For this reason, clothing that is too loose is not permitted.
- Clothing should be appropriate and safe for students. For this reason make up or face paint, hats, hoods up on hoodies, clothing that is gang-related, clothing that contains obscene, profane or violent language and/or graphics and clothing that contains drug/tobacco/alcohol advertising are not allowed.

LOST AND FOUND ITEMS

The lost and found is located in the school's main hallway. Please encourage your child to check it often. At the end of each quarter, lost items will be donated to a local charity. Small lost and found items such as glasses, jewelry and keys are kept in the school office.

Please label your child's jackets, lunch bags, backpacks, and other personal items. Labeled items can easily be returned to your child.

OBJECTS BROUGHT TO SCHOOL

The school strives to provide appropriate playground equipment for student use during recess. Toys, trading cards, cameras, playground balls, electronic devices, and other valuables are not to be brought to school unless the student has special, written permission from a teacher. **Students are responsible for their own property. The school will not be held responsible for these items from home should they be damaged, lost or stolen.**

CELL PHONES and SMARTWATCHES

It is becoming increasingly more common for students to have cell phones and/or smartwatches. While we understand the comfort and convenience that this provides parents and students, it also means that we must establish clear expectations regarding their use at school. Cell phone and smartwatch use during class time is strictly prohibited. They may be used before and after school. Use during the school day will result in the cell phone's/smartwatch's confiscation and forwarding to the Principal's office. Students will be able to pick up their cell phone/smartwatch at the end of

the school day for the first violation. Subsequent violations will necessitate a parent coming to school to retrieve the cell phone/smartwatch. **Students are responsible for their own property. The school will not be held responsible for damaged, lost or stolen cell phones/smartwatches.**

WEAPONS OR DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon capable of causing physical injury to another on the school grounds during and immediately before or after school hours, or at any other time when the school is being used for an activity or special event. This also applies when students are attending a school event off school grounds.

Students who find, see or hear about dangerous instruments while at school are required to tell an adult immediately. **School safety is all of our responsibility.** A child will never be punished for telling an adult about a potential safety hazard.

SAFETY

Safety of students and staff members is a top priority at Grandhaven Elementary. For this reason **our campus is completely locked** each and every day. We also have several video cameras used for surveillance around our building. All visitors to our building must enter through the front door. Students and staff are not allowed to open side doors even to known adults.

Front doors are wired with a buzzer system. To the right of the front doors there is a button that will ring into the front desk. Please announce who you are and the reason for your visit. If granted entry, please report immediately to the front desk to sign in and receive a visitor's badge.

Students and staff will receive training in emergency preparedness drills for the following:

- **Evacuation:** Entire building is quickly evacuated to identified locations in the front and back of building (e.g., fire, hazard in the building)
- **Shelter in Place:** Drop, cover and hold for immediate safety (e.g., earthquake, tornado)
- **Lockout:** Secure the perimeter of the school, maintain business as usual (e.g., dangerous animal on school grounds, criminal activity in the area that does not involve school)
- **Lockdown:** Locked classrooms, lights out, students and staff hidden out of sight (e.g., dangerous animal in school building, angry or violent person, intruder or active shooter)

REUNIFICATION

In the event of a circumstance at school (e.g., hazardous materials release, crisis at the school) that requires parents to pick up their student(s) in a formalized controlled release, we will implement our reunification plan. Students will be evacuated to one of our off-campus evacuation sites: Adventure Christian Church (2831 NE Newby Street), Valley Baptist Church (2631 NE McDonald Lane) or Patton Middle School. Parents will be notified through the district office's emergency system using phone calls and text messages. Students will only be released to adults who have permission to pick them up.

Please make sure that your emergency contacts and phone numbers are updated in our school office. This is critical to our ability to contact you in case of an emergency.

HEALTH

Medications

If your child requires any type of prescription medication or non-prescription medication, we will need a signed Medication Release form (available in the office) filled out before medication can be administered. ALL medication must be kept in the office and in the original container. A parent or guardian must bring the medication to the school and pick up any unused medication. Students are not allowed to transport medication to and from school. Children with bee sting allergies should have their own epinephrine kit at school. It will be kept in the office. A parent permission form must be on file designating school personnel to administer the medication.

Health Room

Please check your children before they come to school if they do not feel well. Sick children will recuperate faster at home and will not “share” their illness with others. We do not have a place at school for a child to rest for an extended period of time.

Immunizations

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

Head Lice

In order to prevent the spread of head lice in the school setting, school staff will screen students who complain of head lice symptoms or when a staff member recognizes symptoms. Students who present with live lice will be sent home at the end of the school day. Parents of children with head lice will be notified and provided with treatment instructions. Students excluded from school will be readmitted after treatment is completed and live lice have been completely removed. Please see district policies JHCCF and JHCCF-AR for additional information.

USE OF TOBACCO

McMinnville School District policy prohibits the use of tobacco products on school property by anyone. We urge your help in keeping our children’s environment tobacco-free.

NONDISCRIMINATION NOTICE

The McMinnville School District and Grandhaven Elementary recognizes the diversity and worth of all individuals and groups. It is the policy of the McMinnville School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

District and Grandhaven Elementary meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Please contact the school office at [503-565-4700](tel:503-565-4700) or the district office at [503-565-4000](tel:503-565-4000).

VISITORS

Families are always welcome at school. Please come to visit your child's classroom and attend school activities. **For the safety of our students, we require that all visitors enter the building through the main entrance, sign in at the office, and wear a visitor/volunteer badge.** All other doors are kept locked during the school day.

Visitors should arrange the visit in advance with the principal or classroom teacher. For the safety of our students, visitors who want to volunteer are required to complete a *Criminal History Verification* form, which is available in the school office. Additionally, visitors must be in the presence of a school employee at all times while on campus.

We discourage visits from students who attend other schools. It is disruptive to the learning environment and that student visitor should be attending their home school. Special arrangements can be made for lunch visits. Prior notice is required.

FAMILY COMMUNICATION

School communication will come to all families in two ways, a Wednesday Folder, which will be sent home every **Wednesday** and through Peachjar, our email communication system. Most school fliers will be delivered to you electronically in order to make our communication easier, more efficient and user friendly. We will continue to send home Wednesday folders for items that need to be returned to school, student work and teachers notes. Parents are asked to read all communications and return the folder on Thursday. Third, fourth and fifth grade students will also be provided with a student agenda-planning book. Parents are asked to review these nightly with their students. The purpose of both the folders and the agendas is to increase communication between school and home.

CONFERENCES

Twice this school year, you will be contacted by your child's teacher to arrange a conference time to sit down and talk about your child's academic achievement. Our goal is 100% attendance at these conferences!

Conference Dates

Wednesday, October 23rd - Friday, October 25th

Thursday, April 16th - Friday, April 17th



PARENT OPPORTUNITIES

Volunteers

Volunteers are very important to the success of the educational program at Grandhaven Elementary. **We strongly encourage all parents to become a volunteer!** We guarantee we can find some meaningful way for you to contribute. Contact your child's teacher or the PTA President and sign up to help. Your support is greatly appreciated and expected. For the safety of our students, all volunteers are required to complete a *Criminal History Verification* form, which is available in the school office.

Site Council

Grandhaven Elementary Site Council works on continuous school improvement and staff development. Parent representation on the council is encouraged. Please contact the school principal if you are interested.

Parent Teacher Association (PTA)

The Grandhaven Elementary PTA encourages all families to be members of this important group. PTA helps you keep up with what's happening at our school, is a way for you to meet others, is a forum for exchanging ideas to make our school an even better place and provides you an opportunity to show your child how much you value education. Working together, we can meet the needs of the children.

**PTA meetings are on the 2nd Thursday of every month, 6:00-7:00 p.m. in the school library.
Spanish translation, a Spanish interpreter and child care is provided at every meeting.
Please come and get involved!**

Board Members

President- Kelly Hurl
Vice-President- Katie Morris
Treasurer- Melissa Custer
Secretary- Krista Scott
Student Delegates- TBA



Some of the PTA Supported Events to Put on Your Calendars Now!

Back-to-School Night.....	Thursday, September 19th, 6:30-8:00 p.m.
Fall Jog-a-Thon.....	Friday, October 4th
Pumpkin Patch.....	Monday, October 28th
Can and Bottle Drive.....	Monday, February 3rd - Wednesday, February 12th
Blue Raven Pies Fundraiser.....	March/April
Teacher Appreciation Week.....	Monday, May 4th - Friday, May 8th
Grandhaven Carnival.....	Friday, May 8th, 5:30-7:30 p.m.

Additionally, the PTA facilitates a can and bottle fundraiser throughout the school year. Drop off your cans and bottles at the school in the mornings of the 2nd Thursday of every month.

ROOM PARTIES

There are three classroom holiday parties each year: Harvest (on or near October 31st), Winter (near Winter Break) and Valentine's Day (on or near February 14th). Every classroom is asked to find a "room parent" for the classroom to help organize these parties and act as the contact person for PTA (Parent Teacher Association) events. Please consider volunteering in this important way!

Some parents enjoy celebrating with the child's class on the occasion of a student's birthday. Please contact your child's teacher if you wish to bring birthday treats. Birthday treats must meet district wellness guidelines (see below).

HEALTHY SNACKS ONLY

All treats must be store bought and meet district wellness guidelines. The following are examples of approved treats: snack pack pudding, rice krispie treats, applesauce cups, cheese sticks, trail mix, fresh fruit, fruit roll ups, orange vanilla swirl ice cream cups. For other healthy snack ideas and additional information about our wellness guidelines, you can visit the McMinnville School District website at www.msd.k12.or.us. You can also contact Nutrition Services at 503-565-4046.

KIDS-ON-THE-BLOCK (KOB) AFTER SCHOOL PROGRAM

Students in grades K-5 can participate in the Kids-on-the-Block (KOB) after school program. KOB provides a safe, educationally rich environment for students to learn and play after school. It is from 2:30-5:30 p.m., Monday through Friday, and includes a free snack, academic/homework assistance, as well as a wide variety of enrichment and recreational activities. The McMinnville School District, the KOB Board and the McMinnville Parks and Recreation Department jointly operate this program. For more information you can contact the McMinnville Parks and Recreation Department at 503-434-7369, located at the McMinnville Community Center. There is a fee for participation, however scholarships may be available. Space is limited.

SUCCESS NOW and STEAM AHEAD

Grandhaven Elementary is pleased to offer our after school targeted instruction program called **Success Now** followed by our enrichment program called **STEAM Ahead!** These after school programs are designed to be targeted and focused on helping students build the skills they need to be successful in the classroom. We will have three sessions of **Success Now and STEAM Ahead** this year, 2:30-4:20, Monday through Thursday. This program is offered to students by invitation only by Grandhaven teachers and the cost will be \$10.00 per session.

After School Program Schedule

2:30-2:45 p.m.	Snack
2:45-3:40 p.m.	Success Now (academic support and homework help)
3:40-4:20 p.m.	STEAM Ahead (enrichment activities)

STUDENT RIGHTS AND RESPONSIBILITIES

A complete copy of the McMinnville School District *Student Rights and Responsibilities Handbook* is included with this Parent and Student Handbook. It gives information about school and district philosophy and steps involved in establishing and maintaining a positive school environment. Please go over this information carefully and review it with your child. **Be sure to sign and return the enclosed form indicating that you have received the handbook by Friday, September 20th.**

GRANDHAVEN ELEMENTARY STAFF

2019-20

PRINCIPAL

Stephanie Legard

STUDENT MANAGEMENT

Robyn Mikunda

COUNSELOR

Kelly Janssen

CLASSROOM TEACHERS

K- Karen Drader

K- Michelle Gum

K- Kathy Nobiletti

K- Madison Vicknair

1- Robin McClendon

1- Carlie McLin

1- Allyson Winder

2- Becky East

2- Brianna Rauch

2- Lynda Shields

3- Dani Fricke

3- Cindi Hill

3- Amie McShane

3- Susan Stubberfield

4- Amber Johnson

4- Ihi Kamaka

4- Sarah McBride

5- Rachael Brinker

5- Kamrie Hoggard

5- Kathleen Mika

5- Taire Thomson

LIBRARY

Sharon Buehler

Krista Scott

MUSIC

Tegan Johnson

PE

Scott Johnson

Rich Moberg

EDUCATIONAL ASSISTANTS

Brady Carroll

Maria Grimaldo

Kellie Morris

Kira Sandoval

TAG

Karen Duyck

TITLE 1

Mark Arneson

Susan Taylor

Karen Duyck

Karen Frasnelly

Courtney Hamilton

Janelle McCormick

Cindy Newberg

Ashley Sexton

SPEECH

Patti Hess

LRC

Brandie Dickey

Sandy Feston

Janelle McCormick

Cindy Newberg

LIFE SKILLS

Inge Momberg

Audrey Harmon

Julie Huling

Rae O'Leary

Katy Zirkel

TBD (6.5 hours)

SCHOOL PSYCHOLOGIST

Lynn Weeks

EL

Lisa Venable

Shauna Zavala

Sylvia Benitez

Eva Medina

Norma Espana

SECRETARIES

Joanne Frank

Norma Espana

NURSE

Treva Schoof

KITCHEN

Claudia Hamilton

Lora Moyer

Janet Nelson

CUSTODIANS

Aaron Schalock

Jonathan Hart