



# **Elk Meadow Elementary**

**Parent Brochure**

**2018-2019**

**Important Information**

**for**

**Elk Meadow Parents**



**The Elk Meadow Community will provide a safe, inspiring learning environment where every student will grow and develop to be a successful citizen.**

# Welcome to the Elk Meadow Community!

We are absolutely thrilled to have you and your child or children be part of the Elk Meadow community this year and look forward to a year full of learning and fun. We are particularly proud at Elk Meadow of our focus on “learning through the arts,” dedication to wellness, and commitment to the success of EACH student. The following pages provide some information that should help you to help your child be successful at school this year.

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## **Communication:**

- Although you won't be seeing a traditional newsletter, below are two ways to stay up to date with what's happening at Elk Meadow.
- "Like" Elk Meadow Elementary on Facebook (<https://www.facebook.com/elkmeadowelementary>) for important reminders, opportunities, updates, and photos.
- The Elk Meadow website (<https://www.bend.k12.or.us/elkmeadow>) will be kept up to date with important information throughout the year. *Please check this website at least weekly since Elk Meadow will no longer offer a paper newsletter.*

## **Important Contacts:**

Principal: Kelle Hildebrandt (541-355-1500)

Assistant Principal: Frank Hanson (541-355-1500)

Student Services: Jessica Scott (541-355-1500)

Office Manager: Sue Schaber (541-355-1500)

Secretary: April Jorgenson (541-355-1500)

Latino Community Liaison: Luis Navez Dircio (541-848-8490)

FAN Advocate: Heidi Odman (541-355-1508)

PTO: [elkmeadowelementarypto@gmail.com](mailto:elkmeadowelementarypto@gmail.com)

## **Attendance Is Important:**

Starting in kindergarten, too many absences can cause children to fall behind in school. A student's rate of attendance is one of the strongest predictors of overall success in a child's school career. Students can fall behind even if they miss just a day or two every few weeks. In fact, missing 2 days of school per month over the course of a 13-year school career adds up to as many as 260 school days missed. That translates to roughly a year and a half of instructional school days missed prior to graduation.

## **Bend La Pine Attendance Policy:**

Oregon Law (ORS 339.065) requires regular attendance. Regular attendance is defined by Oregon law as attendance which does not include more than eight (8) unexcused one-half day absences, or the equivalent, in any four (4) week period school is in session. Please be advised that failure to comply with Oregon's compulsory attendance law is a Class "C" violation and may result in a compulsory attendance citation and a fine by a court of up to \$180, plus court fees.

## **Excused Absences:**

- Student Illness
- Dentist, doctor, or court appointment (please try to schedule outside of school hours)
- An emergency, such as death, accident, medical or injury
- Teacher/Administrator arrangements
- Pre-arranged absence approved by the school

## **Unexcused Absences:**

- Student Slept in
- Family Vacation\*
- Student is absent without any excuse by the parent/guardian

## **Truancy Process:**

- Step One: Truancy warning letter with attendance summary (and/or phone call)
- Step Two: Mandatory attendance meeting (identify barriers and provide interventions to help support student attendance improvement)
- Step Three: Truancy citation and court appearance

## **10-day Drop Policy (State Policy):**

Oregon State Law requires that we withdraw any student who is marked absent for 10 consecutive full school days. These students will have to complete the re-enrollment process if/when they wish to return to school.

## **When a Student is Absent:**

- Please call our school if your student is absent. You may call our office at 541-355-1500, our attendance line at 541-355-1515 or email us at [elkmeadow.attendance@bend.k12.or.us](mailto:elkmeadow.attendance@bend.k12.or.us)
- Our district automated calling system will call the homes of all students with an unexcused absence daily. \*Please note that by policy, a family vacation is an unexcused absence.
- The parent is responsible to notify the office of the reason for absence within 48 hours following the student's return. Notice may be in writing or by telephone. Please include the student's first name, last name and ID# in your message.
- If your child is absent more than 2 days and must have work sent home, please give the teacher 24 hour notice to get it ready. Students are expected to make up missed assignments.

## **If Your Child is Sick:**

- By school district policy, a child who has had a fever, has been throwing up, or has had diarrhea, should stay home until symptom free without medication (aspirin, Tylenol, Ibuprofen, etc.) for at least 24 hours.
- If the office staff calls to let you know your child is sick and needs to go home, please make arrangements to be at the school or send someone as soon as possible.
- Children who are not well enough to participate in all school activities should be kept at home. A doctor's note is required if a child is to be excused from PE and other regular activities such as recess.

## **Other Important Attendance Information:**

- The bell rings at 8:55 a.m. so that class can begin at 9:00 a.m. and is in session until 3:30 p.m. (except Wednesdays when school is out at 2:00 p.m.).
- Children may arrive at 8:30 a.m. There is no supervision before that time. Dismissal is at 3:30 p.m.
- If you need before or after school care, try calling Kids, Inc. at 541-389-7275 or Boys and Girls Club at 541-617-2877.



## **Weather: Is there school today? Will there be a delay?**

- Please call 541-323-SNOW (541-323-7669)
- Sign up for text messaging through BLConnect
- Check out our Facebook page  
([www.facebook.com/elkmeadowelementary](http://www.facebook.com/elkmeadowelementary))
- Visit our website (<https://www.bend.k12.or.us/elkmeadow>)

## **Outdoor Play:**

- Children need to go outside to get fresh air and engage in exercise. Please send them to school with weather appropriate clothing each day.
- The parent handbook for the district states: “Students are expected to come prepared to play outside during recess periods. Schools carefully monitor the temperature and wind chill. If the wind chill falls below 20 degrees, students are kept in.”
- Playground supervisors keep in touch with the office by radio and bring children in if there are changes in the weather during recess periods.
- If your family needs help with weather appropriate clothing, please contact our FAN coordinator, Heidi Odman (541-355-1508) so that we can provide some support.

## **After School Pick-up Procedures:**

- To ensure student safety, please wait in the lobby or in front of the school until school is dismissed. (No hallway access until 3:30 p.m.)
- All students should be picked up by 3:45 p.m. (2:15 p.m. on Wednesdays). There is no staff assigned for supervision of students after this time.
- Students who do not ride the bus home are picked up in front of the school. The loading zone is indicated by a yellow line on the sidewalk in front of the school. Students should only be picked up in this area because this practice helps pick up go more smoothly.
- The back is only for bused students, children walking to our north neighborhood.
- If you park in front of the building in the fire lane, you must remain in your car. Please use a parking space in the lot if you leave your car.
- To ensure your child's safety and to allow for traffic to safely flow on and off of Brookswood during pick up, we ask that your child wait near the entry of the building for you to drive up before loading. Your patience with this practice will shorten the time you and others have to wait.
- It is important that no cars are parked in the bike lane on Brookswood Blvd. This presents a hazard to bikers and blocks the view of traffic for drivers exiting Elk Meadow.
- A note must be sent to the school by parent or guardian in order for regular after school plans to be changed, or call the office by 3:00 p.m.

## **Walking and Biking to School:**

- The school crosswalk on Brookwood Boulevard will be staffed from 8:30 a.m. - 8:55 a.m. and again from 3:30 p.m. – 4:00 p.m. daily.
- Students should not cross, without adult supervision, before or after these times.
- All bicycle riders (and other wheeled forms of transportation) must wear bicycle helmets.

## **Medication at School:**

- Medications may be administered at school if they are medically necessary to keep your child in school.
- All medications must come to school with the parent, and the parent must complete the paperwork in order for any medication to be given to their child. If not, you will be called and asked to come in and pick up the medication.
- Prescription medication must come to school in the original bottle with the correct dosage noted on the bottle. Over-the-counter medications may also be given, but they must be age appropriate and accompanied by the proper school paperwork signed by the parent.
- Children MAY NOT self-medicate except for the use of personal inhalers used for asthma. The appropriate medication authorization form must be completed and turned into the office.

## **Parties and School Celebrations:**

- We all enjoy a fun celebration. Please check with your student's teacher for the various activities they plan throughout the year.
- All food products brought to school must be store bought and should include a healthy food choice.

## Visitors and Volunteers:

- “Volunteers” are those people that have completed and passed a background check by completing the “BLS Volunteer Application” process. “Visitors” are those people that have either not completed or passed the volunteer application process.
- Volunteers must have a completed and approved “BLS Volunteer Application” form on file before volunteering at school or chaperoning a field trip (<https://bib.com/Secure-Volunteer/bend-la-pine/>).
- Visitors and volunteers must always enter through the front of the building. For safety reasons all doors except the front doors are locked at 9:00 am.
- If you visit or volunteer at school, you must sign in and sign out at the office and wear a volunteer or visitor sticker the whole time.
- For speedy check-in, be sure to bring your state issued ID every time you visit the school.
- Parents are welcome to visit their child’s classroom with prior approval from the teacher. Our main priority is to protect the classroom environment. Check with your child’s teacher for more information.
- Younger siblings may not accompany a parent when they volunteer at school or chaperone on a field trip.

## Student Visitors:

- Because of liability and disruption to the educational program, student visitations to school by non-enrolled children are not allowed except for special programs.
- Special requests for student visitations must be approved in advance by the building principal and the classroom teacher.

- Non Elk Meadow students are welcome to pick up siblings, but are expected to wait in the lobby or in front of the school. (Not on the playground or in the hallways.)

## **Dress Code:**

- Halter tops, backless shirts, and spaghetti straps are not appropriate for school unless a t-shirt is worn underneath.
- Undergarments should not be visible.
- Any disruption caused by the wearing of a hat will result in the removal of the hat upon adult request.
- For student safety and identification purposes, hoods are to be down while inside the building and in the classroom. Other articles that prevent identification (i.e. masks, etc.) are also prohibited.
- Please keep shoe safety in mind as your child dresses for the day. Students must wear appropriate athletic shoes for P.E.
- Open toed shoes, flip-flops, and/or strapless shoes are discouraged during the academic day due to injuries that can occur while wearing these items.
- Student should be dressed appropriately for the weather conditions outside and ready to participate in outdoor recess each day.

## **Lunch at School:**

- Parents are welcome to join their child for lunch in our school cafeteria.
- Parents must sit at a table for them and their child to eat in the cafeteria so that other students are not displaced from their classroom table.
- Other children may not join them due to liability issues.

## **2018 - 2019 School Lunch Prices:**

Student Breakfast	\$1.75
Adult Breakfast	\$2.50

Student Lunch	\$2.75
Adult Lunch	\$4.00
Milk or Juice	\$0.75

### **Free Lunch:**

- We encourage ALL families to complete a free lunch application and return it to the front office or directly to nutrition services as soon as possible.
- By completing the application, your child(ren) may have the option of accessing free breakfast and lunch at school AND Elk Meadow is allocated our portion of Title I funds based on our number of families who qualify for free lunch.
- Even families who qualified last year have to complete a new application this year.
- The application can also be completed online (<https://district.ode.state.or.us/apps/frlapp/default.aspx>)

### **Student Information:**

It is important that the office is notified quickly if home, work, emergency, and/or day care provider phone numbers change. These are the only people we may contact if your child is ill, and they are also the only ones who may pick your child up from school.

### **Custody Issues:**

- Please keep us informed about custody orders, restraining orders, etc. These are kept in a confidential file.
- We must have a copy of legal documents on file that affect your child's custody and safety as we are required by law to enforce the most recent official documents we have on file at Elk Meadow.

## **Contacting Your Child During School Hours:**

- Our goal is to keep classroom interruptions to a minimum.
- During class time, calls will not be put through to teachers unless it is an emergency.
- Please send a note with your child in the morning to let the office staff know about doctor appointments, daycare instructions, bus changes, after-school arrangements and any other changes from the normal routine. The office staff will get a note to your child and their teacher before the end of the school day.
- A note must be sent or a call to the office made by 3:00 p.m. in order for regular after school plans to be changed.

## **Checking Your Child Out of School During School Hours:**

If you need to pick your child up early, please come to the front office and sign your student out. The office staff will call your child's classroom and ask them to come to the office.

## **Bussing Issues:**

All questions or problems regarding busses are handled by the district's transportation department. This includes problems at bus stops. Please call 541-355-5700 for assistance.

## **Toys and Electronic Devices at School:**

- Children may bring personal items to school, but they do so at their own risk. The school is NOT RESPONSIBLE for lost, damaged or broken items.
- While students may bring trading cards (i.e. Pokemon) and other like items to school, in order to minimize disruption to learning,

they may not be traded under any circumstances and should only be out during recess.

- Any cell phones or electronic devices, if brought to school, should be kept in the students backpack at all times between 8:30 a.m. - 3:45 p.m.
- Cell phones need to be turned off during the school day. In rare cases, exceptions are made on a case by case basis.
- Toy guns (or other look-alike weapons) or anything that contains dangerous parts must be left at home.

### **Lost and Found:**

- Labeling your child's clothes will help you get them returned.
- Lost and found items are located in a bin in the front hall of the school.
- Small items such as jewelry are kept in the office.
- To check the lost and found bin, you must sign in at the office and put on a visitor sticker.
- All lost and found items are given to a local charity at the end of each month, and again at the end of the year.

### **iPads:**

- All students in grade 3-5 are issued iPads. The iPad is checked out to students to access district adopted curriculum. Additionally, students use iPads to complete assigned school work. There is no expectation or requirement for students to have access to Wi-Fi, however, the student issued iPad is Wi-Fi ready.
- Students are expected to be good citizens in the use of iPads and to take care of the device checked out to them. Students and parents are required to sign the Acceptable Use Agreement that covers specific expectations for student use and care. School staff will review the Acceptable Use Agreement. We ask that you also



dedicate time to discussing these expectations with your child. Parents are encouraged to purchase insurance at a cost of \$30. The insurance will help protect you from liability (ranging from \$150-\$300) for accidental damages to the iPad or theft. Please visit the district website <https://www.bend.k12.or.us/district/parents/ipads-classroom> for specific details about these topics and more.

## **Is Something Wrong at School?**

All parents have experienced at some time the reality that their child is having problems at school. Maybe it is a problem on the playground, a problem with another child or a group of children, or a misunderstanding with a teacher or other school employee. When these things happen, we recommend you follow the steps below when there is a problem:

- Contact your child's teacher. Start here and see if you can come up with a plan of action.
- Contact the school office if you believe the problem is not being addressed at other levels.
- If it is serious (life threatening, involves weapons, drugs or a legal issue), immediately contact the principal or assistant principal.

## **Discipline:**

- Rules and expectations for behavior are established to allow all children to have a safe and enjoyable time at school.
- We are ***kind, responsible and safe*** with our choices.
- Elk Meadow follows the district disciplinary policy. District policy regarding discipline is given to all parents at the beginning of the school year in the Bend La Pine student calendar.

## **Elk Meadow is proud to be a PBIS school:**

- What is PBIS? Positive Behavior Intervention and Supports (PBIS) is a proactive school-wide approach to supporting students and fostering an atmosphere where students can learn. PBIS places emphasis on defining, teaching, and supporting appropriate student behaviors.
- School Rules: Elk Meadow Eagles are Safe, Kind, and Responsible. The school staff teaches students what it means to be safe, kind, and responsible in the various school setting. These settings include the classroom, cafeteria, hallways, playground, arrival to and departure from school, restrooms, and the bus.
- Excellent Eagles: In an effort to reinforce positive behaviors and the school rules, staff members will periodically and randomly give a student an Excellent Eagle. These may be given to a student demonstrating understanding of the school rules.
- Breaking School Rules: While prioritizing the acknowledgment of positive behaviors, there are times when students will make mistakes or bad choices and these will need to be addressed by staff. At Elk Meadow, we take a problem solving and skill building approach to addressing the breaking of school rules. Even so, there are times when inappropriate student behavior will also warrant consequences.
- FYI Slips: When students break school rules and it is deemed a minor offense, the behavior may be tracked by the staff member filling out an FYI slip. The student will be re-taught the rule they have violated. The information from these slips is collected and reviewed periodically by grade level EBISS teams to determine if patterns of behavior warrant greater levels of support. These slips may be filled out without student knowledge and parents may or may not be contacted.
- Office Disciplinary Referral: When more serious rule violations occur, the student behavior is tracked on an office referral. If this occurs the student will meet with an administrator and the parent will be contacted.

# Elk Meadow Common Area Rules Matrix 18-19

## SAFE, KIND, RESPONSIBLE NOISE LEVEL

<b>0-No Talking</b>	<b>1-Whisper Voice</b>	<b>2-Inside Voice</b>	<b>3-Teacher Voice</b>	<b>4-Outside Voice</b>
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Area and Noise Level	Safe	Responsible	Kind
Hallways/Wings <b>1</b>	<ul style="list-style-type: none"> <li>· Walk facing forward</li> <li>· Stay with class/group</li> <li>· Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>· Walk in line as a class</li> <li>· Walk on the right side unless otherwise directed</li> <li>· iPad closed</li> </ul>	<ul style="list-style-type: none"> <li>· Use quiet talking voice</li> <li>· Use kind language</li> <li>· Be respectful of artwork on walls (do not touch walls or objects hanging on walls)</li> </ul>
Gym Hallway <b>0</b>	<ul style="list-style-type: none"> <li>· Walk facing forward</li> <li>· Stay with class/group</li> <li>· Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>· Walk in line as a class</li> <li>· Walk on the right side unless otherwise directed</li> <li>· iPad closed</li> </ul>	<ul style="list-style-type: none"> <li>· Quiet so you do not interrupt PE</li> </ul>
Cafeteria <b>2</b>	<ul style="list-style-type: none"> <li>· Stay seated on bottom facing forward</li> <li>· Keep hands and body to self</li> <li>· Place all waste in garbage can without throwing</li> </ul>	<ul style="list-style-type: none"> <li>· Raise hand to ask for help or to leave seat</li> <li>· Clean up after yourself</li> <li>· Listen when someone using PA system</li> <li>· Report spills or problems to an adult and clean up what you can</li> <li>· Sit with your class</li> </ul>	<ul style="list-style-type: none"> <li>· Use Level 2 talking voice</li> <li>· Say 'please' and 'thank you'</li> <li>· Help classmates</li> <li>· Be welcoming to any student who sits next to you</li> <li>· Take the next available seat at your table</li> </ul>
Outside Lunch <b>2</b>	<ul style="list-style-type: none"> <li>Keep hands and body to self</li> <li>· Report spills or problems to an adult and clean up what you can</li> </ul>	<ul style="list-style-type: none"> <li>· Stay in courtyard</li> <li>· Raise hand to get up</li> <li>· Clean up all of your garbage</li> <li>· Listen to your teacher's directions to line up</li> </ul>	<ul style="list-style-type: none"> <li>· Include everyone</li> <li>· Pick up garbage as you are leaving even if it is not yours.</li> </ul>
Restrooms <b>1</b>	<ul style="list-style-type: none"> <li>· Keep feet off toilets, walls and stalls</li> <li>· Put paper towels in wastebasket, and put toilet tissue in the toilet bowls</li> <li>· Wash hands with soap and dry after each use</li> </ul>	<ul style="list-style-type: none"> <li>· Help keep the restroom clean</li> <li>· Quiet Level 1 voice</li> <li>· Report restroom problems to your teacher</li> <li>· Use only as much soap and paper as you need</li> </ul>	<ul style="list-style-type: none"> <li>· Flush after each use</li> <li>· Give people privacy</li> <li>· Wait for your turn on the waiting wall</li> </ul>

Area and Noise Level	Safe	Responsible	Kind
Media Center  1	<ul style="list-style-type: none"> <li>· Walk</li> <li>· Push in our chairs</li> <li>· Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>· Use a soft voice</li> <li>· Say 'please' and 'thank you'</li> <li>· Help classmates</li> </ul>	<ul style="list-style-type: none"> <li>· Use a soft voice</li> <li>· Say 'please' and 'thank you'</li> <li>· Help classmates</li> </ul>
Office  2	<ul style="list-style-type: none"> <li>· Follow adult directions</li> <li>· Walk around stanchions</li> <li>· Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>· Students must have a pass with them</li> <li>· Check in with adult before entering</li> </ul>	<ul style="list-style-type: none"> <li>· Use a quiet "inside" voice</li> <li>· Wait your turn</li> <li>· Say "please" and "thank you"</li> </ul>
Assembly  0 or 4	<ul style="list-style-type: none"> <li>· Walk to and from assembly</li> <li>· Wait for dismissal instructions from your teacher</li> <li>· Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>· Sit on your bottom with hats off</li> <li>· Quietly help others follow directions by being a positive example</li> <li>· Positively participate</li> <li>· Quiet when Eagle eyes called</li> </ul>	<ul style="list-style-type: none"> <li>· Use whole body listening (hands and feet still, voice off, ears listening, eyes and body toward the speaker, thinking about what the speaker is sharing, caring about what the speaker is saying or doing)</li> <li>· Graciously applause</li> </ul>
Arrival  2	<ul style="list-style-type: none"> <li>· Use sidewalks and crosswalks</li> <li>· Bike riders put bikes in designated areas</li> <li>· Always stay in supervised areas</li> <li>· Students report to: cafeteria, playground, office or classroom</li> </ul>	<ul style="list-style-type: none"> <li>· Students arrive on time and go to designated area</li> <li>· Students take care of personal items</li> <li>· Students turn in lunch money</li> <li>· Students follow adult direction</li> </ul>	<ul style="list-style-type: none"> <li>· Students respect others property, touching or using only with permission</li> <li>· Students use kind words and actions</li> <li>· Students keep hands, feet and objects to themselves</li> </ul>
Dismissal Walking/Bike  2	<ul style="list-style-type: none"> <li>·Walk in the hallways</li> <li>·Exit the building using school back or front door (not wing)</li> <li>·Follow safe pedestrian and bike traffic rules</li> <li>·Walk using sidewalks and crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>·Bikers wear a helmet and walk bike on school grounds</li> <li>· Keep Backpacks zipped and on backs</li> <li>·Go directly to where you need to be</li> <li>·Check in with adults as soon as you arrive at your destination</li> </ul>	<ul style="list-style-type: none"> <li>·Use level 2 "inside" voice while exiting the building</li> <li>· Follow adult directions as you exit the school grounds</li> </ul>

Area and Noise Level	Safe	Responsible	Kind
Dismissal Car  2	<ul style="list-style-type: none"> <li>·Walk in the hallways</li> <li>·Keep hands and feet to self</li> <li>·Wait behind the yellow line for ride to stop</li> <li>·Only load in loading zone (along the yellow line)</li> </ul>	<ul style="list-style-type: none"> <li>· Keep Backpacks zipped and on backs</li> <li>·Wait near entry to school for ride to pull forward (stay on concrete area near entry)</li> <li>·Wait for parent to pull all the way forward before loading</li> </ul>	<ul style="list-style-type: none"> <li>·Say 'goodbye' to your teacher</li> <li>·Use a level 2 'inside' voice</li> <li>·Follow adult directions as you exit and are waiting for ride</li> </ul>
Dismissal Bus Zone  2	<ul style="list-style-type: none"> <li>· Walk to bus lines</li> <li>· Keep hands, feet and objects to yourself</li> <li>· Youngest students in front of line</li> </ul>	<ul style="list-style-type: none"> <li>· Walk directly to your bus line</li> <li>· Keep Backpacks zipped and on backs</li> <li>· Stay in line</li> <li>· Find first available spot</li> </ul>	<ul style="list-style-type: none"> <li>· Use a level 2 "inside" voice</li> <li>· Use kind words</li> <li>· Don't save seats</li> <li>· Follow directions of duty teacher</li> </ul>

## **Annual Parent Notification Of Right To Inquire About**

### **Teacher & Paraprofessional Qualifications:**

Schools that have a high enough percentage of students and families who qualify for free and reduced lunch benefits receive additional funds from the federal government. These funds, which are called Title I funds, support supplemental educational services to our students. Your child's school qualifies for such funding. Parent involvement is an important part of the No Child Left Behind (NCLB) Act, the source of Title I funds as of January 8, 2001. There are several new parent communication requirements for schools that receive Title I funds. One new requirement is Title I schools must notify parents that they may request information regarding the professional qualifications of their student's classroom teachers. Information regarding the professional qualifications of our teachers is available by contacting your school principal. The information you receive includes the baccalaureate degree and academic major of the teacher, any graduate degrees or certifications, and the type of Oregon teaching license held by your child's teacher. If your child is provided specific services by paraprofessionals, you may also inquire about their qualifications. We know we have a high quality instructional staff at our school and we are proud to share this information with you at your request. We hope you will help us foster strong parent involvement and communication at our school.

## **Parent Involvement Policy**

Parents are their children's first and most important teachers. Research tells us that parent involvement makes a big difference. When schools welcome families, establish personal relationships among families and staff, help parents understand how the system works, and encourages family-staff collaboration to improve student achievement, students do better in school—and, the school gets stronger!

Our school is committed to being family-friendly and to working as partners with our families to help all of our students achieve at high levels.

### Our school encourages families to be:

- Teachers of their children at home
- Supporters of our school and of public education
- Advocates for their own and other children, and
- Decision-makers in school policy and practice

### To be fully family-friendly, Elk Meadow Elementary School will provide:

- A welcoming environment:
  - Friendly signs that welcome visitors and explain how to get around the building.
  - Standards of welcoming behavior that applies to all staff.
  - Visitors will be greeted politely and can get appropriate information easily.
  - A comfortable environment for parents to meet with staff, gather materials related to their child, and collect resources and educational information for use at home.
- Programs and activities to engage families in improving student achievement:

- Current student work is displayed throughout the building, so that visitors can understand the purpose of the work, and the high standards it is to meet.
  - Programs and activities that help families understand what their children are learning, and that promote high standards.
  - Workshops, learning kits, and other activities that show families how to help their children at home, and respond to what families say they want to know about.
  - The school reports to parents about student progress and how teachers, parents, and community members can work together to make improvements.
- Strong relationships between teachers and families:
- The school welcomes new families, offers tours, and introduces them to staff and other families. Bilingual speakers are available to help families.
  - Teachers and families can meet face-to-face and get to know each other through a variety of classroom and school activities.
  - A sense of community is fostered and encouraged through various school-wide activities and celebrations during the school year.
  - Teachers make personal contact with each family throughout the school year.
  - Staff and administration helps teachers connect to families and bridge barriers of language and culture.
- Opportunities for families to develop their skills, self-confidence, and contacts:
- Families have varied opportunities to be involved in our school.
  - School committees, classroom volunteers, Site Council, and our PTO/TEAM reflect the diversity of the school community



and actively recruit and welcome families from all backgrounds.

- The school is open and accessible. It is easy for parents to meet with administration, talk to teachers and counselors, and bring up issues, concerns, and to offer suggestions.
- Professional development for families and staff on how to work together productively.
- Families learn how the school system works and how to be effective advocates for their children.
  - Teachers learn about successful approaches to working with families of diverse cultural backgrounds.
  - Families and staff can learn together how to collaborate to improve student achievement.
  - The school reaches out to identify and draw in local community resources that can assist staff and families.
- Parents, teachers, support staff, and community members developed this policy. In preparing this policy, they:
- Talked with families, staff, and community members, and reviewed parent and staff surveys to identify what was important to school stakeholders.
  - Drafted this policy, and distributed it for comment.
  - Revised the policy using the comments gathered during the review process, and then presented it to the staff and site council for adoption.

This policy will be reviewed annually. It will be updated or revised as needed.