

***Respect Yourself *Respect Others *Respect Your School**

*Athena Elementary
School Handbook
2016-2017*



Athena Weston School District

375 South Fifth

Athena, Oregon 97813

541-566-3551

From the Principal's Desk...

Dear Parents and Guardians,

Welcome to the 2016-2017 school year! I would like to extend a welcome to all of our new and returning families and invite all of you to partner with us. When parents volunteer in their children's school, everyone benefits. Volunteering sends the message to kids that education is important! There are countless ways that you can help here at Athena Elementary.

Here are some ideas:

- Attend meetings on school issues.
- Volunteer to help on the playground.
- Assist with material preparation for classrooms.
- Read with students.
- Join the Parent Group.

Attendance is key! We have 174 student contact days and each and every day is important for building academic success for your child. If your child is experiencing issues with school attendance, please contact me for assistance. Our hope is that every child feels welcome and successful at Athena Elementary. I am looking forward to meeting you, working with you and your children and getting to know this wonderful school community.

Best wishes for the 2016-2017 school year!

Laure Quaresma
Superintendent/Principal, Athena Elementary
laure.quaresma@athwest.k12.or.us
541-566-3551

What We Learn

The standards based curriculum is designed to teach and challenge children to develop their potential for college and career readiness.

Students in grades K-3 have instructional lessons in the content areas of:

- ELA (English Language Arts)
- Math
- Science
- Social Studies
- Physical Education/Health
- Health
- Technology



Athena Elementary
2016-17 School Year

Laure Quaresma, Superintendent/Principal



Classroom Teachers

Jackie Gentry (K)
Megan Bryan (Multiage K-1)
Kayla Sheard (1st Grade)
Tammy Staley (2nd Grade)
Craig Taylor (2nd Grade)
Molly Betts (3rd Grade)
Heather Combs (3rd Grade)

Specialists

Justin Funderbunk (Physical Education)
Dawn Griggs (Title I Coordinator)
Julie Maney (Special Education)
Ann Burnside (Library/Media)

District Administration

Paula Reich (Business Manager)
Patti Monaco (Food Services Supervisor)
Loren Stroud (Facilities/Maintenance Supervisor)
Julie Schroeder (Transportation Supervisor)
Travis Glover (Grounds/Maintenance)

Classified Support Staff

Tara Fox (Instructional Assistant)
Linda Pace (Instructional Assistant)
Suzie Reitz (Instructional Assistant)
Stephanie Young (Instructional Assistant)

Office Secretary

Karen Webb

Kitchen Staff

Katie Zmuda
Mindy Swafford

Custodians

Linda Gillum (Custodian)
Cort Harwood (Custodian)
Nikolay Mironov (Custodian)

Athena Elementary - Respect and Responsibility Guidelines

All Students Receive:

- The opportunity to learn in a safe, positive and caring environment.
- The opportunity to make decisions.
- The opportunity to reflect and self-correct.
- The opportunity to make their day the best it can be.

School-wide expectations and responsibility guidelines are designed to ensure the social, emotional and physical safety off all students and staff, and to create an environment conducive to learning. Athena Elementary Positive Behavior Guidelines are as follows:

****Respect Yourself***

****Respect Others***

****Respect Your School***

Teaching, and re-teaching procedures, and reinforcing expectations are two of the most effective ways to support students. Athena Elementary has established school-wide expectations. Consistency is essential!

Following these school-wide expectations supports a high level of time directed toward learning. The staff at Athena Elementary provides frequent, positive reinforcements to students who follow the Positive Behavior Guidelines. Positive reinforcements are provided to individual students, groups of students, and entire classes. Reinforcements can be seen in the form of:

- Tigerscot Tokens
- Student of the Month Recognition

Minor Offenses: **Minor offenses** which the classroom teacher will address by re-teaching expectations and may come with a consequence such as loss of privilege. Minor offenses might include the following; not following classroom rules, poor sportsmanship, failure to keep hands and feet to self, and disrespect to adults or other students. Three minor offenses may lead to a major offense and thus documented with a behavior referral.

Major Offenses: The following are examples of unacceptable behaviors, or major offenses that will result in a discipline slip, office visit, parent notification and may also include loss of privilege and restitution:

- Harassment, intimidation, or bullying
- Chronic classroom disruption
- Non-Compliance
- Physical aggression (hitting, biting, throwing, etc.)
- Theft or Vandalism

Discipline Slips: Discipline slips are used to document unacceptable behaviors and ensure communication between the school and family. Students who receive a discipline slip may have continued to exhibit a “minor” behavior and have not responded to verbal and in-class redirection. Students who exhibit a “major” offensive will automatically receive a discipline referral. Two copies will be sent home with the student, with the yellow copy to be signed and return to school the following day. A third copy is given to the principal.

If a student receives a discipline referral, a phone call will be made to parents/guardians by the principal and/or designee.

REGULAR DAILY SCHEDULE

7:30-7:50 am	Breakfast is served in the cafeteria
7:50-8:10 am	Team Time
8:05-8:10 am	School Starting Bell rings – Students will proceed to their classrooms with their teachers.
8:10 am	Tardy Bell – If a student arrives on campus after the 8:10, they will need to stop at the front office to check in before going to class.
2:40 pm	Dismissal bell rings – School ends

Daily Lunch Schedule

Classroom	Lunch/Recess
Kindergarten	Recess 11:00 Lunch 11:20 - 11:35
1 st Grade	Recess 11:00 Lunch 11:15 - 11:35
Multiage K-1	Recess 11:00 Lunch 11:15 - 11:35
2 nd Grade	Lunch 10:55 Recess 11:15 - 11:30
3 rd Grade	Lunch 11:00 Recess-11:15 - 11:40

You are welcome to join your child for lunch. We will be providing a lunch schedule during the first month of school. Please remember to follow the Safe School Commitment and check in at the office prior to meeting your child. In order to make sure your child receives a healthy breakfast/lunch, please make sure that your payments are made on time. The school breakfast/lunch program receives federal funding and charges are limited. In addition, to ensure healthy eating habits, please leave snacks such as, pop, candy etc. at home.

ARRIVAL TIME:

Students are not to arrive on the school campus before 7:30 a.m. – there is no supervision prior to that time. Breakfast will begin in the cafeteria at 7:30 a.m. All students arriving to school go directly to the cafeteria and drop off their coats and backpacks prior to eating breakfast. If your child does not eat breakfast, the gym will open for Team Time at 7:45. Students will sit in designated area and wait for Team Time to begin. All students should be in the gym at 7:50 for Team Time. Team Time is when we gather as a community to exercise. Research indicates that specific exercises are correlated to brain stimulation. At Athena Elementary we ready our bodies and brains for learning; therefore we are encouraging all students to participate in Team Time. **At 8:05, students will be asked to clear the table, dump their trays and make their way to the gym to be with their class as we honor the flag.** The tardy bell will ring at 8:10 a.m. and students arriving to campus after that time will need to check in to the school office before going to class.

ARRIVING/LEAVING MID-DAY DURING SCHOOL:

Parents need to come to the front office and sign their student out from school when leaving for appointments, vacations, etc. mid-day. **Parents are reminded that they need to contact the school office when another person plans to pick up their child mid-day from school. The office must have written or verbal confirmation from the legal guardian before that student will be released and picture ID may be requested.** These precautions are taken to ensure the safety of all students.

ATTENDANCE: Truancy Guidelines, Excused and Unexcused Absences:

The expectation at Athena Elementary is that every student attends school every school day unless a child is sick, there is a family emergency, or the student is observing a special day on a religious calendar.

Please remember that most of our curriculum is not textbook/workbook-based and teachers may not be able to provide materials to make up missed work. Additionally, teachers plan daily instruction to the level of proficiency demonstrated which also makes it more challenging for a teacher to send work for planned absences. Teachers will work with your child upon return to make sure they receive the essential information missed.

To report an absence, please call the Athena Elementary Office at 541-566-3551.

BICYCLE/SCOOTER SAFETY: Each bicycle/scooter ridden to school is to be locked and parked in the designated area during the day. Students must get off their bike/scooter and walk it when they are on school grounds. We also ask parents to reinforce safe bicycle/scooter riding habits with their child.

BIRTHDAYS AND SPECIAL OCCASIONS:

Parents/guardians may contact their student’s teacher to request permission to bring snacks to share with the classroom for birthdays/special occasions.

CLOSED CAMPUS:

Elementary schools operate a closed campus which means that children are not allowed to leave the school grounds once they have arrived unless they have written or verbal parent permission (which the office will verify with the parent/guardian.)

COMMUNICATION:

We believe that we are partners in educating your child. As a building, we will keep you informed through calendars, flyers, invitations to assemblies, school events, and our district web page. In addition, the principal has an open door policy and encourages you to stop by, call, and/or e-mail laure.quaresma@athwest.k12.or.us.

DISMISSAL: Students are dismissed at 2:40 p.m. by the classroom teacher and escorted by staff to the bus, parent pick-up, or walking areas. Students are expected to leave campus promptly. Please ensure that students know how they are getting home prior to leaving for school in the morning.

DRESS/FOOTWEAR CODE:

We strongly encourage families to write their child’s name in coats and sweatshirts so that we keep our lost and found items to a minimum.

HOMELESSNESS:

If your family lives in a shelter, motel, vehicle, campground, inadequate accommodations, OR you are doubled up with friends or relatives because you cannot find or afford housing, please let the school principal know. We are here to help. Children and families have rights and protections covered under the McKinney-Vento Homeless Education Assistance Act. If you need further assistance, call the National Center for Homeless Education at the toll-free Help Line number: 1-800-308-2145.

PARENT PHONE MESSAGES:

Parents, please make after school arrangements with your child before they leave for school in the morning. It is difficult to handle the volume of messages each day regarding last minute changes and we strive to keep classroom disruptions to a minimum. **We do know that last minute changes happen; please try to call those changes in by 2:00 pm.** Repeated requests will need to conference with the principal to determine if special arrangements need to be made. Thank you for your assistance in this matter.

PERSONAL ELECTRONIC DEVICES/GAMES/TOYS/TRADING CARDS:

If a parent/guardian wishes his/her elementary child to have a cell phone, it must remain in the students back pack and be turned off during school hours. We are not responsible for lost or stolen toys or electronic devices.

Games, toys and trading cards are not permitted during the school day. If students bring these items to school, they need to stay in backpacks.

SCHOOL BUS RULES:

Below are some of the important rules for students' conduct while riding buses:

1. The driver is in full charge of the bus and students. Students are expected to listen to and obey the driver promptly and courteously.
2. Students should load and leave the bus in an orderly manner.
3. Students must also have written permission to get off the bus at a stop other than their regular one. Parents must give the office a written request for student who does not normally ride the bus to school.

SCHOOL CLOSURES/DELAYS DUE TO WEATHER CONDITIONS:

School delays due to weather conditions begins two hours after the regular school day therefore, **school starts at 10:05 with no breakfast served.**

STUDENT TELEPHONE PRIVILEGES:

Students occasionally need to contact parents during the school day. They are allowed to use the office phone by permission only. Students will not be allowed to use the phone to make after school arrangements with friends. All after school personal/play arrangements must be prearranged before arriving at school. This protocol is in place to insure against children making plans without parent knowledge/permission.

TARDIES: Being on time to school is a life-long, college-career skill. Students, who are on time, benefit from morning exercise, school announcements and being a member of their classroom community as they begin school each day. Emergencies arise, and will be taken into consideration by the principal and/or the designee; a student is marked tardy after 8:10.

TELEPHONE NOTIFICATIONS:

In an effort to improve communication with parents and staff members, Athena-Weston Schools have partnered with a school messenger service to provide telephone and email school messages. This service allows Athena School District to send out telephone, and e-mail messages to parents and staff in a matter of minutes.

TITLE I

Our Title I services provide intervention for students who demonstrate a need for extra assistance in the areas of math and reading. Students in grades K-3 needing assistance in reading will receive additional assistance through our Title I support program. If your child has needs based on assessment data for supplemental help, they may qualify for these support services. You will receive information on their progress from the classroom teacher and/or other support staff. Our Title I program coordinator is: Dawn Griggs

VISITORS PLEASE CHECK IN & OUT:

Visitors are welcome at Athena Elementary. Upon arrival, everyone **MUST** first register at the office or reception area and receive a visitor's badge to wear while visiting the building. This precautionary effort helps ensure Athena is safe and secure at all times. It only takes a minute to check in and out; we appreciate your help with this safety issue.

MEDICATIONS, HEALTH, & THE CLINIC

According to state law, any medication, prescribed over-the-counter, must be administered to a student by an employee of the school district. If your child requires medicine of any kind during the school day, please pick up an Authorization for **Medications to be Taken at School form** from the office. This form requires BOTH parent or legal guardian signatures AND a physician's signature. Medications will be kept in the office and will be administered by a district employee who is first aid trained. We do not have a nurse on staff.

Any child who becomes ill at school or requires minor medical care, such as a Band-Aid or ice pack, will be treated in the clinic. If a child becomes ill during the school day and has a fever and/or has vomited, a parent/guardian will be contacted and asked to pick their child up from school. In the event of a serious injury, parent/guardian will be contacted immediately. Situations requiring emergency medical attention will result in a 911 call.

Sick? Should I Send My Child to School?

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below:

Go to School if your child has any of these symptoms:

- Sniffles, a runny nose, a mild cough without a fever (these symptoms could be an allergic response to dust, pollen, or seasonal changes).
- Vague complaints of aches, pains or fatigue
- Single episode of diarrhea or vomiting without any other symptoms

Stay Home if your child has any of these symptoms:

- **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to keep your child home.
- **EYES** – thick mucus or pus draining from the eye or pink eye. With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.
- **FEVER** – temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH** – should be seen by your health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT** – especially with fever or swollen glands in the neck. (With strep throat, the child may return to school after 24 hours on antibiotics.)
- **DIARRHEA** – 3 or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- **VOMITING** – vomiting 2 or more times within 24 hours.
- **RASH** – body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER** – do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE** – treat child and follow the instructions in the “Lice Aren’t Nice” pamphlet available in the school office. *This includes combing, checking for and picking nits daily for two weeks.*
- **CHICKEN POX** – children must stay home for 5 days after the onset of blisters or until all pox are scabbed over and dry.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD FROM SCHOOL.

TRUANCY GUIDELINES

UNEXCUSED ABSENCES (Becca Procedures)

1. If a student has one (1) unexcused absence in a month, the school will contact the parents.
2. If a student has two (2) unexcused absences in a month, the school will send a Principal's letter, and a parent conference will be held with the principal or designee to make a program adjustment or determine other corrective action.
3. If a student has three (3) unexcused absences in a month, the school will request a Superintendent's letter be sent, and the principal or designee may make a program adjustment or determine other corrective action.
4. If a student has five (5) unexcused absences in a month, the school will request a Prosecuting Attorney's letter to be sent. In addition, a parent conference may be held with the principal or designee, an attendance contract may be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Truancy committee.
5. If a student has eight (8) unexcused absences in a year a Superintendent's letter will be sent, and the principal or designee may make a program adjustment or determine other corrective action.
6. If a student has nine (9) unexcused absences in a year, a parent conference will be held with the principal or designee, an attendance contract will be developed and signed by the parent/guardian, student and school representative, and the student may be referred to the Interagency Truancy committee.

EXCUSED ABSENCES

1. If a student has 10 excused absences, a letter from the school will be sent home.
2. If a student has 15 excused absences, a letter from the school will be sent home. In addition, an attendance contract may be developed and/or a conference with the principal or designee may be held. Furthermore, a doctor's note may be required.
3. If a student has 20 excused absences, the attendance contract will be reevaluated and/or a conference with the principal or designee will be held. Furthermore, a doctor's note may be required.

TARDIES

Tardiness affects academic progress. Excessive tardiness will be dealt with on an individual basis.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING PROCEDURE

Athena-Weston Schools strive to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its recurrence.



Athena Elementary - TITLE I ELEMETARY SCHOOL
374 S Fifth Athena, Oregon 97813 541-566-3551

PARENT-STUDENT-SCHOOL COMPACT

As the principal, I support parent involvement! Therefore, I will strive to:

1. Provide an environment that allows for positive communication among parents, students and teachers.
2. Provide opportunities for parents to be involved in the school and their child's education.

Laure Quaresma, Athena Elementary Principal

As a parent/guardian, I agree to:

1. See that my child attends school regularly and on time.
2. Have a home environment that encourages my child to learn by providing a space, providing work time and ensuring the T.V. will be turned off during homework or reading time.
3. Be available to encourage and help with homework.
4. Speak regularly with my child's teachers.
5. Read to and with my child.
6. Participate in a school activity this year, with my child.

As a student, I agree to:

1. Do my best work every day.
2. Ask my teacher when I don't understand something.
3. Be responsible for completing all class work and homework and return with a parent signature.
4. Read every day.
5. Attend school regularly.
6. Behave well and abide by all school rules and resolve conflicts in positive ways.
7. Develop respect for myself and others.

As a teacher, I agree to:

1. Help each child grow to his/her fullest potential.
2. Enforce school and classroom rules fairly and consistently.
3. Maintain open lines of communication with parents
4. Provide an environment that encourages learning.
5. Communicate to each student's parents about progress
6. Use techniques and materials that work best for each student.



