

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

**ATHENA ELEMENTARY SCHOOL
2017 – 2018 HANDBOOK**



**Athena-Weston School District
375 South Fifth Street
Athena, Oregon 97813
541-566-3551**

From the Principal's Desk...

Dear Parents and Guardians,

Welcome to the 2017-2018 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 (PIE).

ATTENDANCE IS KEY! We have 170 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 your child's teacher or myself for assistance. Our hope is that every child feels welcome and successful at Athena Elementary.

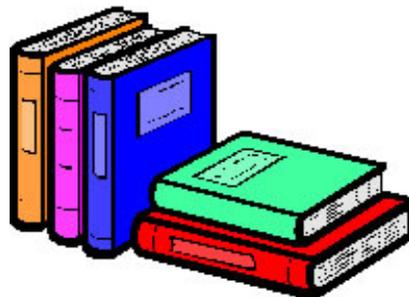
Best wishes for the 2017-2018 school year!

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

What We Learn

A standards based curriculum is designed to teach and challenge children to develop their potential for college and career readiness. An emphasis is placed on transdisciplinary instructional practices. Research supports applied learning using reading, writing and math to problem solve and think critically and creatively. Science, Technology, Engineering and Math (STEM) are important in supporting 21st century learning for our students. If you have expertise in any of these areas, we need your help. Please contact me about STEM learning opportunities for our students.

- ELA (English Language Arts)
- Math
- Social Studies
- Physical Education/Health
- STEM (Science, Technology, Engineering, Math)
- Fine Arts (Music, Art, Drama)



ATHENA ELEMENTARY SCHOOL STAFF 2017-2018

LAURE QUARESMA, SUPERINTENDENT/PRINCIPAL

DISTRICT ADMINISTRATION

Paula Warner – Business Manager
Patti Monaco – Food Services Coordinator
Loren Stroud – Maintenance Supervisor
Julie Schroeder – Transportation Supervisor

OFFICE

Karen Webb – School Secretary

CLASSROOM TEACHERS

Jackie Gentry - Kindergarten
Morgan Watson - Kindergarten
Megan Bryan – 1st Grade
Kayla Sheard - 1st Grade
Tammy Staley – 2nd Grade
Craig Taylor – 2nd Grade
Molly Betts – 3rd Grade
Heather Combs – 3rd Grade

SPECIALISTS

Stacie Lieuallen – Physical Education
Dawn Griggs - Teacher on Special Assignment
Julie Maney – Resource Room
Ann Burnside – Library/Media

CLASSIFIED SUPPORT

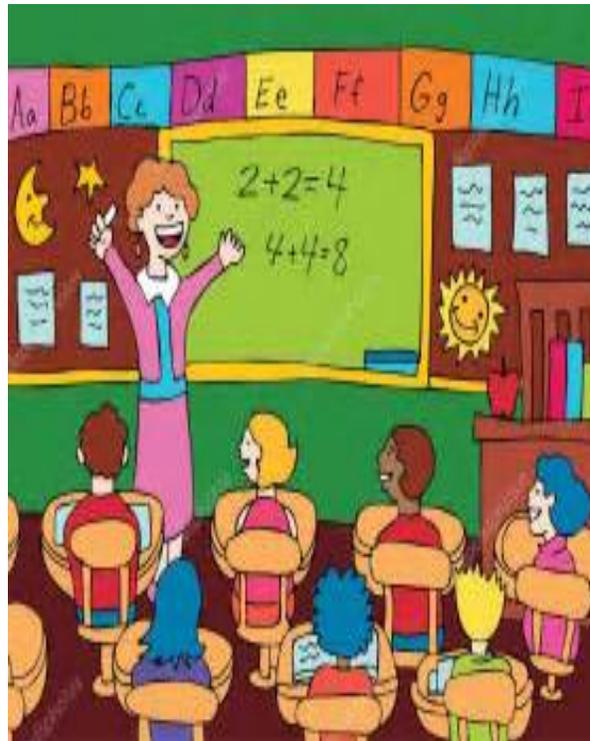
Stephanie Young – Instructional Assistant
Suzie Reitz – Instructional Assistant
Linda Pace – Instructional Assistant

CAFETERIA

Katie Zmuda – Lead Cook
Mindy Swafford – Assistant Cook

CUSTODIAL/GROUNDS

Linda Gillum – Custodian
Cort Harwood – Custodian
Nikolay Mironov – Custodian
Travis Glover – Grounds/Maintenance



ATHENA ELEMENTARY SCHOOL

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 of all students and staff, and to create an environment conducive to learning.

ATHENA ELEMENTARY SCHOOL 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, group of students and entire classes. Reinforcements can be seen in the form of:

- TigerScot Tokens
- Student of the Month Recognition

REGULAR DAILY SCHEDULE:

- 7:30 – 7:50 am Breakfast is served in the cafeteria.
- 7:45 – 8:00 am Recess.
- 8:00 am School bell rings – students will line up at classroom doors or proceed to their classrooms. If a student arrives on campus after the 8:00 am bell, they will need to report to the office to check in before reporting to class.
- 2:50 pm Dismissal bell rings – school ends.

DAILY LUNCH SCHEDULE:

Classroom	Lunch/Recess
Kindergarten	Lunch 10:55 – 11:15/Recess 11:15 – 11:30
1 st Grade	Lunch 10:55 – 11:15/Recess 11:15 – 11:30
2 nd Grade	Recess 10:55 – 11:15/Lunch 11:15 – 11:30
3 rd Grade	Recess 10:55 – 11:15/Lunch 11:15 – 11:30



You are welcome to join your child for lunch. We will provide a lunch menu at the beginning of each month. 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.

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 – APPENDIX I): 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 541-566-3581.

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 8:00 am.

DISCIPLINE:

Minor Offenses: The classroom teacher will address by re-teaching expectations and it may come with a consequence, such as a loss of privilege. Examples might include not following classroom rules, poor sportsmanship, failure to keep hands and feet to self, and disrespect to adults or other students.

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 removal from class.

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

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 reoccurrence.

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 healthy snacks to share with the classroom for birthdays/special occasions. Please note that Oregon State has indicated that sugary snacks should be limited in schools.

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 2:50 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. **Late calls** into the office are not always able to be delivered and can lead to confused children and staff.

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. Children should wear gym shoes daily for safety as they will be participating in physical education on a daily basis this year.

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. **Please be aware that we are not always able to accommodate message delivery. We do know that emergencies happen, please reserve changes to emergencies only.**

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.

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 will begin two hours later than then regular school day therefore, **school starts at 10:00 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. This protocol is in place to insure against children making plans without parent knowledge/permission.

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-Weston School District to send out telephone, and e-mail messages to parents and staff in a matter of minutes.

TITLE I (APPENDIX II): 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 by our Title I teacher. If your child has needs based on assessment data for supplemental help, they can qualify for these services. You will receive information on their progress from the classroom teacher and/or other support staff.

VISITORS MUST CHECK IN AND OUT: Visitors are welcome at Athena Elementary. We have a security door at the front entrance of the school which will be the only entrance to the school. 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 Elementary 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 AND THE OFFICE CLINIC: According to state law, any medication, prescribed or 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 Medication Administration by School Personnel Form** from the office. This form requires BOTH parent or legal guardian signatures AND the current prescription bottle. 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 office 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. THUS, PLEASE MAKE SURE THAT THE SCHOOL OFFICE HAS YOUR CURRENT WORK AND EMERGENCY PHONE NUMBER.



ATHENA ELEMENTARY SCHOOL

TRUANCY GUIDELINES, EXCUSED AND UNEXCUSED ABSENCES

APPENDIX I

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 Interagency 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.

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

ATHENA ELEMENTARY SCHOOL

TITLE I

APPENDIX II

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 School 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 TV 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.