



# **Willamette Elementary School Parent and Student Handbook 2024-2025**

**Principal: Stephanie Murdock**  
1600 SW Fellows Street  
McMinnville, Oregon 97128  
503-565-4600  
<http://www.schools.msd.k12.or.us/columbus>

***“We Are Empowering Our Children to be  
Responsible, Respectful, Life-Long Learners”***

**WELCOME** to Willamette Elementary School. We strive to provide an excellent education to all children in our school. We value each family and know that by working together, we can make a difference. This handbook has been provided to assist you with pertinent information you will need throughout the year. It is our hope that it will answer any question you may have about our school.

We look forward to an exciting year at Willamette. We will all do our best to make it a positive experience for everyone. We are happy you are a part of our school!

### **WILLAMETTE SCHOOL HISTORY**

Willamette Elementary School, formerly Columbus Elementary, opened in 1892. The first school was replaced twice on its original site on the corner of South Cows and South Baker Streets. The last building at that site, a brick structure, was so severely damaged during the earthquake of March 1993 that it could no longer be safely used as a school. That building was torn down. The current Willamette School was completed and opened in January of 1995.

**SCHOOL COLORS:** Purple and Black

**SCHOOL MASCOT:** Cougar

**SCHOOL RULES:** I am Responsible...I am Respectful...  
I am a Learner...I am a Friend!

#### **OFFICE HOURS**

7:30 AM – 4:00 PM

#### **SCHOOL HOURS**

Grades K– 5...8:00 AM – 2:30 PM  
(9:00 AM – 2:30 PM Wednesdays)

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**CLASSROOM TEACHERS**

|                        |              |
|------------------------|--------------|
| Amairany Gongora Muniz | Pre-K        |
| Lynn Abeln             | Kindergarten |
| Heather Brower         | Kindergarten |
| Carrie Miller          | Kindergarten |
| Carla Romero           | Kindergarten |
| Nacho Elguezabal       | First Grade  |
| Kendra Rutten          | First Grade  |
| Valerie Scott          | First Grade  |
| Polly Dunkley          | Second Grade |
| Kristen Johnston       | Second Grade |
| Maggie Sherwood        | Second Grade |
| Paige Petersen         | Third Grade  |
| Leah Spencer           | Third Grade  |
| Aylene Strebeck        | Third Grade  |
| Katrina Rudeen         | Fourth Grade |
| Abe Nelson             | Fourth Grade |
| Hayley Hook            | Fourth Grade |
| Michelle Formway       | Fifth Grade  |
| Jennifer Olson         | Fifth Grade  |
| Shelly Vaughan         | Fifth Grade  |
| Aylea Dixon            | Fifth Grade  |

**SPECIALISTS**

|                   |                                   |
|-------------------|-----------------------------------|
| Carissa DeYoung   | TOSA                              |
| Leslie Smith      | TOSA                              |
| Stephani DeLatte  | TOSA                              |
| Lynn Hoke         | ELL                               |
| Chandler Harrison | ELL                               |
| Trelawni Starkey  | Math Intervention                 |
| Sarah Horst       | Title 1                           |
| Justice Wetter    | Title 1                           |
| Emilie Strong     | Counselor                         |
| Kira Nelson       | Music                             |
| Bill DeYoung      | PE                                |
| April Dain        | Library/Media                     |
| Kathy Valach      | Spanish                           |
| Hannah Shuler     | Art                               |
| Brian Bixler      | STEM                              |
| Julie Fessenden   | Special Ed. (LRC)                 |
| Hunter Durso      | Special Ed. (Specialized Program) |
| Katie Thornburgh  | Special Ed. (Specialized Program) |
| Joe Hertz         | Psychologist                      |
| Lillian Kruzen    | Speech and Language               |

Aunaliiese Aaberg

School Nurse

**OFFICE STAFF**

Marisol Gomez

Lead Secretary

Patty Melgoza

BLE Secretary

Stephanie Murdock

Principal

**EDUCATIONAL ASSISTANTS**

Kacey Boyle

Title 1

Becky Castañeda

ELL

Maria Cortes Duran

ELL/Title

Rhonda DeHart

Library

Marcy Dillon

LRC/Gen.Ed.

Sandra Anderson

Title 1/Gen.Ed.

Aru Hoke

Math Intervention

Tami Lindsley

T1/Gen. Ed./ELL

Carran Lovas

Gen. Ed.

Renee Lucas

LRC: Student Services Secretary

Abby Meador

Gen. Ed. (recess support)

Lori Moehlmann

Skills Builder

Vicki Naylor

Gen. Ed.

Nancy Pouch

Skills Builder

Eric Ramos

Gen. Ed.

Ruth Valdez

ELL

Felecia Wertz

Gen. Ed.

Megan Whitaker

Title 1/TAG

Tiffany Woodward

LRC/ELL

Madison Garcia Wood

LRC

Tanya Mantle

Specialized Program

Kendra Rosenau

Specialized Program

Hein Nguyen

Specialized Program

Beverly Belt

Specialized Program

OPEN

Specialized Program

Tyra Jones

Specialized Program (1 on 1)

Sara Long

Specialized Program (1 on 1)

**FOOD SERVICES**

Adrienne Hill

Kitchen Manager

Kammy Granger

Food Service

Maricela Vazquez

Food Service

**CUSTODIANS**

John Trunde

Head Custodian

Seleste Mullins

Night Custodian

## SCHOOL HOURS

School starts at 8:00 AM. Our hallways are closed to students until 7:55 AM. Our front doors will remain locked until that time. Our school day ends at 2:30 PM. After school any student not picked up by 2:45 will be brought back into the office to call home.

**Late Start Wednesdays:** As announced last spring, we have adjusted bell schedules for students on Wednesdays. Elementary students will start school one hour early every Wednesday, at 9:00 AM.

Buses will run the same routes on these days, they will just adjust their times by one hour. This hour in the day will provide our staff time to work together to review student achievement data, develop common assessments, and discuss how they can adjust their instructional practices to address the needs of each student in their classroom.

## ATTENDANCE

At Willamette 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 AM must check in at the office for a tardy slip.

**Please call the school office (503) 565-4600 before 8:30 a.m. if your child is going to be absent. If we do not receive a call, we will call home to notify families that their child is not at school.**

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. Safe Child Checks will take place after three days of absences with no parent contact to the school. This will involve a home visit from school personnel 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 330.010) which requires school aged children to attend regularly. If this inconsistent pattern of attendance continues, 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.

## AFTER SCHOOL PROGRAMS

There are three components to the after school program:

- **Success Now** will run 2:45 – 3:40 this year, following a 2:30 meal in the cafeteria. Parents will be contacted by the classroom teacher if their child is invited to participate. There is a \$10 fee per session (fall and spring). The maximum charge for one year is \$30 for all programs. The program runs M, T and Th.
- **STEAM Ahead** enrichment classes run 3:40 – 4:20. The program runs M, T and Th.
- **Camp Fire Columbia** is a partnership between the City of McMinnville and the McMinnville School District. Programs are open 2:30 – 6:00 pm with multiple enrollment options with 3, 4, and 5-day packages for all grades K-5. There are monthly payment options and reduced fees for qualified families. Learn more and register at [campfirecolumbia.org/bas-mcminnville-school-sites](http://campfirecolumbia.org/bas-mcminnville-school-sites).

## 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.

## 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. **We will not release your child to anyone who is not listed as an emergency contact without parent/guardian permission.**

## INCLEMENT WEATHER

Information about changes in school operations due to inclement weather will be sent out via ParentSquare. Families can also find information on the [district website](#) or local television/radio stations.

## 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.

## ROOM PARTIES

There are four classroom holiday parties each year: Harvest, Winter, Valentine's Day and End of Year. We will work to provide fun activities for your child in celebration of these events throughout the year that will look different than our typical parties. See "healthy snack" guidelines below.

## HEALTHY SNACKS ONLY

The following is a list of approved treats that students might bring in their lunches: 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](http://www.msd.k12.or.us). You can also contact nutrition services at 503-565-5647.

## BEHAVIOR

We strive for a risk-free, safe, caring, respectful learning environment at Willamette Elementary School. There is no tolerance for bullying, threatening, or harassment at Willamette Elementary School.

We have a school wide behavior management system that is focused on teaching and rewarding appropriate behavior. These include four school rules:

I AM RESPONSIBLE  
I AM RESPECTFUL  
I AM A LEARNER  
I AM A FRIEND

Staff members design lesson plans that teach these rules in various settings around the school such as the playground, hallway, cafeteria, bathrooms, and leaving the school at the end of the day. We expect all students to learn and follow these rules.

We have reward systems, which encourage students to remember these positive behaviors. We also have an office referral system which tracks undesirable behavior.

We ask for parents' support and opinions as we move forward to continue making Willamette Elementary School outstanding in all aspects of the students' learning experience.

We expect students in elementary school to be learning socially and emotionally as well as academically. It is normal for students to have misunderstandings or conflict with one another at times. Our staff will work with students to hear the perspective of others, understand the impact of their actions and strive toward impacting future behavior. We work with students to understand the **difference between conflict and bullying** behaviors. These are the distinctions we make in types of behavior:

- **Teasing:** Everyone is participating, having fun and nobody's getting hurt.
- **Conflict:** No one is having fun and there is a possible solution to the disagreement. There is an equal balance of power.
- **Mean Moment:** Someone is being mean on purpose as a reaction to a strong feeling or emotion, but this is an isolated event.

- **Bullying:** Someone is attacked physically, emotionally or socially causing hurt. There is an unequal balance of power and it happens more than once over a period of time.

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

## **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 referral. The referral process is meant to provide students with an opportunity to understand how their behavior choices impact others in the school community and make different decisions in the future. Parents will receive a copy of the referral and in the case of a “major” referral will receive a phone call from the classroom teacher or principal within 24 hours of the event. Students may also be given a consequence for their behavior which may include time in the office or the 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 concerns with behavior we will work with families to create a plan for support to encourage student success.

## **DIRECTORY INFORMATION**

Directory information is “personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released.” Information includes student's name, address, phone number and ID photo. The most common use for directory information is student ID photos used for the school yearbook.

Release of directory information follows MSD policy [JOA](#). Families that would like to opt out of the release of their students’ directory information must provide written notice to the school.

## **PHOTOGRAPHY**

At times we take pictures and videos of our students in the classroom, on the playground or participating in year-round learning activities to share what’s going on in our schools and district.

This information may be used for teacher professional development and to publicize good news about district learning programs including honor roll, achievement awards, academic or athletic accomplishments and other activities. These photos/videos may be published in school yearbooks, school and district newsletters, district advertising, school and district websites and social media, local public access television, and news releases to the local newspaper.

If you do not want your child’s photo, name or schoolwork included, please inform the school office in writing by the first day of attendance. *Please note: the status on file for your student will remain in place unless a change is submitted.*

## STUDENT USE OF TECHNOLOGY

At Willamette we believe that the integration of technology is a vital part of preparing our students for 21<sup>st</sup> Century learning. We use Chromebooks in our classrooms , kindergarten 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 Willamette 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 Columbus staff.
- 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 students to access curriculum in the same way as classroom peers.**

## LUNCH AND BREAKFAST PROGRAMS

Willamette Elementary is pleased to offer **free breakfast and lunch for all students**. This is an incredible opportunity to feed all students in our building and we hope that you will take advantage of it. Each morning students are able to select a lunch choice 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 please communicate with our office immediately, we will need annual documentation from your medical provider.

Breakfast is eaten in the classrooms and lunch will be eaten in the cafeteria. This allows us to make sure that every student is able to learn with a full stomach throughout 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. Below is a sample menu of what Breakfast in the Classroom might look like:

| Monday        | Tuesday      | Wednesday         | Thursday     | Friday           |
|---------------|--------------|-------------------|--------------|------------------|
| Breakfast Bar | Mini waffles | Cheese stick      | Mini pancake | Sausage corn dog |
| Apple         | Oranges      | Maple bar         | Banana       | Raisins          |
| Milk          | Milk         | Grapefruit halves | Milk         | Milk             |
|               |              | Milk              |              |                  |

Since **Breakfast in the Classroom** will be happening for all children, we encourage students who walk or are dropped off to sleep in those extra minutes and come to school no earlier than 7:55 AM. Our doors open to classrooms at 7:55.

## DRESS AND GROOMING

The responsibility for dress and grooming rests with the student and parents. We ask that all students wear a top and a bottom that cover all private areas as well as shoes that are appropriate for the day (recess and PE). If your family is in need of clothing or shoes please let our school team know and we

would be happy to help you with items for your student. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. Please support your student with the following:

- No hats, hoods, or beanies inside the school building (They may be worn outside but not inside the building.)
- No Halter tops, tops showing the midriff. Spaghetti straps are ok as long as not low cut.
- Shorts that are above the middle of the thigh
- Flip flops, slides, high heels, wheelies, or musical shoes are not appropriate for play. Students wearing flip flops, slides, or high heels may be asked not to participate in P.E. for their own safety.
- Any clothing that is gang-related, contains obscene or profane language, graphics, or drug, tobacco and/or alcohol advertising is prohibited.

## **FAMILY COMMUNICATION**

**Wednesday Folders:** School communication will come to you in two ways, a Willamette Folder, which will be sent home every **Wednesday**, when in session in the building, and through Parent Square, our email and text-based communication system. Many 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.

**Parent Square:** Willamette Elementary wants to keep in touch with parents and families with the latest events that are happening in our building. We use Parent Square to do this important communication. It is very easy for parents to do. The first step is to make sure that we have your most-recent contact information. Then you will be sent an email requesting you join Parent Square. You can create an account in that email link.

Parent Square offers from important communication tools:

- District-Wide Parent Information
- Building Specific Information
- Classroom posts and newsletters
- Direct back and forth contact with your child's teacher
- Families can choose the language that is best for communication
- Families can opt for email, text messaging, or both, depending on preference.

Thank you for opting in to this important communication tool.

## **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 23 – Friday, October 25**

**Wednesday, March 12 – Friday, March 14**

## SAFETY

Safety of students and staff members is a top priority at Columbus Elementary. For this reason **our campus is completely locked from 8:05 AM–2:25 PM** 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. An office staff member will meet you at the door.

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

- **Hold:** Clear the hallways and remain in rooms, maintain business as usual (Example: spill in the hallways).
- **Secure:** Secure the perimeter of the school, maintain business as usual (Examples: dangerous animal on school grounds, criminal activity in an area that does not involve school, etc.)
- **Lockdown:** Locked classrooms, lights out, students and staff hidden out of sight (Examples: dangerous animal in school building, angry or violent person, intruder or active shooter, etc.)
- **Evacuate:** Entire building is quickly evacuated to identified locations in the front and back of building (Example: fire, hazard in the building, etc.)
- **Shelter:** Drop, cover and hold for immediate safety (Examples: earthquake, tornado, flood, etc.)

## WALKERS AND BIKE RIDERS

**Walkers** should always use sidewalks and marked crosswalks. Help your child plan an established route to and from school and review stranger safety. Please take care driving around school grounds.

**Bicycles, Skateboards, Scooters, and Roller Blades:** Students who use one of these items to get to school must walk their bicycles, scooters, and skateboards on the school grounds and remove their roller blades as soon as they arrive at school. Bicycles need to be parked in the bicycle rack area, while roller blades, scooters, and skateboards may be stored in the classroom until after school. Locks are encouraged for all bicycles. We cannot be responsible for any of these items that are damaged, lost, or stolen from school grounds. Students MUST wear helmets as mandated by the Oregon Helmet Law. If a student arrives to school without a helmet, the bike and/or scooter will remain at school until a helmet is provided by the parent or located by the school.

## PETS ON CAMPUS AND INSIDE THE SCHOOL BUILDING

Pets are not allowed on campus or inside the school unless prior approval is obtained by the principal of the school. The length of time a pet may remain in the school shall be agreed upon between the principal, teacher, and parent before the animal is brought to school. Animals brought into the school may pose concern for students with allergies or fear of certain animals. Thank you in advance for your cooperation and understanding.

## LOST AND FOUND ITEMS

The lost and found is located near the cafeteria. Please encourage your child to check it often. At the end of each quarter, lost items will be donated to our Family Resource Center. 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 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. (This includes bikes and scooters.)**

## CELL PHONES AND SMARTWATCHES

It is becoming increasingly more common for students to have cell phones and 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 item's confiscation and forwarding to the Principal's office. Students will be able to pick up their item 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 or Smartwatch. **Students are responsible for their own property. The school will not be held responsible for damaged, lost or stolen cell phones or 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. The possession of such will be reported to the local law enforcement and may be subject to further disciplinary action.

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.

## 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.

## 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 accordance with district policy, “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; the parent will be notified and provided with treatment instructions. The student will be excluded from school attendance while live lice are present. Students excluded from school will be readmitted after treatment is completed and live lice have been completely removed.”

## **NONDISCRIMINATION NOTICE**

The McMinnville School District and Willamette School 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 Willamette School 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 [503-565-4600](tel:503-565-4600) or the district office at [503-565-4000](tel:503-565-4000).

## **PARENT VISITORS AND VOLUNTEERS**

We are excited to welcome our volunteers back into schools! We will continue to prioritize the safety of all members of the MSD community and follow the latest state requirements to keep our schools open.

If you are interested in assisting our schools, we encourage you to contact our school to see what opportunities are currently available.

For more information regarding becoming a volunteer or to apply, please visit our website at [www.msd.k12.or.us/volunteers](http://www.msd.k12.or.us/volunteers) or contact Cathy Willoughby, HR Admin Assistant at [cwilloughby@msd.k12.or.us](mailto:cwilloughby@msd.k12.or.us).

For safety reasons we will be limiting our hallways to students and staff only during arrival and dismissal. Staff wearing safety vests will be positioned at school door entrances to greet students and

ensure safety. Additional staff will be in hallways helping students locate their classrooms. Thank you for understanding the importance of this safety procedure.

#### **PTA (Parent Teacher Association)**

The Willamette 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.

#### **Site Council**

The Willamette Elementary Site Council works on continuous school improvement and staff development. Parent representation on the council is encouraged. We meet on the 2nd Monday of each month at 2:45pm. Please contact the school principal if you are interested.

### **STUDENT DELIVERIES**

Due to safety concerns, schools do not accept special occasion deliveries from third parties (including businesses), for individual students. These deliveries include flowers, balloons, birthday cupcakes and other treats.

### **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 digitally return the enclosed form indicating that you have received the handbook by Friday, October 4th.**

### **WEBSITES**

Additional information can be found at our District website: [www.msd.k12.or.us](http://www.msd.k12.or.us) and Willamette website <https://willamette.msd.k12.or.us/> both of these sources are maintained by our district technology department. Please notify us immediately if information is incorrect or outdated.

## TITLE 1 INFORMATION

Willamette 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 instructional assistants and a full time reading teacher. We are grateful for our Title One program as it helps us support reading success for all students. We recognize that this is a partnership between teachers, parents and students and we look forward to working together.

### Highly Qualified Teachers in McMinnville Schools

We have great teachers in the McMinnville School District and are continually looking to bring the best teaching talent to our schools. As a parent, you may request information regarding your child's teacher. The school will provide parents, upon request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria of the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Additionally, the school will provide parents with:

- Information on the level of achievement of the parent's student in each of the state academic assessments as required by law; and
- Timely notice any time that the parent's student has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified, as required by law.

## **WILLAMETTE ELEMENTARY SCHOOL COMMUNITY PLEDGE**

### **STUDENTS ~ PARENTS ~ STAFF**

All Willamette Elementary students, staff, and parents are asked to commit to working as a team so that all students feel safe, respected, and valued while becoming the best student and citizen possible. Please read and discuss this as a family.

#### **Student Agreement**

##### **I am responsible.**

I am prepared.  
I follow directions.  
I use my time productively.  
I am honest about my behavior.

##### **I am respectful.**

I am safe.  
I have a positive attitude.  
I use kind words and actions.  
I treat others like they are important.

##### **I am a learner.**

I give my best effort.  
I listen to understand.  
I am a problem solver.  
I set goals for my learning.

##### **I am a friend.**

I am helpful.  
I am trustworthy.  
I am kind and caring.  
I am a positive influence on others.

#### **Parent Agreement**

##### **Be a Partner in the Educational Process**

- See that my child is punctual, attends school regularly, and is ready to learn
- Support the school in its efforts to maintain proper discipline
- Communicate with my child's teacher on a regular basis
- Provide a quiet time for homework
- Encourage my child's best efforts and stay aware of what my child is learning
- Ensure that my child reads at home each day/night for 15 minutes or more

#### **Staff Agreement**

##### **Be a Positive Role Model**

- Teach, model, practice, monitor, re-teach, and celebrate desired behaviors
- Provide excellence in instruction to maximize learning for all students
- Maintain supervision of students at all times
- Make learning enjoyable, relevant and successful
- Communicate with parents and students on a regular basis about their progress

Student Signature \_\_\_\_\_  
Parent \_\_\_\_\_  
Teacher \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_  
Date \_\_\_\_\_