

# **Veneta Elementary School**

## **Family Handbook 2024-2025**

*Home of the Cougars*



***“We are building a community through caring and character that sparks life-long learning”***

541-935-8225

FAX: 541-935-8228

<https://www.fernridge.k12.or.us/venetaele/>

## Section One: School Procedures

### **ABSENCES AND TARDIES**

- Parents can inform the office of absences by calling the school before 8:25 AM or sending a note when the student returns to school.
- Extended absences planned in advance require a Pre-Arranged Absence Form which is available in the office or on our website. The form should be given to the classroom teacher at least one week in advance.
- School starts sharply at 7:55. Students are tardy if they are not seated in their classroom ready to go at 7:55.
- **Students who arrive later than 8:05 AM must be signed in by their parents.**
- Parents will be notified when a student has excessive absences/tardies. Parents may be cited for truancy if the problem continues.
- Parents can be cited for truancy when attendance falls below 80% whether or not those absences are excused.
- The principal makes the final decision on whether an absence is excused or unexcused.

### **ACCIDENTS AND INJURIES**

- Parents or guardians are contacted when a child is injured and the injury appears serious or appears to require medical attention.
- Emergency contacts will only be called if the parents cannot be reached.
- Minor injuries will be taken care of in the health room and the child returned to class.
- An ill or injured student may be released to the emergency contact if the parent cannot be reached.
- **Please make sure we have your most current contact information and up-to-date emergency contacts.**

### **AFTER SCHOOL ARRANGEMENTS**

- Students go home each day as directed by the parent/guardian on the transportation form. ▪ Walkers should go straight home or to daycare.
- Bus riders get off at their assigned stop and then go directly home or to daycare. ▪ All students being picked up need to be picked up by 2:30 Mondays, Tuesdays, Thursdays, and Fridays. On Wednesdays children need to be picked up by 12:50.
- Veneta Elementary does not offer after school supervision or programs.
- **Children going somewhere different after school must bring a note or parents must call before 1:00 pm Mondays, Tuesdays, Thursdays, and Fridays. Please call before 11:30 on Wednesdays. Parents must provide the full address and bus number of where their child is going after school when calling for a bus pass. Federal law prohibits the school from giving out that information.**
- Children will go home by their regular method unless we receive a note or hear directly from a parent/guardian.
- Children who normally ride the bus cannot walk home without parents notifying the school. ▪ We assume that children who ride their bikes to school can ride them home.

**PLEASE NOTE: Each day the office writes several notes and bus passes changing after school plans for children. In the past, some parents have changed their children's plans on a daily basis. Please help us keep things simple by keeping your child on a fixed schedule for their after school routine.**

## ARRIVAL AND DEPARTURE

In dropping off or picking up your child, please remember that our parking lot is a busy place. Following the rules below helps to ensure the safety of all students:

1. **Do not drop off your child before 7:30. There is no student supervision before 7:30. Students are not allowed in the building before 7:30.**
2. Please use the drop off lane in the morning. In the afternoon, please park and pick up your child.
3. Parents should only park in marked parking spaces.
4. The bus loop is for buses only during the school day, from 7 AM to 5 PM.
5. Students who ride their bicycles to school must wear helmets, park their bikes in the racks provided, and walk their bikes on school property. Students leave their bikes in the racks at their own risks- we recommend bike locks at all times.

7:30AM	School opens. Students may enter through the building through the front door.
7:50 AM	Students are dismissed from going to classrooms unless they are eating school breakfast.
7:50 AM	FIRST BELL RINGS - All students need to be in their classrooms.
7:55 AM	Instruction Begins– Students are considered late if they are not in their classroom by 7:55
2:25 PM	Dismissal Mondays, Tuesdays, Thursdays, and Fridays
12:45 PM	Dismissal Every Wednesday for Early Release

## BUS INFORMATION

- Parents are required to know which bus their child rides to and from school.
- Bus routes may change over the summer. Parents should confirm bus routes by contacting the bus barn at 541-935-1969.
- Bus safety is very important. Students must be safe, respectful and responsible while on the bus and while at the bus stop. Bus privileges may be suspended for inappropriate behavior. Please see the bus rules at the back of this handbook for more information.
- If the bus is late or your child is not on the bus when it comes, please contact First Student at 935-1969 first, then the school if needed.

## CONFISCATED ITEMS

Please note that items not allowed at school will be confiscated by school staff. This can include, but is not limited to: electronic devices, toys, trading cards, lighters, knives, etc. The school principal will determine when and how confiscated items are returned to the student or the family. **CRIMINAL HISTORY**

## BACKGROUND CHECK/SB 155 INFORMATION

- All school volunteers must fill out a district “criminal history verification” form and complete “Safe Schools Training”. This form needs to be filled out each year in order to:
  - Volunteer in a classroom
  - Volunteer on a field trip
  - Ride the bus on a field trip
  - Volunteer for a special event in the school
  - Volunteer in any way that puts you in contact with students

## FIELD TRIPS

Parents may help chaperone and supervise students during field trips. The guidelines below outline our policies regarding field trips:

1. Volunteers must be on the current approved volunteer list and have a current approved criminal background check on file in the office. **The criminal history background check must be completed every year.**

**2. It can take up to two weeks to process background checks. Please plan ahead if you want to chaperone a field trip. Completing the background check process in September is the best thing to do.**

**3.** Permission for a child to ride to or home from a field trip in a private car with an adult other than their parent must be given by the parent to the office.

**4. Only the students in the classroom(s) of the participating teacher(s) may attend the field trip.**

Under no circumstances are siblings or friends not in the same class permitted to attend. **5.** Parents and/or legal guardians without approved criminal background checks are strongly discouraged from attending field trips. They may only do so if:

- they drive their own personal vehicle (not ride the bus)
- the field trip is to a completely public location
- pay any appropriate admissions or fees themselves
- do not interact with other children without the supervision of staff or approved chaperones

**PLEASE NOTE: Field trips are a privilege. To ensure student safety, students must have good behavior to be able to go on a field trip.** Individual teachers may also set behavior standards that students must meet to be able to participate on a field trip.

## Homework

**Beginning with the 2017-18 school year, Veneta Elementary implemented the following homework policy for grades K-3 and 4th/5th.**

### **Kindergarten thru 3rd grade:**

#### **No Assigned Homework/ No Grade for Homework**

A.) Optional Activities: At Teacher's Discretion, some things can be optional for extra practice. This could include sending spelling words home on Monday for parents who want to practice during the week, or other materials from the current reading curriculum. None of these optional activities will be included in a student's grade or reflected on their report card.

#### **Families will be encouraged to read with their children a minimum of 20 minutes per a night at the Kindergarten thru 2nd grade level and 30 minutes a night at the 3rd grade level.**

A.) No reading logs or reading tracking sheets will be required. Reading logs or tracking sheets will not be included in a student's grade or reflected on their report card.

B.) Teachers can motivate students to read through "Book Talks" or "Book Recommendations." Teachers can use optional reading sheets as an incentive i.e. all students who return a book log go into a weekly drawing or by participating in reading incentive programs like those offered by Pizza Hut. However any optional reading tracking sheets should not require parent signature.

#### **4th and 5th grade**

##### **Students are encouraged to read 30 minutes EACH night**

A.) No reading logs or reading tracking sheets will be required. Reading logs or tracking sheets will not be included in a student's grade or reflected on their report card.

B.) Teachers can motivate students to read through "Book Talks" or "Book Recommendations." Teachers can use optional reading sheets as an incentive i.e. all students who return a book log go into a weekly drawing or by participating in reading incentive programs like those offered by Pizza Hut. However any optional reading tracking sheets should not require parent signature.

C.) One short homework activity sheet can be required for homework. For example at the 4th grade level, they require a math fact fluency practice page where students

practice their math fact fluency for 10 minutes total over the course of the week.

D.) Optional Activities: At Teacher's Discretion, some things can be optional for extra practice. This could include sending spelling words home on Monday for parents who want to practice during the week or a Weekly Reader as an optional assignment. None of these optional activities will be included in a student's grade or reflected on their report card.

Unfinished Work can be Taken Home as Homework

Larger projects (like a report) may have elements that students work on at home. For example, students who are asked to do a presentation on a Native American tribe, may do the research and written work at school, but build the diorama at home.

## **ILLNESS**

- Students with temperatures above 100.4 degrees, who are vomiting, have diarrhea or who have an infectious condition will be sent home.
- Children should stay home for 24 hours after having vomited. Children should also be kept home from school when suffering from a severe cold, high temperature, infection, diarrhea, etc.
- Children experiencing difficulty breathing or shortness of breath, or a serious and sustained cough should be kept home.
- Children with conditions such as scabies, impetigo, or head lice, must be accompanied to school by their parents and checked in the health room to ensure that they are free of the condition before going to class.
- Please make sure that contact information is kept current and the school knows where to reach you if needed.
- Our guidelines come from ODE and the Department of Health and Human Services as well as district policy.
- Our secretaries are **not** licensed health care professionals. Please contact your family doctor if you have medical concerns or questions.

## **INSURANCE**

- The school offers school insurance through an outside company not associated with Fern Ridge School District. Applications are available in the office and during registration.
- **Veneta Elementary DOES NOT carry insurance that covers your child if they are hurt at school.**

## **LEGAL ISSUES**

- Children must be registered in their full, legal name. Your child can go by a different name, but all school records must be kept under their legal name.
- While all parents care about their children, sometimes conflicts arise regarding child custody, visitation, etc. The school is a neutral party focused on the educational needs of the student. To protect the right of parents and/or guardians, state law requires that if one parent wants to limit the rights of another, they must provide the school with current legal documentation pertaining to visitation, custody, etc.
- The school cannot deny a non-custodial parent access to a child unless there is a court order on file in the school office. The school must follow the most recent official legal documentation that we have on file.

## **LICE**

- A student with a suspected case of head lice will be referred to the school office for assessment. A student found with live lice may be excluded from school. A parent of the students will be notified and treatment will be requested. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel. The student may be subject to periodic checks.

More information on lice can be found at [www.cdc.gov/parasites/lice/head/](http://www.cdc.gov/parasites/lice/head/)

## MEDICATIONS

At times, your child may need to take medication at school. We are happy to help when medication **must** be taken during school or there are recurring medical issues such as asthma, headaches, etc. Many medications that need to be taken 3 times daily can be taken at breakfast, when your child returns home, and before bedtime. This eliminates the need for medications at school. For those medications that **must** be administered or available during school hours, the following guidelines will be strictly followed:

1. All medication **must** be turned into the office by the parent. Parents must complete the appropriate paperwork and sign a release.
2. Over the counter medication must be unopened in the original container.
3. Prescription medication must be in the original container with the prescription label on it.
4. Over the counter drugs can only be administered as directed on the packaging. Prescription drugs can only be administered according to the doctor's instructions.
5. Instructions from the doctor that include the student's name, name of drug, dosage, and time to be taken must accompany prescription medication.
6. Medication should never be sent to school with the students.
7. At the end of the school year, medications must be picked up by the parent. They cannot be returned to the student. Any medication not picked up by the time the office closes for the summer will be destroyed.
8. Cough drops should be given to the classroom teacher to distribute to the student when needed.

## PARENT CONCERNS

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. If the problem is not resolved with the teacher, then please feel free to contact the building principal.

## PARENT INVOLVEMENT

There are many opportunities for families to become involved at Veneta Elementary.

- Parents can learn about these opportunities through:
  - a) Attending PALS meetings monthly
  - b) Classroom newsletters
  - c) School newsletters
  - d) Reader board
  - e) School website ([www.fernridge.k12.or.us/venetaele/](http://www.fernridge.k12.or.us/venetaele/))
  - f) Facebook (Search for Veneta Elementary PALS)
  - g) Auto Dialer phone system
  - h) ParentSquare
- VES has parent teacher conferences twice a year. All parents are invited to the fall conferences and the spring conferences are by request. Report cards are given during conferences.
- Students of parents not attending conferences will bring their report card home.
- End of the year report cards are mailed home after school is out.
- Parents have many opportunities to volunteer at Veneta Elementary.
- All volunteers must pass a background check each year.
- **Parents are encouraged to join our Parent Action League for Students (PALS) and become involved in our school community. PALS meets monthly.**
- Veneta also hosts several fun and informative family nights during the school year.

## **PARTIES**

- Classrooms have parties for different occasions.
- Only store bought and individually wrapped food items can be given to students.
- Individual teachers have different practices regarding birthday parties. **Parents must contact their child's teacher before bringing treats to the classroom.**
- Please do not send party invitations to school, unless all the students in the classroom are invited.
- **Balloons, stuffed animals, or flowers delivered to your child cannot be taken home on the bus.** They will be delivered to the student during the last 10 minutes of school in order to avoid disrupting class.

## **PICKING UP YOUR CHILD DURING THE SCHOOL DAY**

- The time your child spends in the classroom is important. Please try to avoid making appointments or plans that take your child out of school.
- All students leaving during the school day must be signed out by a parent or guardian through the office.
- We will not release students to individuals other than their parents/guardians without a note or a phone call from the custodial parent, even if they are on the child's emergency contact list.
- Parents should not remove students from the school building or the playground without notifying the office first and signing their student out.

## **RETENTION**

- Veneta Elementary follows district guidelines when deciding whether a child should be retained.
- If your child might be retained, you will be notified early in the process. Final retention decisions will be made by June 1<sup>st</sup>.
- Parents who disagree with the decision may appeal to the superintendent.

**RESPONSE TO INTERVENTION: A MODEL TO HELP STUDENTS SUCCEED IN SCHOOL** ▪ Response to Intervention or RTI is an instructional model that helps us monitor student progress in reading and intervene when they are struggling.

- All students are given assessments three times a year (September, January, and May).
- Teachers review student progress and performance on a regular basis.
- Students who need extra help are identified and provided additional support.
- Students who receive additional support and continue to struggle may be referred for a special education evaluation. Parents will be informed if an evaluation is being considered.

## **SCHOOL CLOSURES AND DELAYS**

In case of a school delay or school closure:

1. Notice of school closure will be broadcast over participating radio and TV stations. VES will also send a text message to all parents who subscribe to our text messaging system.
2. Decisions on school delays or closures will be made by 6:00 a.m. and should be broadcast by 6:30 a.m.
3. Parents can also check online at Flashalert.net
4. When school is closed due to inclement weather, all after school and evening activities will be canceled.
5. The decision to close or delay school can change so please stay tuned for updates.

In case of a school closure ***after students have arrived at school***:

- Every attempt will be made to contact a parent/guardian. No child will be released or put on a bus unless contact has been made with a parent/guardian or an emergency contact. If possible, parents will be alerted through our text message system.

- If parents/emergency contacts cannot be reached, students will be kept at school until contact is made. Students will need to be picked up if contact is not made before the buses leave.
- Parents are encouraged to pick their child up once a closure has been announced. Parents must sign their child out.
- **Please ensure that we have current contact information including where you can be reached during the school day.**
- School closure information is also available via radio, television, the District's website, and the District's auto-dialer.

#### **SCHOOL SUPPLIES**

The School District is covering the cost of school supplies. This eliminates the need for parents/students to shop for any school supplies other than a backpack, water bottle, and appropriate shoes for PE

#### **STUDENT PLACEMENT POLICY**

- Teachers place students in classrooms after careful consideration and extensive discussion.
- Parents may request a specific teacher using the official form.
- Notice about the teacher request window will go out prior to the request window.
- **These requests will be considered, but cannot always be accommodated.**
- We do not post class lists until the week before school starts.

#### **VISITORS**

- **All visitors, including parents, must report to the office, sign in, and wear identification badges.**
- No student expected to be in attendance at another school will be allowed to visit Veneta Elementary.
- ***We welcome parents as visitors in their child's classroom. However we ask that you call ahead and make arrangements to ensure that you don't come at a time that is disruptive for the classroom.***

#### **VOLUNTEERS**

- **To volunteer at VES, a criminal history form must be approved each school year.**
- It takes 7 to 14 days to process a criminal history background check form.
- Volunteers must sign in at the office and wear a volunteer badge while in the building.
- We welcome volunteers in our classrooms and throughout our school.
- Veneta Elementary also hosts a SMART (Start Making A Reader Today) program where community members read to younger children. If you are interested in volunteering for SMART, contact the school office for more information. SMART volunteers donate just one hour a week and make a huge difference in the life of the child they work with.

## **Section Two: Student Information**

#### **CELL PHONES**

Students who bring cellphones to school must keep them in backpacks and turned off during school. **Students cannot use their cell phones for any purpose during the school day.** Students who use their cell phones at school will have their cell phones confiscated.

#### **DRESS CODE**

In addition to the standards included in the student's rights and responsibilities handbook, please be aware of the following dress code standards for VES:

1. Clothing must be school appropriate and not distract from student learning.
2. Students have outdoor recess all year long. Please dress children in layers that can be adjusted for the weather.
3. Students must be able to run and play in their shoes. Shoes that allow students to participate at recess and during P.E. without restriction are encouraged. **Shoes such as flip flops or high heels are not recommended.**

#### **ELECTRONIC DEVICES**



- a. Students may not bring or play with personal electronic devices at school.
- b. Electronic devices will be confiscated if used or played with at school.
- c. Neither the school nor the district is responsible for the potential theft, loss, or damage of items brought to school or on the bus.

## **GUM**

Chewing gum at school or on school grounds is not allowed except in the computer labs during state testing.

## **LOST AND FOUND**

- Our lost and found is in the main hallway.
- Smaller items are in the office.
- Please put names on outer clothing and lunch boxes.
- Unclaimed lost and found items are donated to charity at the end of each school quarter or sooner.
- Parents can contact the bus barn at 935-1969 for items lost on the bus.

## **PERSONAL PROPERTY**

- We are not responsible for items that are lost, misplaced, stolen, or broken at school or on the bus.
- Students should not bring large sums of money to school. The school is not responsible if students bring money that gets lost or stolen.
- Please do not let your child bring toys to school unless permission is given by their teacher.  
Children cannot bring soccer balls, basketballs, footballs, or other types of playground equipment to school.
- **Toys of any kind** are not allowed at school without the permission of the classroom teacher. If you are not sure if something is a toy, please contact your child's teacher.
- **At no time should students bring toy guns to school. Bringing a toy gun to school will result in immediate consequences up to and including suspension.**
- Students cannot deface property while at school. This includes tearing, cutting or damaging things that belong to them or to the school.

## **RECESS**

- All children play outside during recess.
- Recess is generally outdoors regardless of the weather.
- There is a covered play area and children should stay as dry as possible.
- Students are not allowed in the rain without a hat, a coat, or an umbrella.
- Students cannot reenter the building during recess without staff permission.

## **SCHOOL PROPERTY**

- Students will treat school property (desks, textbooks, classroom items, school fixtures, playground equipment, etc.) in a respectful and responsible manner.
- Students who damage school property will pay for damaged property to be repaired or replaced.

## **SPIRIT DAYS**

- Spirit Days are special theme days where students can dress up.
- Dress guidelines still apply for spirit day unless exceptions are noted.

## **Section Three: Lunch, Breakfast, and Food Guidelines**

## **WELLNESS POLICY**

- Veneta Elementary promotes healthy children by supporting good nutrition, physical activity and healthy habits.
- There are specific guidelines regarding what snacks can be provided at school.
- A copy of the approved list is at the end of this section.

## **FEDERAL FREE AND REDUCED FOOD PROGRAM**

- Free or reduced lunches and breakfast are available to children whose families qualify financially.

- Applications are available in the office.
- Applications are accepted throughout the year.
- All information is kept confidential.

**BREAKFAST INFORMATION**

- Breakfast is served from 7:30 a.m. to 7:50 a.m. in the cafeteria. Students who get free/reduced lunch also qualify for a free/reduced breakfast.
- Money placed in a child’s lunch account can be used to purchase breakfast as well.

**LUNCH INFORMATION**

- Lunch is served each day in the cafeteria.
- Parents put money into their children’s account that is “withdrawn” when their child eats breakfast or lunch.
- Notice will be sent home when your child’s account is overdrawn.
- **Parents can check how much money is in their child’s account and add money to that account online by going to [www.myschoolbucks.com](http://www.myschoolbucks.com) a student ID number is needed. Most students know their ID number, but if they don’t parents can call the school office for the number.**
- Money can be added to your child’s account in the morning when the kitchen is open.
- Checks should be made out to Fern Ridge Lunch Fund.
- Children with food allergies should have a doctor’s note on file in the office indicating which items and the degree of severity.
- Please do not send soda pop or candy with your child’s lunch. Do not send glass bottles.
- Lunch Menus are sent home monthly and can also be found online at <http://www.fernridge.k12.or.us/food-services/>
- FRSD contracts with Chartwells to provide food services.

**HEALTHY/PARTY/SNACK GUIDELINES**

- Childhood obesity can be preventable through diet and regular physical activity.
- Healthy eating patterns and increased physical activity are essential for all children. In 2004 Congress passed a law requiring that schools establish local wellness policies.
- Healthy foods are generally defined as having low fat, low sugar, low salt, and small portions. Healthy foods incorporate whole grains, fresh fruits, fresh vegetables, and low fat dairy products. They limit highly processed, refined foods, and foods with artificial colors, flavors, etc.

Please adhere to the following list when sending snacks for your child’s classroom:

<b>Suggested Food Ideas:</b>	<b>Foods To Avoid:</b>
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<p>Beverages:</p> <ul style="list-style-type: none"> <li>Low fat or nonfat plain milk</li> <li>100% fruit juice</li> <li>Water</li> <li>Flavored/sparkling water without added sugars or sweeteners Sparkling punch (seltzer and 100% fruit juice)</li> <li>Fruit smoothies</li> <li>Fresh fruit</li> <li>Cheese (non processed)</li> <li>Fruit salad</li> <li>Dried fruit or fruit leather with no added sugar</li> <li>Vegetables</li> <li>Low fat dips</li> <li>Salsa</li> <li>Low fat tortilla chips</li> <li>Pretzels</li> <li>Air-popped popcorn</li> <li>Rice cakes</li> <li>Whole grain breads</li> <li>Bread sticks</li> <li>Whole grain crackers</li> <li>Graham crackers</li> <li>Animal crackers</li> <li>Angel food cake</li> <li>Fig bars</li> <li>Whole grain cookies with nuts or raisins</li> <li>Waffles or pancakes</li> <li>Low fat or nonfat yogurt</li> <li>Trail Mix</li> <li>Nuts and Seeds</li> <li>Peanut Butter</li> </ul>	<p>Foods of Minimal Nutritional Value are defined by the U.S. Department of Agriculture. A complete definition is available on the USDA website: <a href="http://www.fns.gov/eatright/menu/fmnv.htm">http://www.fns.gov/eatright/menu/fmnv.htm</a></p> <p>Foods of minimal nutritional value include:</p> <ul style="list-style-type: none"> <li>Soda water (regular or diet soda)</li> <li>Water ices</li> <li>Chewing gum</li> <li>Certain candies made predominantly from sweeteners or artificial sweeteners</li> <li>Hard candy such as sour balls, fruit balls, candy sticks, lollipops, mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.</li> <li>Jellies and gums, such as gum drops, jelly beans, jellies, and fruit flavored slices.</li> <li>Marshmallow candies</li> <li>Fondant such as candy corn</li> <li>Licorice</li> <li>Spun candy (cotton candy)</li> <li>Candy coated popcorn</li> </ul> <p><b>This does not include all types of candy. Milk chocolate and other candy with more nutrients, for example, would be allowed.</b></p>
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## Section Four: Student Behavior and Conduct

### BEHAVIOR PROGRAM/STUDENT INCENTIVES

- All students have the right to a positive and safe learning environment.
- Veneta Elementary School is a “Positive Behavior Interventions and Supports” or PBIS school.
- PBIS teaches students clear expectations and reinforces positive behavior.
- **Veneta Elementary students are expected to be safe, respectful, and responsible at all times. This includes while attending district sponsored events in other buildings such as football games, high school plays, etc.**
- Consequences for misbehavior range from a conference with the principal to a multiple day suspension.
- Students receive “Kudos” for good behavior that can be redeemed regularly for prizes and rewards.
- Students also earn “Recess Reward Tickets” for good behavior during recess or “Bus Reward Tickets” for good behavior on the bus. Students can win prizes if their names are drawn.
- “Class Act” tickets are given when the whole class is safe, responsible, or respectful. When a class earns enough “Class Act” tickets they get a reward.

### BUS RULES

Students are expected to maintain positive and safe behavior at all times on the school bus. **State law** (OAR 581-53-010) requires the following rules for student behavior on school buses: 1. Students must obey the driver.

2. Fighting, wrestling, or playing around is not allowed on the bus.
3. The emergency door is only for emergency use.
4. Students must be on time for the bus.
5. No animals, weapons, or hazardous items are allowed on the bus.
6. Students must stay in their seats.

7. The bus driver may assign seats.
8. Students must cross the road in front of the bus.
9. Students must keep their hands, feet, and heads inside the bus.
10. Students cannot open windows without permission.
11. Students must talk in quiet voices and use appropriate language.
12. Students may not damage the bus.
13. Students must be respectful towards others.
14. Students that don't follow directions may be suspended from the bus.

## **BULLYING**

Students are not allowed to bully, intimidate, or harass other students.

Harassment is when a student abuses another because of their race, religion, color, disability, etc.

Harassment can be nonverbal, verbal, written, or physical.

Bullying is ongoing behavior that physically harms a student or damages their property, places them in reasonable fear of physical harm, and creates a hostile educational environment. At the elementary level, harassment and bullying can range from name calling to acts of physical intimidation. If your child feels like they are being bullied, they need to talk to their classroom teacher or to the building principal so we can help put an end to the problem. Children who engage in bullying or harassment will face serious disciplinary consequences.

Additional information can be found in the nondiscrimination and harassment section of the Student Rights and Responsibilities Handbook.

## **WEAPONS/THREATS OF VIOLENCE**

- Veneta has a zero tolerance policy towards all weapons and/or violent threats.
- Students cannot bring any weapons to school, including toys that look like weapons.
- Knives, including pocket knives, are considered weapons.
- Students bringing weapons, including toy weapons, or making violent threats at school face serious disciplinary consequences

## **DISCIPLINE PROCEDURES**

- Classroom teachers have behavior management systems that encourage positive behavior and redirect negative behavior.
- Students who fail to follow classroom or school rules may receive a problem solver, or a minor or major referral.
- If their behavior continues, they receive a minor referral. Minor referrals may result in in-school suspension, principal conferences or phone calls home.
- Problem solvers and minor referrals are sent home with the student and should be signed and returned to school.
- Major referrals are for severe, dangerous, or repeated misbehavior. This includes fighting, cheating, harassment/bullying, violent threats or vandalism. In those cases, students are sent directly to the office.

## Veneta Elementary School Rules

	<b>Safe</b>	<b>Respectful</b>	<b>Be Responsible</b>
<b>ARRIVAL AND DISMISSAL</b>	<ul style="list-style-type: none"> <li>• Use sidewalks and crosswalks • Step off bus carefully</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Enter through the front doors before 7:50</li> <li>• Walk bikes on school property • Bike riders must wear helmets • Walk to and from the buses</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions given by staff • Follow bus driver's directions • Remove hats before entering school</li> <li>• Treat others with respect</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Get permission before bringing notes to the office</li> <li>• Ask permission to use the phone in the classroom if needed</li> <li>• Put money on your lunch account before the bell rings</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>• Walk facing forward</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stay to the right</li> <li>• Keep shoelaces tied</li> <li>• Do not run or walk too fast</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others space</li> <li>• Hold the door for others</li> <li>• Keep body parts and objects away from walls</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for an entire class to pass before proceeding</li> </ul>
<b>RESTROOM</b>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean and dry</li> <li>• Keep feet on floor</li> <li>• Wash hands with soap and water</li> <li>• Do not waste soap</li> <li>• Do not climb on stalls or fixtures</li> <li>• Do not play in the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give others privacy</li> <li>• Wait patiently for your turn</li> <li>• Keep hands, feet, objects to self</li> <li>• Do not vandalize walls or surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Always flush</li> <li>• Always wash hands</li> <li>• Return to room promptly</li> <li>• Report problems                             <ul style="list-style-type: none"> <li>• Put paper towels in the trash can</li> </ul> </li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>• Walk to the table</li> <li>• Hold the tray with both hands • Sit with feet on floor, bottom on seat, and face forward</li> <li>• Tell an adult if something spills • Keep all food to yourself</li> <li>• Food stays in cafeteria</li> <li>• Ask permission to use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Be aware of your voice level • Allow anyone to sit next to you</li> <li>• Do not save seats or wait for your friends</li> <li>• Please clean up after yourself (including under the table).</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in next available seat</li> <li>• Raise hand and wait patiently to be excused</li> <li>• Raise hand if you need adult help • Take personal belongings with you when you leave</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to self</li> <li>• Use chairs safely</li> <li>• Allow space between one row and the next</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Applaud appropriately</li> <li>• Listen with full attention eyes, ears, and body</li> <li>• Sit so others can see</li> <li>• Do not talk while the speaker is talking</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive promptly</li> <li>• Follow signal                             <ul style="list-style-type: none"> <li>• Leave in an orderly fashion as instructed by your teacher</li> </ul> </li> </ul>
<b>P.E./GYM</b>	<ul style="list-style-type: none"> <li>• Keep control of your body</li> <li>• Use equipment correctly</li> <li>• Be aware of activities around you</li> <li>• Be aware of other students around you</li> <li>• Follow the teacher's</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good sport</li> <li>• Encourage others</li> <li>• Be a team player</li> <li>• Play fairly</li> <li>• Follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment to the proper place</li> <li>• Take personal belongings with you when you leave</li> <li>• Use equipment only as directed</li> </ul>

	directions at all times		
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<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Push in chairs when leaving</li> <li>• Put pencils/shelf markers back where they belong</li> <li>• Use shelf markers appropriately so that you can put books back</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices only</li> <li>• Listen carefully and with respect <ul style="list-style-type: none"> <li>• Respect books and other school property</li> </ul> </li> <li>• Walk</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use materials <ul style="list-style-type: none"> <li>• Put items where they belong</li> </ul> </li> <li>• Take personal belongings with you when you leave</li> </ul>
<b>COMPUTER</b>	<ul style="list-style-type: none"> <li>• Push in chairs and stools when leaving</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Use chairs and stools safely</li> <li>• Only visit sites you are directed to</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Respect property</li> <li>• Follow directions</li> <li>• Hands to your own computer</li> <li>• Do not touch another student's computer or headphone</li> </ul>	<ul style="list-style-type: none"> <li>• Use computers correctly</li> <li>• Clean your space <ul style="list-style-type: none"> <li>• Take personal belongings with you when you leave</li> </ul> </li> <li>• Stay on task</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself</li> <li>• Get adults attention appropriately and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>• Wait quietly for help</li> <li>• Use quiet voices</li> <li>• Do not enter the office without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Know why you are in the office</li> <li>• Know who you need to speak to</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li>• Walk to and from the playground</li> <li>• Use equipment appropriately</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Stay within boundaries</li> <li>• Follow playground rules</li> <li>• <b>Walk on the blacktop at all times</b></li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Play fairly</li> <li>• Include everyone</li> <li>• Listen for whistle, freeze, wait for instructions</li> <li>• No put downs or insults of any kind</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission before leaving area</li> <li>• Treat equipment with respect</li> <li>• Wait quietly in line until excused</li> </ul>
<b>INDOOR RECESS/ RAINY DAY</b>	<ul style="list-style-type: none"> <li>• Walk to and from the playground</li> <li>• Use equipment appropriately</li> <li>• Keep hands, feet and objects to self</li> <li>• Stay within boundaries</li> <li>• Be aware of what's going on around you</li> <li>• Follow wet playground rules</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all duty's instructions</li> <li>• Include everyone</li> <li>• Treat others kindly</li> <li>• Listen for whistle, freeze, wait for instructions (rainy day recess)</li> <li>• Help with cleanup (indoor recess)</li> </ul>	<ul style="list-style-type: none"> <li>• Stay as dry as possible</li> <li>• Treat equipment with respect</li> <li>• Wait quietly in line until excused</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li>• Stay with group</li> <li>• Follow bus rules</li> <li>• Walk safely</li> <li>• Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions of adult leaders</li> <li>• Be polite to others</li> <li>• Listen with full attention</li> </ul>	<ul style="list-style-type: none"> <li>• Set a good example</li> <li>• Take care of your belongings</li> <li>• Clean up after yourself</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>• Use chairs safely</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Follow your individual classroom rules and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Respect rights and property of others</li> <li>• Treat your teacher with respect</li> <li>• Be respectful to classmates and adults</li> <li>• Use positive and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Be prepared</li> <li>• Stay on task</li> <li>• Take responsibility for your own learning</li> <li>• Do your work</li> </ul>

<b>FIRE DRILL</b>	<ul style="list-style-type: none"> <li>• Exit quickly and quietly</li> <li>• Walk with your class to your assigned spot</li> <li>• Line up facing away from building</li> <li>• Listen for the teacher to call your name</li> <li>• Rejoin your class when told to by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Be polite</li> <li>• Stay in your place in line and remain quiet</li> <li>• Face away from the building</li> </ul>	<ul style="list-style-type: none"> <li>• Wait for all clear signal then return to class</li> <li>• Return to class quietly and follow your teacher's directions</li> </ul>
<b>DRILL EARTHQUAKE</b>	<ul style="list-style-type: none"> <li>• Drop and cover</li> <li>• Remain in your area until told to evacuate by an adult</li> <li>• Walk quietly to assigned spot, exiting through nearest appropriate door</li> <li>• Rejoin your class when told</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Be polite</li> <li>• Stay calm</li> </ul>	<ul style="list-style-type: none"> <li>• Quietly "drop and hold" until told to evacuate</li> <li>• Follow your teacher's directions to leave your classroom in an orderly manner.</li> </ul>
<b>POWER OUTAGE</b>	<ul style="list-style-type: none"> <li>• Follow the directions of the adult supervising you.</li> <li>• Stay calm.</li> <li>• Do not yell, scream, or otherwise act out</li> <li>• Stay in your classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Do not talk while the teacher is talking</li> <li>• Stay calm</li> <li>• Talk in a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Help others to follow directions</li> </ul>

<b>BUS</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Waiting for the bus</b>	Remain at a safe distance from where the bus stops (4 giant steps from the bus).	Arrive at the bus stop 5 minutes before your scheduled pick up time.	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to yourself	Keep your bus stop area neat and clean	Report Bullying
<b>Entering the bus</b>	Listen and watch for driver directions	Be seated quickly and stay seated	Use appropriate language, topics, tone, and volume.
	Keep hands, feet, and objects to self		

<b>Riding the Bus</b>	Stay seated facing forward	Follow driver directions at all times	Use appropriate language, topics, tone, and volume.
	Keep aisles and emergency exits clear	Keep your area on the bus clean-No Littering	Report Bullying
	Keep self and objects inside the bus	Stay seated unless driver gives permission.	Keep personal electronic devices to yourself
	Keep hands, feet, and objects to self		
<b>Exiting the bus</b>	Listen and watch for driver directions	Take all personal items when exiting buses	Take turns exiting seats
	Keep hands, feet, and objects to yourself	Report vandalism	Use appropriate language, topics, tone, and volume.
	Walk down steps one at a time holding the handrail.	Report to the driver if you see a student sleeping or hiding on the bus.	Report Bullying
<b>Evacuation</b>	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		

**Veneta Elementary School Contact Information**

**Phone: 541-935-8225**

**Fax: 541-935-8228**

Physical Address: 88131 Territorial Road, Veneta, Oregon 97487



Mailing Address: P.O. Box 370, Veneta, Oregon 97487

Fern Ridge School District Office: 541-935-2253

First Student (Bus Barn): 541-935-19694

Below is a list of extensions and email addresses for Veneta Staff for the 2024-2025 school year. Please be aware that teachers are with students from 7:30 to 2:25 and are not available by phone during that time. You are welcome to leave a message at their extension.

<b>EXTENSION</b>	<b>NAME</b>	<b>ASSIGNMENT</b>	<b>ROOM</b>	<b>EMAIL ADDRESS</b>
5300	Bonnie Mclaws	Media Assistant	Library	<a href="mailto:bmclaws@fernridge.k12.or.us">bmclaws@fernridge.k12.or.us</a>
5220	Jennifer Gent	Assistant Secretary	Office	<a href="mailto:jgent@fernridge.k12.or.us">jgent@fernridge.k12.or.us</a>
5201	Dawn Dean	Principal	Office	<a href="mailto:ddean@fernridge.k12.or.us">ddean@fernridge.k12.or.us</a>
5220	Becky Walton	Secretary	Office	<a href="mailto:bwalton@fernridge.k12.or.us">bwalton@fernridge.k12.or.us</a>
5123	Estin Warren	Behavior Specialist	23	<a href="mailto:ewarren@fernridge.k12.or.us">ewarren@fernridge.k12.or.us</a>
5103	Lauren Midwood	SLC Classroom	3	<a href="mailto:lmidwood@fernridge.k12.or.us">lmidwood@fernridge.k12.or.us</a>
5124	John Wagner	ELD Teacher	24	<a href="mailto:jwagner@fernridge.k12.or.us">jwagner@fernridge.k12.or.us</a>
5101	Reine Peirce	Kindergarten	1	<a href="mailto:rpeirce@fernridge.k12.or.us">rpeirce@fernridge.k12.or.us</a>
5114	Ashley Foltz	Second Grade	14	<a href="mailto:afoltz@fernridge.k12.or.us">afoltz@fernridge.k12.or.us</a>
5115	Kasey Cutsforth	First Grade	15	<a href="mailto:kcutsforth@fernridge.k12.or.us">kcutsforth@fernridge.k12.or.us</a>
5117	Shahayley Holzgang	First Grade	18	<a href="mailto:Sholzgang@fernridge.k12.or.us">Sholzgang@fernridge.k12.or.us</a>
5121	Elizabeth Booth	Kindergarten	21	<a href="mailto:ebooth@fernridge.k12.or.us">ebooth@fernridge.k12.or.us</a>
5120	Deanna Greene	Second Grade	20	<a href="mailto:dgreene@fernridge.k12.or.us">dgreene@fernridge.k12.or.us</a>
5105	Mike Guill	Third Grade	5	<a href="mailto:mguill@fernridge.k12.or.us">mguill@fernridge.k12.or.us</a>
5119	Angie Pebworth	First Grade	19	<a href="mailto:apebworth@fernridge.k12.or.us">apebworth@fernridge.k12.or.us</a>
5109	Kyle Moeller	Third Grade	9	<a href="mailto:kmoeller@fernridge.k12.or.us">kmoeller@fernridge.k12.or.us</a>
5110	Mirka Chen	Fourth Grade	10	<a href="mailto:mchen@fernridge.k12.or.us">mchen@fernridge.k12.or.us</a>
5111	Ms. Taylor	Fourth Grade	11	<a href="mailto:tcarey@fernridge.k12.or.us">tcarey@fernridge.k12.or.us</a>
5107	Erika McGuire	Fifth Grade	7	<a href="mailto:emcguire@fernridge.k12.or.us">emcguire@fernridge.k12.or.us</a>
5108	Michelle Markham	Fifth Grade	8	<a href="mailto:mmarkham@fernridge.k12.or.us">mmarkham@fernridge.k12.or.us</a>
5112	Rebecca Moeller	SpEd Teacher	12	<a href="mailto:rmoeller@fernridge.k12.or.us">rmoeller@fernridge.k12.or.us</a>
5122	Donna Jones	Speech/Lang. Specialist	25	<a href="mailto:djones@fernridge.k12.or.us">djones@fernridge.k12.or.us</a>
5102	Gretta Connelly	Kindergarten	2	<a href="mailto:gconnolly@fernridge.k12.or.us">gconnolly@fernridge.k12.or.us</a>
5320	Jeff Greene	Physical Education	Gym	<a href="mailto:jgreene@fernridge.k12.or.us">jgreene@fernridge.k12.or.us</a>

The purpose of this page is to advise parents and students of legal obligations and to notify parents of the district's responsibilities, as well as serve as a receipt of your student's school's handbook and the Fern Ridge School District Students' Rights and Responsibilities Handbook. Please review the handbook for your child's school as well as the Student Rights and Responsibilities Handbook. The handbooks will be reviewed with students after the start of school. This sign off sheet will only need to be done once during your child's K – 12 career while attending school in Fern Ridge School District. If you decide to make changes at any point during your child's educational experience at any of our buildings, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children's records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the district to withhold.] I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal. More information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student's name as well as, but is not limited to the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, student ID number or a list of personal characteristics or other such information that would make the student's identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the district withhold.

Parents objecting to the release of directory or personally identifiable information on their student should notify your student's school within (15) days of receipt of the student handbook. (Fern Ridge Board Policy JOB.)

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students' names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

Fern Ridge School District uses "Google Apps for Education" in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the district. Please know that in addition to Google Apps, the district uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact your building principal. Your signature below authorizes the district to allow your student to use Google Apps and other online educational programs throughout their K-12 educational experience in Fern Ridge.

Student Name (Please Print) \_\_\_\_\_ Student ID# \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_ If you leave

any box below unchecked, the district will assume you are providing us with permission to proceed Do

Not \_\_\_\_\_ release information to the military. Parent Initials: \_\_\_\_\_

Do Not \_\_\_\_\_ release directory information or personally identifiable information as I have indicated above

Do Not \_\_\_\_\_ give permission to release my child's photograph in any format (website, etc.) Do

Not \_\_\_\_\_ give permission for my child's photograph in class pictures/yearbook only

Information regarding policies will be kept updated at <http://www.fernridge.k12.or.us/technology/studentdata>

I have read the district's Internet policy IIBGA and accompanying IIBGA

AR(<http://policy.osba.org/fernridg/IIBGA%20D1.PDF> and <http://policy.osba.org/fernridg/IIBGA%20R%20G1.PDF>) I understand that violation of the district's policy will be handled in accordance with district policy, rules and regulations.

\_\_\_\_\_ Parent Initials

# FRSD ATTENDANCE NOTIFICATION PROCEDURES

The relevant policies around attendance, and specifically parental notification of absences, can be found below in the Policy and Administrative Rule.

## **Policy:**

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=fernridg&query=attendance>

## **Administrative rule (AR):**

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =windows-1252&bcd=%F7&s=fernridg&query=attendance>

While the standards above describe the minimum as required by policy and state law, the FRSD will implement this practice in different ways, at the different levels K-12. Below is that description.

## **Elementary Schools (EES and VES):**

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- Attendance is entered by classroom teachers by 8:30 AM.
- By 8:30, building secretaries will begin calling the parents of students that remain with an unexcused absence.
- The phone dialer will begin calling students that still have an unexcused absence beginning at 9:00 AM.

## **Middle School and High School (EHS and FRMS)**

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- FRMS: Classroom attendance for 1<sup>st</sup> period is entered by 9:00. Phone dialer at 9:15.
- EHS: Classroom attendance for 1<sup>st</sup>/2<sup>nd</sup> period is entered by 9:45. Phone dialer at 10:00
- Classroom attendance is entered for the remaining periods of the day by 3:00.
- The phone dialer pulls attendance data for the remainder of the day, and phone calls are made again, beginning at 3:15.

## **SPECIAL NOTES:**

- To verify or change the phone number our phone dialer will call, regarding an unexcused absence, please contact the school secretary.
- It is **EXTREMELY HELPFUL** to the building secretaries to receive a phone call, a message, or have a completed pre-arranged absence form filled out. In particular, this limits the number of individual phone calls needing to be made at the Elementary level!