

*Island City Elementary School*  
*Parent-Student Handbook*  
*2017-18*  
*“LEARNING TODAY FOR SUCCESSFUL TOMORROWS”*



**MISSION STATEMENT**

SCHOOL TELEPHONE .....663-3270 or 663-3271  
SCHOOL FAX .....663-3272  
PRINCIPAL .....663-3275  
Elementary Administrative Assistant.....663-3270

## **Principal's Statement**

**Dear Parents,**

**The entire staff of Island City Elementary School extends a cordial welcome to you and your family for the 2017-2018 school year. We are very much looking forward to an exciting and productive year for your child.**

**We, at Island City School, are dedicated to fostering an educational environment which will enable each child to experience daily success and achievement at his/her personal capability level. This goal however, cannot be achieved without cooperation between home, school, and community.**

**Island City Elementary School has a unique history of strong and committed parents. In keeping with tradition we ask that each of you become increasingly more interested and involved in your child's education program. Please read with your child, monitor & check homework consistently and volunteer to help in the classroom or other school related activities.**

**We welcome your interest and look forward to knowing more about you.**

**Sincerely,  
John Tolan, Principal**

## **ISLAND CITY SCHOOL - DAILY SCHEDULE**

### **Monday---**

- Breakfast is served from 8:40 to 9:10
- Doors open to classrooms at 9:00
- Instruction begins at 9:15
- Staggered lunch / recess from 10:50 to 12:35
- School dismisses at 2:35

### **Tuesday - Friday---**

- Breakfast is served from 7:40 to 8:10
- Doors open to classrooms at 8:00
- Instruction begins at 8:15
- Staggered lunch / recess from 10:50 to 12:35
- School dismisses at 2:35

## **SCHOOL CALENDAR – 2017-2018**

Click on the link to view the district calendar:

<https://drive.google.com/file/d/0B3g6qwuDoLVNenVCUm5kSnduQTVZdTNONjU3bFJsSEZaamxB/view>

## Island City School Staff

<u>Position</u>	<u>Staff Member</u>	<u>Phone #</u>	<u>Email Address</u>
Anita Munoz	Cook	663-3285	<a href="mailto:anita.munoz@lagrandesd.org">anita.munoz@lagrandesd.org</a>
Anne Girdner	Para-educator	663-3270	<a href="mailto:anne.girdner@lagrandesd.org">anne.girdner@lagrandesd.org</a>
Danika McIntosh	Title I Teacher	663-3277	<a href="mailto:danika.mcintosh@lagrandesd.org">danika.mcintosh@lagrandesd.org</a>
Wendie Perry	Para-educator	663-3270	<a href="mailto:wendie.perry@lagrandesd.org">wendie.perry@lagrandesd.org</a>
Darren Hendrickson	Grade 5 Teacher	663-3290	<a href="mailto:darren.hendrickson@lagrandesd.org">darren.hendrickson@lagrandesd.org</a>
Debbie Waite	Media Assistant	663-3292	<a href="mailto:debbie.waite@lagrandesd.org">debbie.waite@lagrandesd.org</a>
Debra Sloan	Custodian	663-3285	<a href="mailto:debra.sloan@lagrandesd.org">debra.sloan@lagrandesd.org</a>
Dena Tams	Administrative Assistant	663-3270	<a href="mailto:dena.tams@lagrandesd.org">dena.tams@lagrandesd.org</a>
Emily Manley	Grade 1 Teacher	663-3288	<a href="mailto:emily.manley@lagrandesd.org">emily.manley@lagrandesd.org</a>
Holly Wagner	Grade 3 Teacher	663-3294	<a href="mailto:holly.wagner@lagrandesd.org">holly.wagner@lagrandesd.org</a>
Dakota Hull	Grade 4 Teacher	663-3278	<a href="mailto:dakota.hull@lagrandesd.org">dakota.hull@lagrandesd.org</a>
Jeannette Smith	Music Teacher		<a href="mailto:jeannette.smith@lagrandesd.org">jeannette.smith@lagrandesd.org</a>
Jesse Munoz	Cook Helper	663-3270	<a href="mailto:jesse.munoz@lagrandesd.org">jesse.munoz@lagrandesd.org</a>
John Tolan	Principal	663-3275	<a href="mailto:john.tolan@lagrandesd.org">john.tolan@lagrandesd.org</a>
Julie Younggren	Para-educator	663-3270	<a href="mailto:julie.younggren@lagrandesd.org">julie.younggren@lagrandesd.org</a>
Wendie Perry	Para-educator	663-3270	
Kathy McDevitt	Para-educator	663-3270	<a href="mailto:kathy.mcdevitt@lagrandesd.org">kathy.mcdevitt@lagrandesd.org</a>
Sophia Wright	Grade 3 Teacher	663-3293	<a href="mailto:kim.washburn@lagrandesd.org">kim.washburn@lagrandesd.org</a>
Kylee Goodwin	Grade 2 Teacher	663-3286	<a href="mailto:kylee.goodwin@lagrandesd.org">kylee.goodwin@lagrandesd.org</a>
Lena Wheeling	Grade 2 Teacher	663-3288	<a href="mailto:lena.wheeling@lagrandesd.org">lena.wheeling@lagrandesd.org</a>
Melissa Kohler	Para-educator	663-3270	<a href="mailto:melissa.kohler@lagrandesd.org">melissa.kohler@lagrandesd.org</a>
Neesha Turner	Counselor	663-3276	<a href="mailto:neesha.turner@lagrandesd.org">neesha.turner@lagrandesd.org</a>
Nicole Wooldridge	Para-educator	663-3270	<a href="mailto:nicole.wooldridge@lagrandesd.org">nicole.wooldridge@lagrandesd.org</a>

<b>Penny Hampton</b>	<b>Para-educator</b>	<b>663-3270</b>	<a href="mailto:penny.hampton@lagrandesd.org">penny.hampton@lagrandesd.org</a>
<b>Rachel Robinson</b>	<b>Grade 4 Teacher</b>	<b>663-3279</b>	<a href="mailto:rachel.robinson@lagrandesd.org">rachel.robinson@lagrandesd.org</a>
<b>Jenn Azure</b>	<b>Special Education Teacher</b>	<b>663-3291</b>	<a href="mailto:jennifer.azure@lagrandesd.org">jennifer.azure@lagrandesd.org</a>
<b>Sherri Anderson</b>	<b>Para-educator</b>	<b>663-3270</b>	<a href="mailto:sherri.anderson@lagrandesd.org">sherri.anderson@lagrandesd.org</a>
<b>Sophia Thompson</b>	<b>Reading</b>	<b>663-3292</b>	<a href="mailto:sophia.thompson@lagrandesd.org">sophia.thompson@lagrandesd.org</a>
<b>Kim Washburn</b>	<b>Grade 1 Teacher</b>	<b>663-3287</b>	<a href="mailto:kim.washburn@lagrandesd.org">kim.washburn@lagrandesd.org</a>
<b>Tory Weimer</b>	<b>Grade 5 Teacher</b>	<b>663-3295</b>	<a href="mailto:tory.weimer@lagrandesd.org">tory.weimer@lagrandesd.org</a>
<b>Zanah Larson</b>	<b>ESL Teacher</b>	<b>663-3281</b>	<a href="mailto:zanah.larson@lagrandesd.org">zanah.larson@lagrandesd.org</a>
<b>Megan Banes</b>	<b>Media Specialist</b>	<b>663-3292</b>	<a href="mailto:megan.banes@lagrandesd.org">megan.banes@lagrandesd.org</a>

## **ISLAND CITY PTO – 2017-2018 OFFICERS**

President.....Mary Nelson  
 Vice President.....Melissa Sampson  
 Secretary.....Jennifer Hampton  
 Treasurer.....Codi Eby  
 Room Parent Organizer.....Deve Hafer

When you enroll your child at Island City School you automatically become a member of PTO, the Parent Teacher Organization at Island City. Island City School prides itself on being a family school and PTO, with all its parental support, makes this possible. We look forward to your participation and help.

## **PARENT VOLUNTEERS**

If you are interested in being a volunteer at Island City School, please complete the form provided at registration or upon enrollment and return it to the school office. This form lets us know what kind of help you would like to provide. PTO coordinates this volunteer help for all classes. The staff greatly appreciates all volunteer help.

## **VISITATIONS**

We welcome your participation in your child's education. So that we may maintain an regular classroom routine for our students and avoid disruptive situations, we ask parents not use class visitation time for discussion with the teacher. Arrangements for conferences need to be made in advance. Students may not bring brothers, sisters, or other visitors to school, but are welcome to share lunch time with guests.

## **ROOM PARTIES**

Each classroom has a party at Halloween, Christmas, and Valentine's Day. If your child will not take part in parties because of religious beliefs, please notify the teacher at the beginning of the school year and discuss how you wish your child to spend that party time. **Parents who help with classroom parties are asked not to bring younger siblings to the classroom party situation.**

## **BIRTHDAY TREATS**

Birthday treats for the class are allowed during class time with the consent of the classroom teacher. **Please make arrangements at least one day in advance.**

## **PARTY INVITATIONS**

We ask that students not distribute party invitations at school in order to avoid hurt feelings of other children. The office cannot legally provide lists of student names, address, or telephone numbers.

## **INSURANCE**

School insurance is available at registration and at any time during the school year from the school office. If you wish to purchase school insurance, enclose payment in the envelope provided and return the envelope to the school office.

Keep the summary of coverage. Make checks payable to the insurance company listed. Insurance claim forms are available at the school office. **The school does not have insurance coverage for playground or school injuries requiring medical attention.**

## **REGISTRATION PROCEDURES**

~**REGISTRATION FORM** Parents will be asked to complete the Student Enrollment Form for each child enrolled in school.

~**CERTIFICATION OF IMMUNIZATION** State law requires immunization for polio, measles, diphtheria, whooping cough, tetanus, Hepatitis B, chickenpox, and Hepatitis A. These may be waived for religious reasons or if the child's health might be endangered. A complete Certificate of Immunization Status must be presented to the school prior to enrollment.

~**TRANSFER STUDENTS** Parents enrolling students from out of district are asked to sign forms for transfer of records. These release forms are available at the school office. The school will send for the student's records. **Immunization** laws apply to students (5-14 years old) enrolling from out of state. Students have 30 days to comply and parents must sign a statement of compliance.

~**ENTRANCE AGE** A kindergarten student will be admitted to La Grande Public School kindergarten if his/her fifth (5th) birthday occurs on or before September 1st of the current school year.

### ~**SUPPLY FEE EXPECTED AT TIME OF ENROLLMENT**

- \$30.00 – Kindergarten - 5th Grade

- Island City School purchases necessary school supplies in bulk for students. The fee covers student supplies (excluding P.E. shoes), and cost of Weekly magazine for the entire school year.

**~Please make checks payable to Island City School.**

### **~CHANGE OF INFORMATION**

If you move to a new address or change your phone number, notify the school office right away. You or your contact person will be called in case of illness or injury to your child.

### **MEDICATION** ( School Board Policy - [http://policy.osba.org/lagrande/J/JHCD\\_JHCDA%20R%20D1.PDF](http://policy.osba.org/lagrande/J/JHCD_JHCDA%20R%20D1.PDF) )

Medication must be transported to and from school by the parent. This includes prescription medication; skin creams; cough drops/syrup; pain medication (Tylenol, etc.) The medication is checked in at the office and kept in a locked cabinet. School personnel cannot dispense medication at school without the proper form signed by the parent at the school office. If your child needs to take any medication at school, please contact the school office for information. A copy of the School Board policy outlining the procedure is available.

### **ATTENDANCE/ABSENCES**

Success in school is significantly influenced by regular and punctual attendance in class. We believe the relationships between students and teachers in a learning environment are critical to each student's educational growth. Poor attendance is a major cause of student failure and frustration with school. Make-up work does not take the place of direct instruction from the teacher.

### **~PROCEDURES** (District Attendance Policy- <http://policy.osba.org/lagrande/J/JE%20D1.PDF> )

Absences: Oregon Law (ORS 339.065) states: "An absence may be excused if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal may excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."



~**EXCUSED ABSENCES:** The following will be acceptable excused absences:

- Sickness/injury of a student
- Sickness/injury of member of a student's family
- Emergencies
- Medical and dental appointments
- School related activities
- Prearranged approved absences

### **ACCOUNTING FOR ABSENCES**

- **Parents should call (prior to 8:30 a.m.) on the day of an absence** to inform the school of the child's absence and the reason for the absence. If the parent does not contact the school, the school secretary will call the parents to inform them the child's absence is unexcused.
- If the parent has not contacted the school office, the child must bring a note when he/she returns. The note must be received within two school days of the absence.
- Parents must contact the school to establish a pre-arranged absence.
- After any absence for a communicable disease, a readmit slip from a doctor or County Health nurse is required.

- Teachers will **not** be required to provide make-up work for **unexcused absences**. Teachers will provide make-up work as appropriate for excused absences, usually after two days of absence. Make-up work may be different from the regular class assignments, since much of the class work cannot take place at home.
- Because school attendance is critical to achievement, parents or guardians of students chronically absent or tardy will be contacted by the school. Four unexcused absences per attendance period is considered excessive.

## **STUDENT STANDARDS OF CONDUCT**

Students, staff, and parents desire a learning environment that maximizes learning opportunities. Each classroom teacher establishes a code of conduct and consequences for inappropriate behavior at the beginning of the school year. Island City staff members actively teach the school and classroom behaviors we expect to see. These behavior expectations are carefully and clearly taught in the first weeks of school, and then reviewed as needed throughout the year. Classroom behavior expectations are posted and this information is shared with parents. Behaviors will be dealt with on an individual basis.

Each student has the **RESPONSIBILITY** to be familiar with, and demonstrate following rules set by the teacher and the school.

### **~Discipline actions may include:**

- verbal reprimand
- removal of school privileges
- in-school suspension
- out-of-school suspension
- expulsion

### **~Students will receive the appropriate level of discipline for the following behaviors:**

- Unexcused tardiness to school or class
- Truancy
- Conduct that disrupts a school function.
- Willful violation of playground rules and/or classroom regulations

- Willful disobedience of a teacher or school employee's lawful authority
- Open disrespect toward a teacher or school employee
- Damage or destruction of school property or private property on school grounds.
- Verbal or written use of profane or obscene language.
- Theft
- Sexual harassment
- Assault or bodily injury, or threat, harm, or acts of violence to another student or school employee.
- Use or possession of drugs, alcohol, or tobacco.
- Use or possession of weapons or dangerous instruments on school grounds

\*\*Please refer to the La Grande School District Student Responsibilities and Rights Handbook for more information.

## **COUNSELING PROGRAM**

The primary focus of the elementary guidance program in the La Grande School District is to develop and enhance self-esteem through prevention and crisis intervention. The prevention curriculum and crisis intervention includes self-awareness, communication, decision-making/problem solving skills, social relationships, career awareness, substance abuse, personal safety, and other specialized areas. Crisis intervention can include individual counseling, classroom management, and contact with community agencies. The school counselor teaches regular guidance lessons in each classroom. He also works with small groups of children from every classroom. If your child is selected to participate in a small group you will be contacted.

## **APPROPRIATE SCHOOL DRESS**

The following guidelines address the La Grande School District policy that states that dress will not disrupt or interfere with the educational environment of the classroom:

- two inch shoulder-strap minimum
- no underwear should be visible or worn as outer-garment (e.g. boxer shorts)
- skirts and shorts are to be worn at fingertip length or longer

- no midriffs showing
- swimsuits may be worn under regular school attire and should not be visible
- tank tops with extra-large armholes are not appropriate
- see-through clothing is not a cover-up for inappropriate clothing
- clothing should not have outright or subtle messages with sexual, gang, alcohol, tobacco, drugs slogans, or graphics
- Hats are not to worn inside the school unless for special school or teacher events.

## **BEHAVIOR EXPECTATIONS AT ISLAND CITY SCHOOL**

### **Everywhere at Island City School**

- Treat other people with respect
- Treat property with respect
- Respect other people's personal space
- Follow directions from staff members
- **Walk** in the building

### **Lunchroom**

- Walk quietly on the right side of the hall
- **Walk** to, from, and in the lunchroom
- Once seated, stay at that place
- Visit in a quiet voice about appropriate topics
- Take only the amount of food that you will eat

### **Playground**

- Observe playground and game safety rules
- Keep the playground a bully-free zone

### **Bathroom**

- Use the facilities appropriately, then leave promptly

### **Fire/Evacuation Drills**

- Do not talk

- Leave the building immediately without taking anything
- Walk in line to your class's assigned place
- Stand silently for instructions

### **Classroom**

- Follow all classroom rules and expectations

## **BEFORE AND AFTER SCHOOL**

No student supervision is provided prior to 7:40 a.m. (8:40 a.m. on Monday). We suggest that students arrive 15-20 minutes prior to class starting, unless they come for breakfast, which is served beginning at 7:40 a.m. (8:40 a.m. on Monday)

When students have completed the school day, they are to go home. Students are not permitted to play on the playground, as supervision is not available. Children are not to return to school to play on school property until the close of the regular school day, at 3:00 p.m.

## **LEAVING SCHOOL**

Students are not permitted to leave the school grounds between arrival and dismissal time without permission from their teacher and the office. Parents must sign their child out through the school office when they need to take their child from school during school hours.

## **SCHOOL BUS**

School district transportation behavior guidelines will be sent home with regular bus students. Students who are not regular passengers need written permission from a parent and approval of the La Grande School District to ride. The bus driver is responsible for the safety of all students; therefore, your child will be expected to follow the guidelines. Mid-Columbia Bus Company can be contacted at 963-6119.

## **TOYS**

Students may not bring toys to school. Arrangements must be made in advance with the classroom teacher for special projects or sharing.

## **RECESS**

We expect students to participate in daily outdoor recesses as part of the total school program. Students are responsible for wearing appropriate clothes for outside play. Students should be dressed appropriately for the weather conditions. In cold or snowy weather, hats, coats, boots and gloves or mittens are needed every day. During rainy or extremely cold weather, all students will remain indoors. It is expected that children who come to school are well enough to go outside for recess.

## **PHYSICAL EDUCATION**

All children should wear, or have available, appropriate athletic shoes to be used for P.E. days. For safety reasons these shoes should fasten securely with shoe laces or Velcro. Black-soled athletic shoes that leave marks are prohibited from use on the gym floor.

- **A physician's medical excuse is required for a student to be excused from physical education.**

## **INJURIES**

Minor injuries will be treated at school by school personnel trained in basic first aid. In case of serious injury to student, parents will be notified as soon as possible. If parents are not available, the alternate contact person will be called. If circumstances warrant, the child will be taken to the hospital. A school representative will accompany the child.

## **LOST AND FOUND**

Please label coats, hats, gloves, shoes, etc. Many good clothes are lost each year and never claimed. Parents are welcome to check the "Lost and Found" area at any time during the year. Periodically, unclaimed items are given to charity.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES**

Children who ride a bicycle to school should have a bike lock and use it each day. All bikes are to be parked properly in the bike racks. Students are not to play around the bike racks during the day. Roller blades and skate boards may be kept in the classroom coat area. For the safety of all students, riding bikes, skateboards, rollerblades or shoes with rollers are not permitted during school hours on the playground or sidewalks on school property.

## **TELEPHONE - EMERGENCY USE ONLY**

Students must have permission from their teacher or another staff member to use the phone. **Students will not be permitted to use the phone to make after school social arrangements.**

## **CELL PHONES**

Cell phones are sometimes a necessity after school so the students are asked to keep them in a backpack during the school hours.

## **ELECTRONIC COMMUNICATION DEVICES**

District Policy for Students - <http://policy.osba.org/lagrande/J/JFCEB%20R%20G1.PDF>

## **CAFETERIA PROGRAM**

Our district participates in the Federal and State Surplus Commodities Program which requires a balanced meal with minimum standards of nutrition. The main menu items are served to the students, and the students serve their own fruits and vegetables. Students are expected to eat all that they serve themselves. If there are certain foods your child is not allowed to eat, please have your doctor send the list to school.

Milk is served with each school breakfast and lunch and may be purchased separately for children who bring their lunches from home.

Students are to pay for their lunches at the office as soon as they arrive at school in the morning. Parents are welcome to eat with their children when visiting school. Please call the office a day ahead or by 8:15 a.m. to be included in the lunch count for the day.

**We have a computerized meal system so you may pay ahead as far as you wish. You may call our office at any time to check on that balance – 663-3271.**

**2017-2018 Breakfast and Lunch Costs:**

<b>Breakfast</b>	<b>Cost</b>
1st through 12th grade	\$1.35
Reduced	Free
Extra Milk	\$0.50
Adult Breakfast	\$2.00
<b>Lunch</b>	
Elementary	\$2.40
Middle School	\$2.65
High School	\$2.80
Reduced Meal	Free
Adult Lunch	\$3.80



**Free/reduced lunch applications are available in office or online.**

<https://sites.google.com/a/lagrandesd.org/nutrition-services/online-free-or-reduced-applications-1>

**Elementary Breakfast Menus:**

<https://sites.google.com/a/lagrandesd.org/nutrition-services/2011-2012-meal-prices/menus/elementary-school-menus>

**Elementary Lunch Menus:**

<https://sites.google.com/a/lagrandesd.org/nutrition-services/2011-2012-meal-prices/menus/elementary-lunch-menu>

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunities for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status, or handicap.

**DISCRIMINATION:** Neither the district nor any of its employees shall, on the basis of handicap, exclude a student from any program or service provided by the district. Students will have an equal opportunity to enjoy the full range of services offered by the district. The district will not deny access to any programs or services and will not provide programs or services for the handicapped that are not as effective as those provided for the non-handicapped.

### **EMERGENCY EVACUATION PROCEDURES**

In case of emergency (fire, bomb threat, flood, earthquake, or other circumstance requiring immediate and long term evacuation of students) the following steps will be taken:

- All Island City students will go to the Foursquare Gospel Church - 10300 S. D Street - Island City 963-8063.

- Notice to parents will be announced on KCMB 104.7 and KLBM radio - 1450.
- Parents may pick up children from the church as outlined through radio information.

## **EDUCATION RECORDS**

The parent or guardian of a student(s) in attendance or a student 18 years of age has a right to:

- Inspect and review the student's education records
- Request an amendment to those records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
- Consent to disclosure of personally identifiable information contained in the education except to the extent that the law authorizes record, disclosure without consent
- File with the United States Department of Education a complaint concerning alleged failures by the District to comply with the requirements of federal law
- Obtain a copy of the District policy with regard to student education records at the local school or District office

**The District forwards education records requested under OAR 581-21-250 (l), (m), and (p) within 10 days of receiving the request.**

## **SEXUAL HARASSMENT**

- The district is committed to maintaining a learning environment that is free of sexual harassment.

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student, or by a student to a member of the staff.
- Any student who is subject to, or knows of, sexual harassment should immediately notify the building principal or the superintendent if the principal is the subject of the complaint. Staff members notified of sexual harassment shall inform the building principal immediately.
- The superintendent will develop a complaint procedure. All complaints will be promptly and thoroughly investigated.
- The La Grande School District will notify parents of a particular school when the district becomes aware a registered predatory sex offender has been registered to live in close proximity to a school.

### **ADDITIONAL SERVICES**

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover the resulting tuition or cost. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and the opportunity to propose other options available within the public school system before the private placement or services are obtained. Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in denial of any subsequent reimbursement request.