

# KELSO ELEMENTARY PARENT HANDBOOK



2018 - 2019

# Welcome!

Dear Families of  
Kelso Elementary School,

The staff of Kelso Elementary welcomes you to a new school year! We look forward to working with you and your child. We also hope you find your experience at Kelso both enjoyable and valuable.

Our primary goal is to provide a safe, challenging and exciting school experience for your child. We have an outstanding staff of caring educators who are eager to help your child learn. With students, parents and staff working together, we can ensure your child has a positive school experience and grows to his or her highest potential. We encourage you to become involved in your child's education by volunteering, becoming a member of the Site Council and/or the Kelso Community Club.

The purpose of this handbook is to provide you with information about your school. We've included information on programs, procedures, and safety guidelines as well as answering some frequently asked questions. We have included guidelines on accessing information through the Oregon Trail Website and the Kelso website. In strengthening our communication lines we are continually expanding how parents can access information. After you and your child have read this handbook, we welcome suggestions on making it a better tool for parents and students to utilize throughout the year.

We look forward to the halls filling with the energy of learning and exploring as we venture onto another exciting year for all those involved.

Please call or stop by with any questions.

Sincerely,

Robbie Bouslaugh  
Principal

## **MISSION STATEMENT**

Supporting all students by inspiring them to grow both academically and socially while providing a safe, respectful, kind environment for our community of learners.

### **AT KELSO ELEMENTARY SCHOOL**

#### **WE BELIEVE IN. . .**

- high academic achievement standards.
- purposeful and meaningful learning.
- learning from mistakes.
- building self-esteem in an atmosphere of support, respect, and courtesy.
- the development of critical thinking and problem solving skills.
- recognizing the child's full potential.
- clearly defined expectations.
- positive and fair discipline.
- the development of individual and social responsibility.
- providing opportunities to develop independence and self reliance.
- regular, open communication between home and school.
- a school/community partnership.

#### **CONTACTING KELSO STAFF**

Email is an excellent way to communicate with any of our staff and directories are available on the Kelso website:

<http://oregontrailschools.com/kelso/>

If you call the office during instructional hours, our office will take a message and teachers will respond after student hours.

#### **Important Phone Numbers:**

Kelso Elementary Office 503-668-8020

Bus Barn 971-249-3802

Student Services 503-668-4949 Nutrition Department 503-668-3377

Oregon Trail School District Office 503-668-5541

Improving communications for our families is very important to the Kelso staff. We are continually working on strengthening our efforts. We provide many avenues of communication for our families and work very hard at keeping you posted on upcoming events and having families involved. The **Oregon Trail School District website** (<http://oregontrailschools.com/>) is one of those options. We encourage families who have internet access to venture onto this site. If you should have questions, be sure to let us know.

This site gives you access to all school websites as well as district departments in the Oregon Trail School District.

**These websites provide:**

- |                     |                       |                   |
|---------------------|-----------------------|-------------------|
| Calendars           | Newsletters           | Schedules         |
| Contact Information | Announcements         | District Policies |
| Health Information  | Nutrition Information | Forms             |
| Menus               | Maps                  | And more!         |

**ARRIVING AT SCHOOL IN THE MORNING**

**8:35 am, front doors open. Please do not drop off students before this time since there is no supervision.**



- **Arriving by bus:** Buses arrive and start unloading students at 8:35 am.
- **Arriving by car:** If you drop your child off by car in the morning, please use the drop off lane and do not pull up through the bus zone, this is for the safety of all of our students.



After the first week of school we ask that students proceed to class independently. We understand the need for a parent to meet with the teacher; however all teachers are asked to utilize the teaching time that is reported to the State of Oregon. If you wish to request a meeting with your child's teacher please contact that teacher to schedule a meeting time.

Teachers & students will promptly start instruction at 8:45 am. Students arriving after this time will be marked tardy and must check in at the office for a tardy slip before proceeding to class.

### **DISMISSAL PROCEDURE**

Dismissal begins at 3:35 pm. If you are picking up your child at regular dismissal time, please park in the parking lot and do not pull up through the bus lane. For safety reasons students are not allowed to walk across the parking lot alone. All students being picked up are sent to the office where **adults waiting in the vestibule will sign them out.** We ask that adults do not approach the bus loading area if you are picking up your child. Please call the school ahead and your child will be sent to the parent pick-up area.

**Important information about office procedure regarding students being picked up at the End of Day:** If your student will be having a different dismissal routine than usual please make arrangements before school by sending a note with your child describing the change. In the event that a note cannot be sent to school, please let us know of the dismissal change before 2:00 pm. Even if the person picking up your child is listed on the Registration Card we ask you let us know before 2:00 pm so we can be aware of the change in your child's end of day routine. Student safety is of paramount importance and giving school staff as much time as possible to accommodate your dismissal request will ensure your student's safety.

### **BUSES**

STA operates our buses and they can be reached at 971-249-3802. Copies of the scheduled routes are available in the office and on the district website. Children will be put on a bus home



unless we are advised otherwise that someone is picking them up.

Each year we ask parents to complete an end-of-day form to inform us what your child's normal routine will be at the end of the day.

**Friendly Reminder:** If the end of day routine is different than usual:

1. Send a note with your student in the morning to inform us of any change. If your child is a kindergartner, please follow-up with a phone call as they do not always remember to turn in the notes. If a student is going to a friend's house they must have a note from the parent stating so. That note is turned in to the office and the office issues a pass for the change in routine
2. Please call the school by 2:00 pm. This helps avoid concerned children at dismissal time and rushed phone calls to you.
3. Kindergartners **must be met at the bus stop by a designated adult**. If this designated person should change **parents must inform the school** so the driver can be told.

## **ATTENDANCE**

The school places a high priority on the importance of regular school attendance. Full day attendance is from 8:45 am until 3:35 pm. All absences, excused and unexcused, count against the attendance record as do tardies and students being checked out before the end of the school day. We are required to report absences to the Oregon Department of Education each year.

The state of Oregon also has expectations on the number of acceptable absences. They expect schools to have a school-wide attendance average of 94% or better. If a school falls below this rate, the state marks them down on their state report card as not meeting minimal attendance expectations.

Poor attendance is a major cause of students failing and becoming frustrated with school. Make-up work does not take the place of class discussions or instruction from the teacher. A continued pattern of absences often places teachers in the position of neglecting the large majority of students who attend regularly while they attempt to "re-teach" the previous day's lesson to absent students. It is impossible to replace or recreate a class session, which usually involves

instruction by the teacher as well as interaction among students.

We encourage you to check the school calendar if you are planning a trip or activity that will result in your child missing school, and schedule the trip/activity during days children are not in school. Please be aware if a child is absent for 10 days in a row for any reason the state of Oregon requires that we withdraw that student and then re-enter them when they return to school.

Please follow this procedure when your child will be gone for an extended amount of time:

- A. Bring a parental note to the teacher and/or office, or email the teacher at least two days prior to when the student will be gone from school. Please indicate the reason and length of time the student will be absent.
- B. The student is to check with his/her teacher for assignments for the time of absence or for an alternative assignment.
- C. Friendly reminder to parents who may be out of town and put someone else in charge of your child. Please be sure to notify the office of how long you will be gone and who will be making decisions regarding your child during this time.

## INJURY AND ILLNESS AT SCHOOL

We will call you should your child become ill or is seriously injured at school. **It is very important that you give us emergency numbers you can be reached at and it is equally important to keep all emergency numbers current.**



Please be aware that student accident/health insurance plans are offered to parents through an independent insurance company. Flyers are sent home at the first of the year and are available at the office throughout the year.

If your child should have a fever we ask that they not return to school until 24 hours after the temperature is normal. This is helpful in not spreading the condition they may have.



All children at school are expected to participate in recess and PE unless a doctor has written them an excuse from these activities. Please know that we have rainy day schedules for recess allowing for us

to have activities inside when it rains.

## **SCHOOL NURSE**

Kelso does not have a school nurse on site. Brie Leiblein is the OTSD nurse and is based at Sandy High School. Her phone number is 503-668-8011 ext. 7802 and she is a very helpful resource to us.

## **MEDICATIONS AT SCHOOL**

**Required by Oregon State Law:  
Parents must sign medication form!**

**Parents must obtain a medication form for distribution of ALL medicines**===School personnel **may not** disburse any medication to students without this form being completed by a parent. The forms are available at school and also on the Oregon Trail School District webpage. This includes prescription medication as well as non-prescription medication such as cough drops, aspirin, etc. All medications must be in their **original container** and must be brought to and from school **by the parent or guardian**. Medications of any kind **may not be transported on school buses**. Any changes in the medication dosage must be in writing from the parent and the doctor. Staff must follow directions on the labels of all medication and medication must be age appropriate for your child.

## **EXCUSED ABSENCES**

If your child is absent it is critical that you call the school and let us know. A student is assumed unexcused if parents have not pre-arranged the absence with the teacher or the office staff. If a child is marked unexcused the Oregon Trail School District uses a daily phone caller system that generates a call to alert parents that their child is not in school. Once the school is informed by the parent that their child is absent the office staff will mark that child excused. We want to do everything we can to enhance the safety and productivity of our school. Clear and timely communication involving attendance will assist us.

## **EMERGENCY SCHOOL CLOSURE**

In the event of school closure due to weather or other conditions, emergency messages and closure information are available directly to you by phone messages or emails. In order to receive this





information firsthand go to the Oregon Trail website and click on the Emergency Messages/Closure Information and follow the procedure for registering for these messages. (Can be received by phone call, email or text message) When listening to TV or radio remember to listen for the announcements for the Oregon Trail School District, not just Kelso Elementary. If we have to close midday, we will send your child to the location you have requested on the "Emergency Closure Form" that you must complete each year. With limited phone lines and the possibility of a power outage being the reason for closing, we are unable to call all families to inform you that school is closing. **However, involving district wide announcements, if you register on the OTSD website (as mentioned above) for the emergency messages alerts, you will be notified automatically.**

## **EMERGENCY SITUATIONS**

There is always the possibility of a natural disaster. If such an event occurs procedures exist at school for caring for students. It may not be possible to run buses due to unsafe road conditions. If this occurs, listen to local news broadcasts and watch for alerts from the district on how students will be released to families. Everyone will have to follow the announced procedure so we can account for all students.

## **LUNCH/BREAKFAST PROGRAM**

Breakfast, lunch and milk prices are available on the website. Students may deposit their lunch money in their account in the cafeteria in the morning before school. Parents have choices on how they wish to put money on their child's meal account. You can pay online, (Oregon Trail website is oregontrailsschools.com, then click on **Parents** at the top of the page, select **School Nutrition**, then click on **Pay for school meals online**). You will need your student's ID number; which you can obtain from the Kelso office staff. You may also send a check or cash for as large an amount as you wish. Menus are also available on the website. Students will get a reminder from the office when they are low on money in their account.

**Applying for Free and Reduced Meals:** Forms for free and reduced meals are available in the office. Even if you qualified last year **a new form must be completed each year.** If you are not sure whether you qualify, fill out the form and the Nutrition Department can review and

advise you. Also, should circumstances change and you need to apply during the year for free or reduced prices we have the applications at the office or they are available on the Oregon Trail School District website.

## FIELD TRIPS



As part of the educational program, students are occasionally taken on field trips. A signed permission slip from the parent is necessary to allow students to participate. Please be sure to return any permission forms promptly to the school.

Remember if you plan to chaperone on a field trip during the school year; volunteer forms **MUST BE COMPLETED EACH YEAR AND AT LEAST TWO WEEKS BEFORE THE EVENT.**

## FOOD FROM HOME

If you plan to bring classroom treats or food for classroom parties, it must be purchased at a store. The Clackamas County Health Department does not allow homemade food to be brought into schools.

## LOST AND FOUND



Please mark your child's belongings with his/her name. We encourage you to check the lost and found rack located by the office often, as all unclaimed items are given to charity twice yearly.

## DRESS CODE

Please be aware of what your child wears to school and dress them appropriately for weather and safety conditions. Inappropriate dress includes: spaghetti strap tops, midriff tops, narrow strap tank tops, short shorts, hats or baseball caps (allowed outside only), any item advertising alcohol, tobacco or drugs, any item with profanity or rude slogans written on them. Also, due to safety concerns flip-flops are not to be worn.

## VISITORS

All visitors must be buzzed in at the front door and stop at the office when entering the building. If volunteering or entering student areas you must sign-in on the Visitor/Volunteer computer located by the office and pick up a pass. This is for security reasons and to inform us

who is in the building in case of an emergency. It is also important to sign-out as you leave. If visiting to meet with an individual staff member, please contact the person in advance to schedule an appointment. If you would like to visit your child's classroom during the day, be sure to pre-arrange the visit with your child's teacher. Please remember that children who may be visiting your home and are not enrolled at Kelso are not allowed to attend school.

## SITE COUNCIL

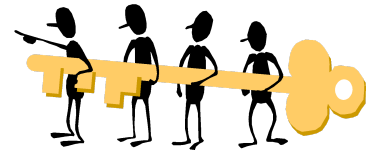
The Site Council assists our school in improving student achievement, planning for staff development and implementing school improvement plans. It is composed of the principal, licensed and classified staff and community members. The Kelso Elementary Site Council meets monthly in the mornings. Those dates are posted in the Kelso Parent/Student Calendars. Please contact the school if you are interested in being on the Site Council.

## VOLUNTEERS

All volunteers play an important part at Kelso Elementary and we encourage you to be involved.

There is a volunteer orientation meeting early in the school year to inform you of the volunteer

opportunities available. All volunteers including classroom helpers, room parents, and field trip chaperones, must attend an orientation at Kelso and complete a consent form along with the criminal history background form and the Volunteer Guidelines Checklist. **This is required to be completed every year and approved at least two weeks in advance of rendering volunteer service.** These forms are sent home the first day of school with each student and available online. We encourage anyone wishing to attend a field trip during this school year to please return the form to the office completed as soon as possible. It is also important to sign-in and out, on the Visitor/Volunteer computer, each time you volunteer.



## KELSO COMMUNITY CLUB

Kelso Community Club (KCC) is a non-profit organization and plays a major part in our Kelso Community. We encourage everyone in the community



to

be active members and get involved in our school. Meeting dates are posted on Kelso's website and are usually afterschool on the 2nd Tuesday of each month. Check out the Kelso Community Club facebook page for more information. The president of the KCC can be reached at: [preskcc@gmail.com](mailto:preskcc@gmail.com)

## COMMUNICATIONS

Please check those backpacks and read all information your student brings home. We will send home "red folders" on Tuesday with weekly communications, please send them back so we can continue to use them. We are moving toward more information being provided through email and on our website rather than paper copies being sent home with students. As a result, it's extremely important to be sure you inform the office of any change to your email address. This will keep you well informed of your child's activities. Here are some items to watch for:

- Kelso Newsletter - Sent electronically & posted on the website
- Monthly Calendars - Sent out the last week of each month & posted on the website
- Menus - Sent out the last week of each month & posted on the website
- Staff email - Addresses available on the website



## PUBLIC POSTINGS

We are very excited about the projects and activities going on at Kelso and we encourage local newspapers to do articles about our school and our children. We post pictures of students doing classroom projects on Kelso's website, our Facebook page, and at times photos of students are published in the local paper. Parents may choose to opt-out on allowing this for their child. The Opt-Out form is located on the website should you wish to obtain one or inquire at the office.

## EARLY RELEASE WEDNESDAYS

Starting September 12th we will begin our Early Release Wednesdays when students will be dismissed 1 hour earlier than other days of the week. This will continue every Wednesday through May 29th. This time is used for staff development, allowing us to stay current with educational practice and changes in state requirements. The Early

Release Wednesday schedule also allows us to implement new practices throughout the school year, and eliminates the need to take full days for this work.

### PARENT/TEACHER CONFERENCE

The Oregon Trail School District has a different approach to conferences. Instead of a set couple of dedicated days, we will arrange for conferences throughout the year before or after school. We can also communicate with you regarding your child's progress via email and phone call, whatever your preference, and we will reach out to you more than once throughout the year. We will address concerns as needed, earlier in the fall for those that have academic gaps, and ongoing for those students that we are working with regularly.



### REPORT CARDS

The school year is divided into semesters. Listed below are the semester dates along with how report cards are given out throughout the school year.



1<sup>st</sup> Semester ends February 1st. Report cards will be sent with students the second week of February.

2<sup>nd</sup> Semester ends June 12th. Report cards will be mailed the last week of June.

### ITEMS FROM HOME (Toys, electronics, cell phones)

We ask that toys stay at home. They are not allowed at school due to the risk that they may be broken and they may disrupt class. This includes electronic toys, trading cards, etc. The only exception is when the item is being brought for show and tell. Also, children are not allowed to trade or sell items during school hours.



### Cell Phones At School With Students

Currently Kelso students are allowed to carry a cell phone to and from school, but it must be turned off and put away in a backpack when students arrive. In order to eliminate misuse, please review the following with your child:

1. Only carry a cell phone to school if it is needed for safety reasons getting to and from home and the bus stop.
2. The bus ride is considered part of the school day, so phones should be in backpacks and not used on the bus.

3. The only person who should have the cell phone in possession is the person it belongs to.
4. If a student's cell phone is misused (sending inappropriate text messages, leaving inappropriate messages, etc.) the owner will be held responsible for the misuse.

The same guidelines apply to Gizmos and smart watches. All conversations between parents/guardians and students during the school day need to involve office staff or a classroom teacher.

## **INVITATIONS**

We ask that students not distribute party invitations at school unless all class members are included. Also the school is not allowed to share personal family information such as addresses or phone numbers of your child's classmates.

## **CHILD ABUSE**

According to Oregon State Law any "reasonable suspicion" of child abuse must be reported. When a school employee receives information regarding possible child abuse, either physical, sexual, or neglect, the employee is required to report it to the Department of Human Services. That agency makes an investigation and then proceeds based on their findings. Parents who are aware of situations regarding the possible abuse of children are encouraged to notify the Department of Human Services, 971-673-7112.

## **STUDENT SERVICES**

The Student Services Department of The Oregon Trail School District offers many services to meet the individual needs of children. Should you have questions concerning your child's services, please contact the office at Kelso or call the Student Services Department at 503-668-4949.

## **STUDENT RECORDS**

In accordance with federal and state guidelines, the following procedures concerning student records are in effect in the Oregon Trail School District:

1. Upon notice from another school district in which a student has enrolled, all of his/her records will be forwarded to the new school.
2. At any time prior to transfer, a parent or guardian may inspect the student's records.

3. A copy of any portion of the student's records is available to parents or guardians.
4. The District has established guidelines for a parent or guardian wishing to challenge the accuracy of any records.
5. If you wish to see records, please contact the office and an appointment will be made for you to review the records.

### **STUDENT CONDUCT**

Each family is asked to read the Oregon Trail School District Code of Conduct. The code is available online on the district website. (Go to the Parent tab then Resources) We encourage parents to review these expectations with your child. Please contact the office if you or your child should have any questions relating to the Code of Conduct. You will receive a form asking you to verify that this has been reviewed. We also have a Behavior Expectations link on the website and send home a student behavior handbook the first week of school.

### **SCHOOL CLIMATE AND BEHAVIORAL EXPECTATIONS**

At Kelso, we follow a Positive Behavior Intervention and Support system for teaching and reinforcing expected behavior in our school community. Following is an explanation of key components of that system:

**Caught ya slips:** The Kelso Staff uses this award as positive behavior reinforcement. They are given to children who make positive choices and follow the expectations set for all students. A student receiving a Caught ya will have a chance at the monthly raffle. Also, Caught yas may be used by students to purchase items from the Student Store or special privileges during the school day.

**Issuing Behavioral "Oops":** An Oops is issued when a student continues to display inappropriate behaviors after redirection or when displaying a Level 2 behavior (see below for definitions of levels). The staff member issuing the Oops completes the form and discusses the reason for the Oops with the student. If an Oops is issued by a staff member other than a student's classroom teacher, the situation is discussed with the child's teacher as well. The student is responsible for taking the Oops home for parent signature and returning it to school the next day.

**Issuing a Referral:** Office referrals are issued when a student displays repetitive Level 2 behavior, or when displaying a Level 3 behavior. Any behavior that endangers the health or safety of others also results in a Referral.

**Level 1 Behaviors:** These behaviors are typically handled by the staff member observing the behavior through reminder, redirection or additional practice of appropriate behavior.

Level 1 Behaviors may include:

- Being tardy
- Being inattentive in class
- Coming to class unprepared
- Minor disruptions to class
- Running in the hall
- Not playing fairly
- Going "out-of-bounds" or outside a designated area
- Going into the building without permission

**Level 2 Behaviors:** These are typically Level 1 behaviors that become chronic or re-occur multiple times after redirection, as well as more serious behaviors that negatively impact our school climate. Level 2 behaviors may include:

- Level 1 behaviors reoccurring after redirection
- Teasing
- Inappropriate language
- Serious disruption
- Defiance
- Misuse of property or equipment

**Level 3 Behaviors:** These behaviors include repeated or severe Level 2 behaviors as well as behavior that endangers the safety of others. They always results in an office referral and administrative involvement. Level 3 behaviors may include:

- Vandalism/property damage
- Forgery
- Theft/stealing
- Physical assault/intentional injury
- Illegal substances (alcohol, tobacco, drug paraphernalia)
- Fire starting devices



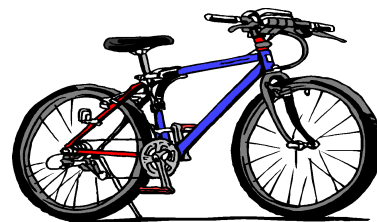
- Threat of violence

**Distribution of Oops:** Oops have 3 copies. The white and yellow copy will be given to the student to take home for a parent signature. The parent may keep the yellow copy. The white copy is to be signed and returned to the classroom teacher. The pink copy is given to the principal for processing and tracking.

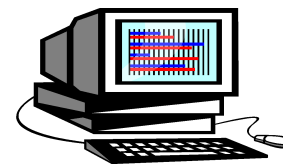
**Distribution of Referrals:** If a student receives a referral the principal will meet with the student, discuss what occurred and the consequences to follow. Parents will be contacted so they know of the referral and receive a clear explanation of the circumstances.

**Bike Drawing Guidelines:** Every student who has perfect attendance each month will have their name entered in the drawing for a bike at the end of the year. In addition 3 times throughout the year, every student who has no Oops, bus or office referrals will have their name entered into a second bike drawing for the end of the year. Students who have perfect attendance and who don't receive any disciplinary actions for the year would then have a total of 12 chances to win a bike (9 for attendance, 3 for citizenship)

We encourage all Kelso students to make good choices on behavior. If you would please make sure you read this section with your child we feel it will help all of us in having a great year at Kelso.



**Questions?**



**Concerns?**

Call us anytime. Our communication lines are always open!  
503-668-8020