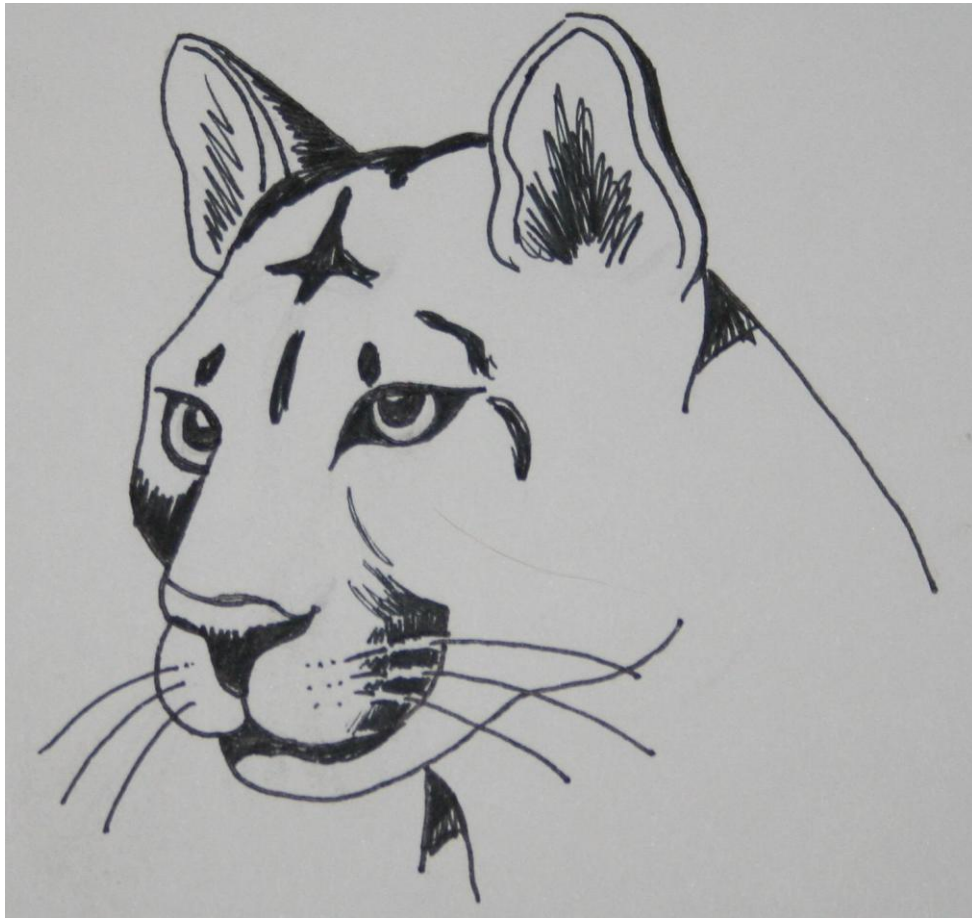


Veneta Elementary School

PARENT AND STUDENT HANDBOOK

2013-2014



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Home of the Cougars

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<http://www.fernridge.k12.or.us>

Section One: School Procedures

ABSENCES AND TARDIES

- Parents can inform the office of absences or tardies by calling or sending a note to the school.
- Extended absences planned in advance require a Pre-Arranged Absence Form which is available in the office.
- School starts sharply at 8:00. Students are tardy if they are not seated in their classroom ready to go at 8:00.
- **Students who arrive later than 8:10 must be signed in by their parent.**
- 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.
- Parents have 48 hours after their child returns to school to inform the office of an absence. After that, the absence will be permanently unexcused.
- Students who miss school or are always late fall behind their peers. Please help your child to succeed by getting them to school on time each day.

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 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.
- AM kindergarteners need to be picked up by 11:05AM. All other students being picked up need to be picked up by 2:10.
- 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. **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.

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. As we continue to work with limited resources and a very busy office, we simply cannot accommodate repeated and/or frequent changes to after school plans. Please help us by limiting number of after school options and developing a set schedule for your child.

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.
2. Use the lane closest to Territorial and drop off your child at the marked crosswalk.
3. Students must use the crosswalk and not cut between cars.
4. The lane nearest the school is for buses and staff only.
5. Parents should only park in marked parking spaces.
6. **DO NOT** use the area near the gym for dropping off or picking up students unless you are legally able to park in the handicapped parking spaces.
7. Please let the buses pull out first at the end of the school day.
8. It is often easier to use the parking spaces along the alley between the vet and the former Garcia Center.
9. Students who ride their bicycles to school must wear helmets, park their bikes in the racks provided, and walk their bikes on school property.

7:30 AM	School opens. Students may enter through the building through the gym.
7:40 AM	Students dismissed to go to classrooms.
7:55 AM	FIRST BELL RINGS - All students need to be in their classrooms.
8:00 AM	TARDY BELL RINGS – Students are considered late if they are not in their classroom by 8:00.
2:05 PM	Dismissal

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.
- 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

- All parent volunteers must fill out a district “criminal history verification” form. 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 have a current approved criminal background check on file in the office. **These need to be completed every year.**
2. 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 at least one week prior to the field trip.
3. **Only the students in the classroom(s) of the participating teacher(s) may attend the field trip.** Under no circumstances are siblings or friends permitted to attend the field trip.
4. 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)
 - pay any appropriate admissions or fees themselves
 - accompany their child and do not supervise other children
 - 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 REQUESTS

- Homework may only be requested when a child is absent for **2** or more days.
- When requesting homework, please call before 7:30 a.m. and plan to pick up homework between 2:15 & 3 p.m., otherwise it can be picked up the next school day.
- If your child has a brother or sister in another classroom, the homework can be sent home with them if the request is made before 7:30.
- Students should ask their teacher for any missing work when they return to class if the absence is less than two days.

HIGHLY QUALIFIED STAFF

- All of our teachers and instructional assistants meet federal “highly qualified” guidelines.
- To see the licensure and/or qualifications of any staff member, contact the school office.

ILLNESS

- Students with temperatures above 100.0 degrees, who are vomiting, 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, rash, 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 secretarial staff 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.
- **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

- Veneta Elementary has a “nit-free” policy.
- Children are not allowed to return to school until all nits have been removed from the hair.
- The parent/guardian needs to bring the child to school for a lice check before they can return to class.
- Students should not miss multiple days of school due to lice.
- The Lane County Health department has more information about lice infestation.
- Veneta Elementary does periodic preventive screenings for lice. To maintain student privacy, we only notify the parents of those children found with lice unless the number of students found with lice is excessive.

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 Ms. Johnson.

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 every second Tuesday at 6:30 PM
 - b) Classroom newsletters
 - c) School wide newsletters
 - d) Reader board in front of the school
 - e) District website with school calendar
 - f) Facebook (Search for Veneta Elementary PALS)
 - g) Autodialer phone system
- 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 the 2nd Tuesday of each month at 6:30. Childcare is provided.
- 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 your 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

- Sometimes children need to repeat a grade.

- 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 1st.
- Parents who disagree with the decision may appeal to the superintendent.

RESPONSE TO INTERVENTION: A MODEL TO HELP STUDENTS SUCCEED IN READING

- 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 reading assessments three times a year (September, January, and May).
- Teachers review student progress and performance on a regular basis.
- Students who need extra help in reading 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.
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 ValleyInfo.Net.
4. When school is closed due to inclement weather, all after school and evening activities will be canceled.
5. Please **DO NOT** call the school to check if school has been cancelled or delayed. The information needed will be available by listening to radio or TV stations. If you do not hear our district's name, school will be operating as normal.
6. 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 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.

STUDENT PLACEMENT POLICY

- Teachers place students in classrooms after careful consideration and extensive discussion.
- Parents may request a specific teacher.
- That request must be in made in writing, signed by parents and delivered to our office between May 5th and May 16th for the 2014-2015 school year.
- **These requests will be considered, but cannot always be accommodated.**
- Requests will not be accepted after May 16th.
- 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 cell phones 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

Students should dress appropriately for school and meet the following requirements:

- Students have outdoor recess all year long. Please dress children in layers that can be adjusted for the weather.
- No garments which contain words that are lewd, obscene, or vulgar or have double meanings that are lewd, obscene, or vulgar.
- No garments with slogans or pictures depicting tobacco, alcohol, violence, or other illegal substances.
- No garments that are excessively brief or display too much "bareness". This may include halter tops, midriffs, net tops, or tank tops. No midriff should show when arms are raised above the head, and shoulder "straps" should be at least 2" in width. Skirts and shorts must be longer than fingertips when arms are straight.
- Undergarments cannot show.
- Clothing must be worn in an appropriate fashion. Pants worn in a sagging fashion will not be allowed. Waistbands of pants must be worn around the waist. Belts should be worn if pants will not stay up.
- 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 allowed.
- Shoes with built-in wheels are not allowed at school unless the wheel has been removed.
- Clothing, hairstyles, or make-up that disrupts the education process are not appropriate. The principal has the final say in whether a garment is appropriate for school.

ELECTRONIC DEVICES

- Students may not bring or play with Nintendo DS, Gameboys, I-PODs, MP3 players or other hand held electronic devices at school.

- Electronic devices will be confiscated if used or played with at school.
- Neither the school nor the district is responsible for the potential theft, loss, or damage of items brought to school or on the bus.
- Please check with individual teachers about the use of E-Readers such as the Kindle or the Nook in the classroom.
- Students cannot bring the following items to school: I-Pods or other MP3 players, electronic games, radios, CD players, electronic pets, tape players, or other personal electronic devices.

FIELD TRIPS

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.

LOST AND FOUND

- Our lost and found is in the gym.
- 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.
- Students cannot bring trading cards of any kind to school. Trading cards brought to school will be confiscated.
- **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 gym. Students who get free/reduced lunch also qualify for a free/reduced breakfast.
- We stop serving breakfast at 7:50.
- Please do not send food items with your child to eat or drink before school begins. They may eat at home or eat a school 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 gym.
- 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. **Students will only be allowed to charge for three days. After that, they will not be given a lunch.**
- 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 or aluminum cans either.
- FRSD contracts with Chartwells to provide food services. **Concerns related to lunch accounts should be addressed directly with the kitchen at extension 414 before 1:15 PM.**
- Lunch menus are sent home monthly or are available at www.fernridge.k12.or.us

Healthy/Party/Snack/Incentive 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 portion. 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:

Suggested Food Ideas:	Foods To Avoid:
<p>Beverages: Low fat or nonfat plain milk 100% fruit juice Water Flavored/sparkling water without added sugars or sweeteners Sparkling punch (seltzer and 100% fruit juice)</p> <p>Fruit smoothies Fresh fruit Cheese (non processed) Fruit salad Dried fruit or fruit leather with no added sugar Vegetables Low fat dips Salsa Low fat tortilla chips Pretzels Air-popped popcorn Rice cakes Whole grain breads Bread sticks Whole grain crackers Graham crackers Animal crackers Angel food cake Fig bars Whole grain cookies with nuts or raisins Waffles or pancakes Low fat or nonfat yogurt Trail Mix Nuts and Seeds Peanut Butter</p>	<p>Foods of Minimal Nutritional Value are defined by the U.S. Department of Agriculture. A complete definition is available on the USDA website: http://www.fns.gov/ndm/menue/fmnv.htm</p> <p>Foods of minimal nutritional value include: Soda water (regular or diet soda) Water ices Chewing gum Certain candies made predominantly from sweeteners or artificial sweeteners 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. Jellies and gums, such as gum drops, jelly beans, jellies, and fruit-flavored slices. Marshmallow candies Fondant such as candy corn Licorice Spun candy (cotton candy) Candy coated popcorn</p> <p>This does not include all types of candy. Milk chocolate and other candy with more nutrients, for example, would be allowed.</p>

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. Each day 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.

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 receive a minor or major referral.
- If their behavior continues, they receive a minor referral. Minor referrals may result in detention, in-school suspension, principal conferences, phone calls home, or community service.
- 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.

HARASSMENT/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.

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.

Veneta Elementary School Rules

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

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

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

Play Structures:

1. Students must keep one hand on the bar at all times.
2. Students must swing straight. There is no jumping from the swing or "twirlies."
3. No playing tag on the playground. Tag/chase is only played on the field.
4. Do not throw the gravel.
5. One student at a time on the slide. Students must slide feet first.






Field Rules:

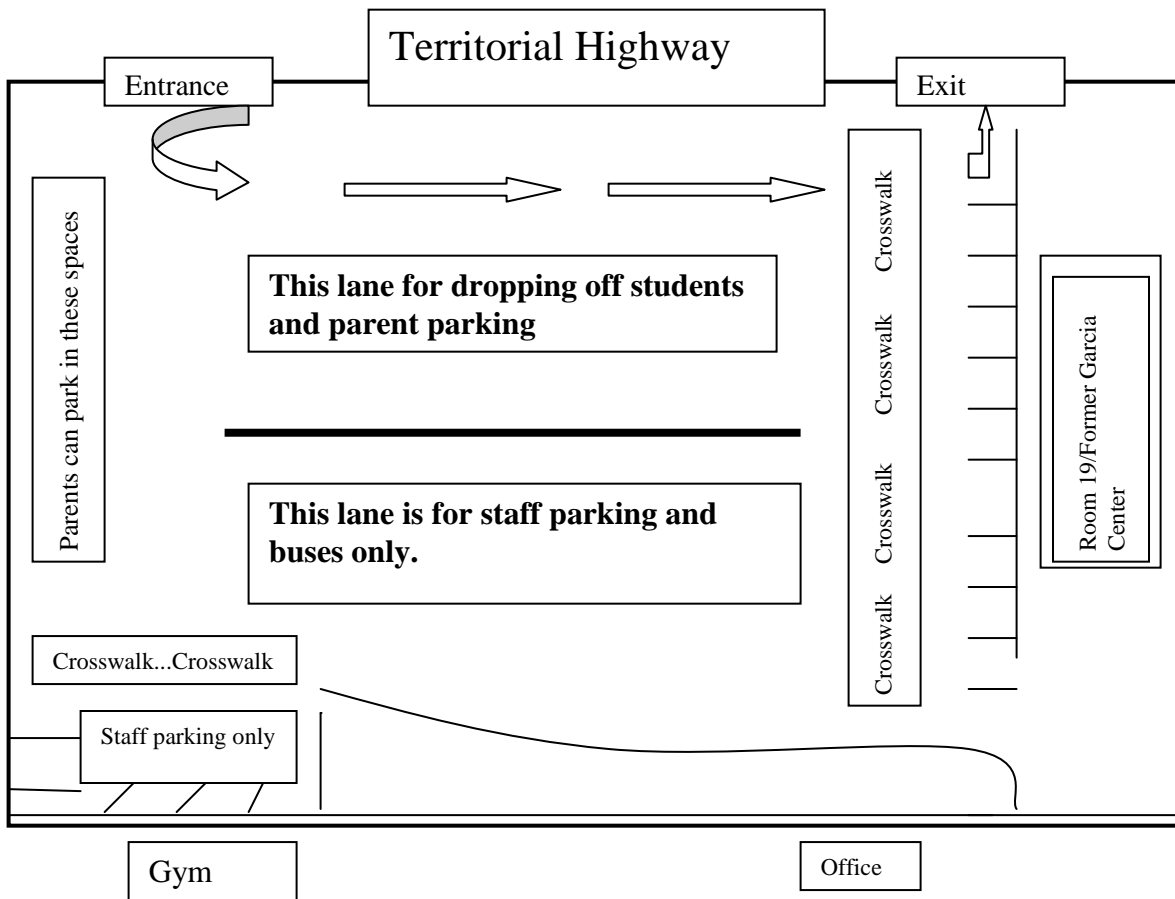
1. Students are not allowed to the left of the track or beyond the track.
2. Games played on the field cannot overflow onto the track.
3. The back stop is off limits for students.



**FIRST STUDENT AND
FERN RIDGE
SCHOOL DISTRICT
SCHOOL BUS EXPECTATIONS**



BUS	Be Safe	Be Responsible	Be Respectful
Waiting for the bus 	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
Entering the bus 	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		
Riding the Bus 	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		
Exiting the bus 	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
Evacuation 	Listen and watch for directions	Follow driver directions	Exit quickly and safely
	Stay quiet	Help others when appropriate	
	Leave belongings on bus		



Parking Lot Rules:

1. **The lane closest to the school is for staff parking and buses only.**
2. Parents must use the lane closest to Territorial to drop off students. Parents are also welcome to park in this lane.
3. Please make sure your student uses the crosswalk to cross the parking lot. Students should not be cutting between cars.
4. The parking area near the gym is for staff only unless you use handicapped parking. This keeps cars from crossing the sidewalk used by students who walk to school that separates the gym parking area and the main parking lot. In addition, buses will block this parking area after school.
5. **If you park near the buses at the end of the school day, please allow the buses to pull out first.** The parking lot is very busy after school and cars trying to pull around buses are a safety hazard. Buses have the right of way and generally pull out by 2:12.
6. The parking lot has one entrance and one exit.
7. **Please park only in established parking spaces.**
8. There are several parking spaces along the alley behind the fourth grade classrooms. These are the best places to park for a quick drop off or pick up as they do not interfere with buses and are not heavily used.
9. **For the safety of all the children attending Veneta Elementary School, please read these rules carefully and follow them at all times.**

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): 541-935-1969

Below is a list of extensions and email addresses for Veneta Staff for the 2012-2013 school year. Please be aware that teachers are with students from 7:40 to 2:05 and are not available by phone during that time. You are welcome to leave a message on their voice mail or with the office.

EXT.	NAME	ASSIGNMENT	ROOM	EMAIL ADDRESS
201	Olivia Johnson	Principal	Office	ojohnson@fernridge.k12.or.us
400	Ronda Henneman	Secretary	Office	rhenneman@fernridge.k12.or.us
401	Lorie Haffner	Assistant Secretary	Office	lhaffner@fernridge.k12.or.us
414	Vicky Boggs	Kitchen Manager	Kitchen	
424	Janet Baker	Media Assistant	Library	jbaker@fernridge.k12.or.us
410	Mike Guill	Third Grade	1	mguill@fernridge.k12.or.us
404	Rochelle Orme	Third Grade	2	rorme@fernridge.k12.or.us
406	Michelle Beller	Fifth Grade	3	mbeller@fernridge.k12.or.us
417	Nan Muir	Fifth Grade	4	nmuir@fernridge.k12.or.us
422	Kasey Cutsforth	First Grade	5	kcutsforth@fernridge.k12.or.us
412	Lisa Modee	Kindergarten	6	lmodee@fernridge.k12.or.us
403	Corinne Messman	Second Grade	7	cmessman@fernridge.k12.or.us
416	Karen Lawrence	First Grade	8	klawrenec@fernridge.k12.or.us
418	Laura Griffin	SpEd Teacher	8A	lgriffin@fernridge.k12.or.us
	Wendy Kenyon	Ms. Kenyon's Classroom	8B	wkenyon@fernridge.k12.or.us
409	Stephanie Llewellyn	First Grade	9	slllewellyn@fernridge.k12.or.us
407	Angie Pebworth	Second Grade	10	apebworth@fernridge.k12.or.us
402	Deanna Greene	Second Grade	11	dgreene@fernridge.k12.or.us
420	To Be Filled	Title Teacher	12	
423	Martha Gaines	Speech/Lang. Specialist	13	mgaines@fernridge.k12.or.us
415	Kristin Hauser	Behavior Specialist	15	khauser@fernridge.k12.or.us
421	Simone D'Aubigne	ELD Teacher	15	sdaubigne@fernridge.k12.or.us
405	Mirka Chen	Fourth Grade	18	mchen@fernridge.k12.or.us
408	Erika McGuire	Fourth Grade	19	emcguire@fernridge.k12.or.us