

# North Albany Elementary School

## Parent Handbook 2013/2014

815 E Thornton Lake Dr NW  
Phone: (541)967-4588

Albany, OR 97321  
Fax: (541)924-3719

Visit our website at: [albany.k12.or.us/naes/](http://albany.k12.or.us/naes/)

Parents and staff are here for the same reason- We care about the students in our school. As we know, our children learn by example. Our goal is to work together to model understanding, clear communication, and respectful relationships. Our staff is here to clarify any questions you may have.

### North Albany Elementary Staff

Tracy Day - Principal  
Patty Nordyke - Office Mgr.  
Glen Spaulding - Custodian

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Ruth Weldon - K/Reading Specialists  
Katelin Lomax - 1  
Lindsey Koenig - 1  
Cassie Smith - 2  
Karen Peters - 2  
Jacque Thwaite - 3  
Donna Fairgrieve - 3/4  
Vallerri Peters - 4  
Debbie Blaine - 4/5  
Craig Koontz - 5

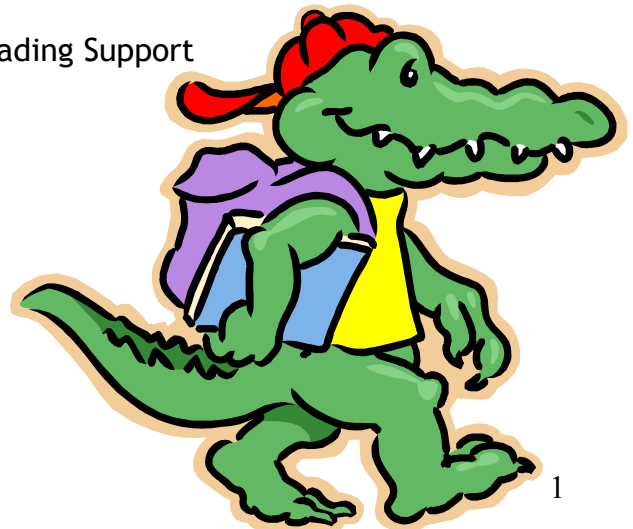
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Emily DeMoe - Music  
Becky Koontz - Math/Technology  
Rosie Zupan - PE Specialist  
Jane Traylor - Resource Room  
Suzanne Kesterson - Speech

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[susanne.kesterson@albany.k12.or.us](mailto:susanne.kesterson@albany.k12.or.us)

Darleen VanWhy - TAG Coordinator/Prim. & Inter. Reading Support  
Julie Hessel - Special Education Support  
Felicia Sweet - Special Education Support/Prim. Reading Support  
Rene'Ordeman - Prim. & Inter. Reading Support  
Judy Davies - Prim. Reading Support  
Kathy Kalina - Library  
Becky Williams - Prim. Reading Support

Mort Harkins - Cafeteria  
Eddie Pentecost - Cafeteria  
Ken Miller - Cafeteria



## Phone Numbers you May Need

Transportation	541-967-4626
Boys and Girls Club - After School Care	541-926-6666
CAP/ Main office Before and After School Care	541-967-9322
NAE onsite CAP	541-979-5723
FACT Team-Good Resources for families in need	541-924-3720
Superintendent of Schools	541-967-4511



## Daily Classroom Schedule

8:35	Before-School Supervision and Breakfast Serving Begins
8:50	First Bell Students Enter Classroom
8:55	School Begins (AM K 8:55 - 11:30)
10:30 and 10:47	Morning Recess (K-2 10:30) (3-5 10:47)
12:05 -12:50	Primary Lunch and Recess (Gr. 1/2)
12:35-1:20	Intermediate Lunch and Recess (Gr. 3-5)
2:15 - 2:30	Afternoon Recess (K-3)
2:32 - 2:42	Afternoon Recess (3/4/5)
3:30 pm	School Dismissal
2:30	Wednesday - Early Release Dismissal

Office Hours: 8:00 - 4:00

Student Supervision: 8:35 - 3:40

## North Albany Dates and Activities to Remember

### Conferences:

November 21st	5:00 - 7:40 pm
November 26th	8:00-11:20 am, 12:20-4:00 pm, 5:00-7:40 pm

## Adventures in Art

### Art Coordinators:

Ashley Planalp  
Pearl Arck  
Karryn Anderson



### Contact:

[nae.adventuresinart@gmail.com](mailto:nae.adventuresinart@gmail.com)

Facebook: Adventures in Art

\*Like us on Facebook to receive the latest updates and upcoming meetings.

## Attendance

Regular attendance is extremely important to school success. Students receive the instruction they need and develop a sense of belonging in the classroom. Also, because reading instruction is often the first subject taught in the morning, it is critical that students arrive on time. **When your child is ill or absent for a specific reason, please call the school office to let us know.** Students

who are tardy need to check in at the office and get a pass before joining their class.

## Bicycles

Students may ride bicycles to school and lock them to our bike rack in front of the school. Students must wear bike helmets if they are to ride their bikes to and from school and students **MUST** walk bikes in the parking lot.

## Birthdays

Parents often want to share their child's birthday with his or her classmates. Please check with your child's teacher to set up a convenient time before sending treats to school. We also ask that students not bring invitations to school to be distributed. This causes hurt feelings to those not invited. Lastly, because flowers and balloons can be distracting in the classroom, we don't send them to the student's room until the end of the school day. Traveling on the bus with these kinds of items is not allowed.



## **Breakfast and Lunch Program**

NAE offers breakfast and lunch to our students.

The new prices are as follows:

Breakfast	\$1.15
Lunch	\$2.10 (includes drink)
Milk	\$.60
Adult Meal	\$3.00
Super Lunch	\$1.50

With our computerized lunch program, parents are able to deposit any amount into your child's account (deposits can be made before school, online, or in the office at lunchtime). Each meal they eat will be deducted from their account.

**Notices of negative balances will be sent home with students every Tuesday.** Free/Reduced lunch applications are available in the school office.

## **Character Traits**

Each month during an assembly, we will focus on the following character traits:

September	Personal Responsibility
October	Courage
November	Kindness
December	Respect
January	Self-Discipline
February	Honest/Integrity
March	Friendship
April	Effort/Perseverance
May	Justice

## **Communications**

The NAE Parent Announcements will be sent home the first school day of each week. The newsletter includes information about upcoming school events and general school information. Also, the newsletter and an activity calendar are posted on our website ([albany.k12.or.us/naes/](http://albany.k12.or.us/naes/)).

## **District Handbook**

Along with our NAE Student/Parent Handbook, you will also receive a *Greater Albany Public Schools Parent and Student Handbook*. It contains important information and district policies regarding *district use of electronic devices, cyber-bullying, off-campus conduct, withholding student records for fees owed, etc.*

## **Dress Code**

**\*Please label all outerwear\***



Our dress code encourages dress that is respectful of the school environment and not disruptive. The following items are not allowed:

- \*Clothing that denotes inappropriate language or that endorses illegal products.*
- \*Clothing that promotes violence or other messages inappropriate for elementary students.*
- \*Hats and bandanas (classroom or cafeteria).*
- \*Shirts that expose the student's stomach, have large armholes or have spaghetti straps.*
- \*Shorts that are inappropriate in length.*

## **Emergency Procedures**

### **EARTHQUAKE PROCEDURES**

If you are in the school building when an earthquake occurs, take the following precautions:

1. Protect yourself from falling objects by getting under a desk or table, preferably away from windows and bookshelves. If you are in the hallway, crouch down close to a wall and cover your head with your arms.
2. Once the shaking stops, evacuate the building using the same route as during a fire drill. Once outside, move well away from the building and stay with your supervisor and class.

### **FIRE DRILL**

Fire drills are an important part of our safety program. When the fire alarm sounds, everyone is to leave the building promptly and quietly in accordance with the directions posted in each room. Once outside, move well away from the building and stay with your class. Remain outside until the all-clear tone sounds. Then return directly to your classroom. Tampering with an alarm box or setting off a false alarm is a violation of Oregon law and school policy. The consequences of doing so are immediate suspension from school and referral to the Albany Fire Marshal.

### **LOCKDOWN**

If the safety of our students and staff is threatened we will follow the established crisis response plan.

**Level I** - The school is always on this level of security. Name badges are worn and all guests check-in at the front desk.

**Level II** - There are conditions that exist that could become a health and/or safety issue for everyone on campus. This could include changing

weather conditions, an accident in the community or a bomb threat. The school will go into a partial lockdown.

**Level III** - There are conditions that ARE a health and/or safety issue. The school will go into a total lockdown. At this point law enforcement will assume control of the situation and assume ALL decisions.

**Evacuation** - Walking Site - North Albany Middle School and/or Albany Community Church

**Busing Site** - Linn County Fairgrounds

### **INCLEMENT WEATHER PROCEDURES**

School is closed, released early, or delayed in opening because of inclement weather and highway conditions. When this occurs, the district will notify staff, students and parents through the local radio (KGAL-1580 AM, KRKT-990 AM/99.9 FM), district website ([www.albany.k12.or.us](http://www.albany.k12.or.us)) and television stations usually by 7:00 a.m. It is best not to call the office or radio stations asking for this information. They need to keep their lines free for emergencies. If no announcement is made, school is open and the buses will run their usual routes.

Parents wishing to enroll in the email message service from "Flash Alert" need to enroll directly with them. Simply go to [www.flashalert.net](http://www.flashalert.net) and click on subscribe. Families may go to flashalert.net at any time to view any posted alerts.

### **STUDENT SAFETY RESPONSIBILITIES**

Students are responsible for helping to maintain a safe school environment. If you become aware of unsafe behavior or situations at school, it is your responsibility to tell a staff member. We are aware that students often don't want to "tell" on their friends. However, that idea does not apply when a serious safety situation exists. For example, if you have information about weapons at school, conflict among students, self-destructive talk or behavior, drug dealing or students whose judgment is impaired by drugs or alcohol, your responsibility is to tell a staff member. The information you give is confidential.

### **F.A.C.T. (Families and Agencies Coming Together)**

FACT is a district service agency that links families and community resources. Their contact phone number is (541) 924-3720. Feel free to call them regarding the services that F.A.C.T. has to offer.



### **Homework Requests**

When your child is absent from school due to illness for more than one day, please contact the office before noon to request homework.

Occasionally, parents ask to have their child's homework for an extended period of time. While our teachers try to accommodate these requests, there may be times when we are unable to do so.

### **Information Regarding Payment by Check**

The district processes checks electronically and check writers will be charged \$25.00 for checks that are returned for insufficient funds. Please note the following policy - "When paying by check you authorize the recovery of unpaid checks and a \$25.00 returned check fee by means of electronic re-presentation or by paper draft."

### **Medication and Illness**

If your child has a contagious or communicable disease such as a fever, they need to be kept home so that other children are not exposed to the illness. (Students should be fever free for 24 hrs. without medication before returning to school.)

When it is necessary to have medication dispensed at school, parents must bring it to the office in the original container. State law requires that we have a signed medical release form and that the medicine is counted out in the parent's presence. This procedure is for both prescription and over the counter medications. ***Please do not send medication to school with your child.***

### **NAE Field Trip Guidelines**

The District has set up specific field trip guidelines to address volunteer field trip participation. The priority is to provide students a safe and positive experience. The guidelines are as follows:

*\*Any parent volunteering or attending a field trip must be cleared through the criminal history verification process.*

*\*Students ride the bus to and from the field trip. Students may ride in their parent's car only due to special circumstances and with prior approval of the principal.*

*\*Children who are not NAE students may not attend field trips.*

*\*Parents should make arrangements to attend prior to the day of the field trip.*



### North Albany Elementary Care Team

The CARE team meets monthly to share insights about students who have a specific learning or behavior need. The team is made up of the principal, various specialists, and the classroom teacher. The meeting's purpose is to brainstorm strategies for assisting the student.

### Parent Teacher Partnership (PTP)

The NAE Parent-Teacher Partnership plays an important role by providing enrichment opportunities for our students. All parents are urged to become active in this program. Meetings are every other month and start at 6:30 pm in the library.



#### Officers:

President: Clarice Law  
Vice President: Julie Ames  
Secretary: Tanja Morgenstern  
Treasurer: Rachel Adamec  
Volunteer Coordinator: Sarah Worden

#### Meeting Dates:

September 17, 2013  
November 19, 2013  
January 21, 2013  
March 18, 2014  
May 20, 2014

**\*Meetings start at 6:30 pm in the library.**

### Personal Property and Electronic Devices

**The district assumes no responsibility or liability for loss or damage to personal property brought onto school grounds.** We ask that things that are not necessary for school use be left at home, including personal electronic devices, trading cards, etc). Students are not allowed to use cell phones at school (they may keep them in their backpack for afterschool use). The district does not carry insurance for personal property of students.

### School Bus Guidelines

It is imperative that the bus driver can focus on his/her driving. Students who violate bus rules may be denied the option of riding the bus. The rules are noted in the district Parent and Student Handbook.

### School Directory

The school does not disclose personally identifiable information without parent consent.

We do print a school directory that includes student names, parent names, addresses, and phone numbers for families who return the directory consent form which is sent home the first day of school.

### Skateboards/Rollerblades/Rollerskates

School district rules prohibit skateboards and rollerblades on the bus or at school because they can do significant property damage. This also includes tennis shoes with the wheels in the heel.

### Student Behavioral Expectations

Our goal at NAE is to provide an environment that is inviting for students and respectful of the learning process. We have three general guidelines that we reinforce throughout the school:

**Be safe**

**Be respectful**

**Be responsible**

Our school rules are developed around these guidelines and address the entire school environment. Rules are shared with students throughout the school year. NAE also takes pride in our "Swamp Skills" program that teaches problem solving skills to students. One of those is the use of Rock/Paper/Scissors as a means of solving disagreements during recess games.

When consequences are appropriate, we use the following steps:

*\*Warning and discussion with the student.*

*\*Timeout from recess or the classroom.*

*\*Office referral which includes a discussion with the principal and possible loss of recess or other school privileges.*

*\*In-school or home suspension for serious or continuing problems.*

### Transportation Home

**On days when your child will not be going home in the manner established at the beginning of the year, please send a note to the school.**

Make arrangements before school, otherwise, to ensure your child's safety, teachers will send them home in the established manner. For parents driving students to and from school, drop-off is at North Albany Middle School's parking lot.

**\*Supervision is not available until 8:35 am.**

## Visitor Guidelines

Parents, grandparents, and other special guests are welcome to visit the school, **but arrangements should be made in advance of the visit.** When visiting, please sign in at the office and get a visitor's badge. Students from other schools may visit during lunch or recess time with advance approval, but they may not visit during instructional time.



## Volunteers Needed!

At NAES we love our volunteers! With the safety and welfare of our students of the utmost importance, last year we began Volunteer Orientation, where in addition to the state requirement of completing and clearing the Criminal History Background (now available on the district website) volunteers spent 10 - 15 minutes discussing guidelines with the principal. Both of these steps are required every other year. On the off year, volunteers must review and sign a copy of the Volunteer Guidelines document. This form is located in the office, and takes only a few moments to read and sign. We appreciate your time in meeting these requirements and will continue to keep our educational environment safe.

## Recess Rules and Game Guidelines

### **General Playground Rules:**

- Students should be on the playground only when supervised by an adult.
- Respond quickly and positively to adult supervisor directions.
- Students must have permission to leave the playground (pass for restrooms and library).
- Always walk when on the blacktop area and under the covered walkway.
- No toys or play things are to be brought from home unless pre-approved by the office.
- Only throw or kick balls on the playground/field when you are part of an approved game with rules.
- Students are always expected to show respect for others and use appropriate language at all times.
- Keep hands, feet and objects to yourself.



- Breezeway poles are not for swinging and climbing.
- If you leave a game (except for going to the restroom, getting a drink, or visiting with an adult) you may not return to the game for the remainder of the recess.

### **Boundaries:**

- Students should be on bark chips, blacktop or field in view of the recess supervisors.
- Out of bounds areas include steps/ramps near cafeteria, the breezeway by rooms 8 and 10, behind the building, and in the corners of the field. The track is the field limit.

### **Bars:**

- Never push or pull others while playing or climbing on the bars.
- Do not sit on top of bars except "rainbow" bars.
- No sitting on top or laying in triangle bars.

### **Big Toy:**

- Chain ladder and centipede ladder for climbing up only.
- Fire pole, curly pole and slides are for going down only, feet first.
- One student at a time on slides and pole.
- Do not jump off.
- No pushing and shoving.

### **Swings:**

- Remain seated both hands holding onto chains.
- One person per swing.
- No jumping out of swings.
- Swing straight, no swinging sideways.
- No climbing bars.
- No running in front of/between swings.

### **Jump Ropes:**

- No helicopter or jump the river games.

- Used for traditional jump rope only.

### Football:

- Touch football may be played when approved by recess supervisor.
- Only one person may get the football after asking recess supervisor.
- Must be played out in the field away from the building between the baseball area and soccer areas.
- If you leave the game, except to use the bathroom, get a drink, or to visit with an adult, you may not return for the remainder of that recess.

### Softball/Kickball:

- Must ask recess supervisor for permission to play.
- Only one person may get the equipment after getting permission from recess supervisor.
- No climbing on fence.
- No throwing the ball at students during kickball. Students are “tagged” out with the ball.
- If you leave the game, except to use the bathroom, get a drink, or to visit with an adult, you may not return for the remainder of that recess.

### Soccer:

- Must ask recess supervisor for permission to play and to get the soccer ball.
- No pushing or side tackling or touching the ball with your hands during play.
- No going under the fence or climbing the fence to get the ball.
- Students must stay on the team they start on unless the recess supervisor adjusts the teams.
- If you leave the game, except to use the bathroom, get a drink or to visit with an adult, you may not return for the remainder of that recess.

### Two Square and Four Square:

- The server may serve into any square, but serves must be decent.
- The ball must bounce in the square before it may be returned.
- “Stoppies” are allowed. The receiver stops the ball with their hands, lets it bounce, then hits it into another square.
- Players continue to hit the ball until a player misses it or hits it out of bounds.
- Players cannot step into another player’s square.
- When a player goes out, the other players rotate.
- Overheads are allowed, but they must be soft (No fistfists or slammers).
- Balls that hit the lines may be replayed.
- The ball must be hit with the hands, not any other part of the body.
- Holds and throws are not allowed.

### Tether Ball:

- The first server is picked by *Rock-Paper-Scissors*.
- One player stands on each side of the pole.
- The server puts the ball in play by tossing it in the air and hitting it in either direction.
- The opponent may not hit the ball on the first swing around the pole.
- On its second time around, the opponent may hit the ball in the opposite direction.
- Each player tries to hit the ball so that the rope winds completely around the pole in the direction that he/she is hitting.
- The game is won when the rope winds completely around the pole or when one player makes a foul.
- A foul is any of the following:
  - Hitting the ball with any part of the body other than the hands.
  - Catching or holding the ball during play.
  - Touching the pole.
  - Hitting the rope with the hands or forearm.
  - Throwing the ball.



- Stepping into the other person's area.
- *Hitting the ball twice in a row.*

#### **Dodge Ball:**

- Students stand around the outside of the circle. Three students or less stand in the center and try to “dodge” the thrown balls.
- Students that are throwing must stay in their area and may not switch or cross in front of another thrower.
- If the thrower steps into the circle when throwing, the throw is cancelled. Students that are dodging the ball must also stay within the circle.
- Students are out if the ball hits them below the waist or if it touches their hands.
- The person who is hit takes the ball to the outside of the circle and restarts play. The thrower trades places with the student he/she hit with the ball.
- If the ball is thrown between two players standing outside the circle, then rock/paper/scissors decides who gets to throw.

#### **Bump:**

- Students line up in single file and shoot from the approved line which must be inside of the covered play area support beams.
- If the student misses his/her first shot from the line, they retrieve their ball and may shoot from any distance.
- Students put out the student in front of them by making a shot ahead of that student. Students only get 1 out.
- Students may not use their ball to hit another student's ball.
- If a student is put out, they give their ball to the next person in line. They are out until the next game begins.
- New players may only join when a new game begins.

#### **Problem Solving:**

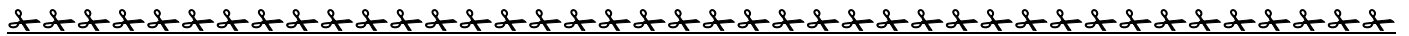
- Good sportsmanship is important!
- Try two Swamp Skills if you have a disagreement. If that doesn't work, please ask a recess supervisor to help.
- Solve disagreements with “Rock/Paper/Scissors” as the referee.
-





**Parent Thank You!**

*The staff greatly appreciates the parent support that we receive regarding both behavior and classroom work. We hope to build on the successes of last year and provide a rich and positive experience for all our students in 2013/2014!*



**I have read and reviewed the North Albany Elementary School Parent Handbook.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Print Parent Name)

\_\_\_\_\_  
(Print Student Name)

**PLEASE CUT THIS SECTION OFF AND RETURN TO YOUR CHILD'S TEACHER! THANK YOU!**