

STUDENT/PARENT  
HANDBOOK  
MORGEN OWINGS  
ELEMENTARY

407 E. Woodin Ave.  
Chelan, WA 98816  
Office 682-4031 Fax 682-3373  
Jeff Peck  
Principal

## K-5 STUDENT ACCOUNTABILITY PLAN

### PURPOSE

The purpose of implementing a student accountability process is to assess the progress of identified academically deficient students. Specific grade-level data in reading, writing, and mathematics is used to measure how well the student is meeting State Performance Expectations.

### K-5 PROMOTION GUIDELINES

#### Academic Performance

K-5 students should meet the grade-level expectations to be eligible for promotion to the next grade. Grade-level expectations are recorded and reported to parents quarterly. These may include:

- NWEA
- State Assessments
- DRA
- STAR
- DIBELS
- Classroom-based Assessments
- Teacher Observations

#### Attendance

Attendance requirements shall be in accordance with WAC 180-40-235.

#### Developmental Readiness

### STUDENT PERFORMANCE REVIEW COMMITTEE

Any student in grades K-5 not meeting grade-level expectations will be placed on a student learning plan by the end of the first quarter. (refer to attached Promotion Rubric and timeline)

Students being considered for retention will be brought to the Review Committee by May 1<sup>st</sup> for final decision by May 15<sup>th</sup>.

### PROMOTION/RETENTION PROCESS

#### Promotion and Retention Decision

If concerns are raised, the principal should be notified if the parent wishes to challenge the decision. A meeting with the student, parent(s) or guardian(s), teacher(s), and principal will be convened to consider the request and reach a joint decision. If the group cannot reach agreement, the principal will make a decision within five

Student Name: _____ Teacher: _____			
Grade Level: _____		School Year: _____	
	3 Meets Grade-level Ex- pectations	2 Working Toward Grade- level Expectations	1 Below Grade- level Expec- tations
Reading	Consistent Evidence of Student Growth	Some Evidence of Stu- dent Growth	Little or No Evidence of Student Growth
Quarter/Date			
Writing	Consistent Evidence of Student Growth	Some Evidence of Stu- dent Growth	Little or No Evidence of Student Growth
Quarter/Date			
Math	Consistent Evidence of Student Growth	Some Evidence of Stu- dent Growth	Little or No Evidence of Student Growth
Quarter/Date			
Attendance	0-9 Absences/Tardies	10 or More Absences/Tardies	15 or More Absenc- es/Tardies
Quarter/Date			
Developmental Readiness	Regularly Stays on Task Completes Work Able to attend Follows School Rules	Inconsistently Stays on Task Completes Work Able to attend Follows School Rules	Rarely Stays on Task Completes Work Able to at- tend Follows School Rules
Quarter/Date			

# MORGEN OWINGS ELEMENTARY

## K-2

### KINDERGARTEN

- 1 backpack (without wheels)                      20 glue sticks
- 24 yellow Ticonderoga #2 pencils              1 box of 16 crayons
- 1 package of diaper wipes                        1 box of 12 colored pencils
- 1 change of clothes in a plastic bag            1 pair of Fiskars scissors
- (2 pairs of underpants, 2 pairs of pants, 2 pairs of socks, 2 tee shirts)**
- 1 large box of Kleenex                            1 bottle of Purell hand sanitizer

### FIRST GRADE

- 1 box of 24 crayons                                2 large pink erasers
- 1 bottle of 8oz. white school glue (Elmers)    backpack
- 12 yellow Ticonderoga #2 pencils              1 large box of Kleenex
- 1 box of markers (any size)                    1 pair of Fiskars scissors
- 1 box of colored Pencils (any size)            2 glue sticks
- 1 bottle of Purell hand sanitizer

### SECOND GRADE

- 12 yellow Ticonderoga #2 pencils              12 red pencils
- 1 pair of Fiskars scissors                        1 box of 24 crayons
- 3 large boxes of Kleenex                        2 highlighters
- 2 large white glue sticks (no color)            1 backpack
- 1 box of thin lined Crayola markers            1 bottle of Purell hand sanitizer
- 1 box of large Crayola markers                1 box of colored pencils (any size)

### MRS. ANDERSON'S CLASS AND MRS.SABLAN

- 1 box of large markers                            2 boxes of 24 crayons
- 12 yellow Ticonderoga #2 pencils              4 large glue sticks
- 1 pair of Fiskar scissors                        2 boxes of Kleenex

# MORGEN OWINGS ELEMENTARY

## SCHOOL SUPPLY LIST 3-5

### THIRD GRADE (PICTON AND DICKSON)

- 24 yellow Ticonderoga #2 pencils              2 glue stick
- 1 box of colored pencils                        1 box of 24 crayons
- 1 box of 24 skinny markers                    2 composition notebooks
- 1 box of baby wipes                              1 1-inch 3 ring binder
- 1 pencil box                                        1 box of Kleenex
- 1 backpack                                         1 bottle of Purell hand sanitizer
- 2 wide ruled spiral notebooks (1 blue and 1 red)

### MR. DUGUAY'S CLASS

- 48 yellow Ticonderoga #2 pencils              1 glue stick
- 1 box of colored pencils                        1 box of 24 crayons
- 1 pair of Fiskars scissors                        2 large pink eraser
- 1 pencil box                                        1 box of Kleenex
- 1 bottle of white school glue                  1 backpack
- 4 wide ruled spiral notebooks                1 bottle of Purell hand sanitizer

### MRS. Marney

- 1 box of large colored markers                2 box of crayons
- 1 box of colored pencils                        4 large glue sticks
- 24 Ticonderoga yellow #2 pencils            2 box of Kleneex
- 1 bottle of Purell hand sanitizer

### FOURTH GRADE

- 1 2-inch 3-ring binder                            1 large pink eraser
- 2 boxes of Kleenex                                2 spiral notebooks
- 12 yellow #2 pencils (not Eagle Brand)        1 glue stick
- 3 packages of notebook paper (college-ruled) 1 yellow highlighter
- 1 box of crayons or colored pencils (any size) 1 pair of scissors
- 1 bottle of Purell hand sanitizer

### FIFTH GRADE

- 1 2-inch 3 ring binder (no bigger)            5 glue sticks
- 3 spiral notebooks                                1 pair of scissors
- 1 box of colored pencils (any size)            1 package of subject dividers
- 1 ruler with metric and inches                1 red correcting pen
- 12 yellow Ticonderoga #2 pencils            **1 pencil bag for 3-ring binder**
- 3 packages of notebook paper (college-ruled) 1 box of Kleenex
- 1 bottle of Purell hand sanitizer

## Consequences for Inappropriate Behavior:

### Teacher Level

Each teacher is responsible for setting and teaching his or her students specific expectations for productive behavior in their classroom. Each is also responsible for taking the appropriate steps or corrective actions to resolve problems when they occur. Actions which should be taken include, but are not restricted to, problem solving, classroom detentions, classroom service work, loss of classroom privileges, contracting, and parent contact.

### Removal from Class

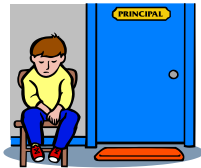
If a student is non-productive or disruptive to the learning process, the teacher will bring the student to the principal's office. The teacher will notify the office of the reason the child is being removed from class.

### Principal Level

While most problems are expected to be resolved at an early stage, if a problem persists and the misbehavior is of a serious nature the student will be referred to the Principal for disciplinary action.

The teacher is to submit a written or verbal referral indicating the student behavior problem and a summary of previous corrective steps taken.

The Principal will review the students discipline problem and previous corrective actions with the student and teacher to determine the appropriate level of disciplinary action to be taken. Each step may be repeated as many times as deemed appropriate. Each time a student is referred to the Principal his/her parents will be notified.



### Weapons Policy

Any Lake Chelan School District student, who is determined to have carried a firearm on school premises, will be expelled.

### Levels of Violation

The initial level of corrective action for each particular violation will be as follows:



#### Level 1

Classroom disruption

Disrespect toward other students

#### Level 2

Disrespect or defiance toward adults

Chronic defiance of a school rule or procedures

Stealing or damaging personal or school property\*\*

#### Level 3

Excessive violations of levels 1 and 2

#### Level 4/5

Dangerous violation of a school rule or procedure

Causing harm to self or another

Tobacco, alcohol and other substance use or possession

#### Level 6

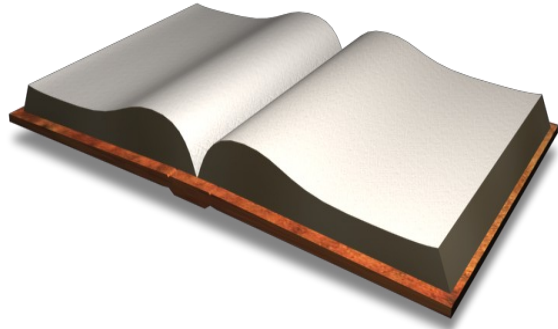
Possession of any type of weapon-Minimum one year expulsion for weapons

Threatening the safety or well being of others

**\*\*Students who damage school property or the property of others will be held accountable for restitution. \*\***

## Mission Statement

Morgen Owings Elementary is a positive, safe environment in which each student is provided the opportunities to attain knowledge, skills and attitudes necessary to become life-long learners.



## P.T.A.:

Thinking of ways to be involved with P.T.A.? Help is always needed in the following areas. The best part is most areas require minimal time commitments.

Room representative: July and August

Open house: September

Run Club: April through May

Cinco de Mayo: May

Staff appreciation: Monthly

Faculty Liaison: All school year

Bulletin board: As needed

Read with me: All school year

Reflections: December through February

Pre-School liaison: As needed

Membership: September through November
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## Absences:

Please call the M.O.E. office (509) 682-4031 between 7:30am and 9:00am when your child is absent or tardy. Your cooperation is appreciated!

State law requires that a note explaining a child's absence be given to the teacher upon the child's return. Also, please send a note to you child's teacher when your child is tardy. We appreciate your efforts to keep us informed. Please feel free to call the school at any time if you have any concerns, questions, or comments!

## Homeless Students

Children and youth in transition are afforded the same rights as all children. For more information about student rights please contact Larry Bowers at 682-7744 or your building principal.

## Parent Involvement

Parents are welcome at M.O.E. We recognize that parents are an integral part of our school and programs. Parents are encouraged to attend P.T.A. or P.A.C. meeting. Also, we want to encourage all parents to help in classrooms and be involved in every level of our school and their child's education.

## Personal Items:

Unless the teacher has authorized in writing, personal items such as toys, games, balls, collections or radios may not be brought to school. Such items will be collected by staff members and returned at the end of the school day. The school assumes no responsibility for lost or damaged personal items brought to school.

## Lost and Found:

Parents are requested to write your child's first and last name on all lunch pails, backpacks, and articles of clothing they may bring to school. A lost and found closet is located in the gymnasium. Items unclaimed at the end of the month will be donated.

## Parent Involvement Policy

Morgen Owings Elementary intends to follow the parental policy in accordance with No Child Left Behind Act of 2001 as listed below. M.O.E. will distribute this policy to parents of students and it will be updated periodically.

### Policy Guidelines

- Title I, Part A requirements will be explained to parents during an open house or at parent/teacher conferences in the fall.
- Explain rights of parents to be involved
- Offer flexible meeting time
- Review and improve programs
- Explanation of curriculum, how student progress will be assessed, and level of achievement expected
- School/parent compact

### Parent involvement opportunities

Open House

Parent/Teacher conferences

Migrant/Bilingual parent meetings

W.A.S.L. night

Monthly Bulletins

Additional meetings may be scheduled by the principal or parent at any time during the year. Parents should contact the principal or teacher by calling 682-4031 to schedule a meeting. A response to parent requests or suggestions will be made to the parent by phone or in writing as soon as possible.

Parent feedback on the program, parent involvement policy and school/parent compact will be collected in the spring of each for review and improvement.

### MOE 682-4031

Jeff Peck, Ted Sheimo, Anita Rutter , Fabi Lara,  
Liz Martinez, Lesley Van Over

### Special Programs 682-7744

(Larry Bowers, Kathryn Dobbs, Carrie Austin, Dr. Molloy)

### Bus Garage 682-2442

Brenda Shaffer

### District Office 682-3515

Rob Manahan, Sondra, Rosa, Nancy

### Preschool 682-7721

Kim Olsen, Maria Romero

### 3yr. Preschool 682-4382

Johanna Price, Tina Rodriguez



## Guidelines for the use of Electronic Devices

Morgen Owings recognizes that many students use cell phones and other electronic devices on a daily basis. However, bringing such devices to school can be a distraction to the learning environment and a safety risk. If a student chooses to bring these devices to school, the Lake Chelan School District is not responsible for any lost, stolen or damages which may occur. All electronic devices, including those which play music such as iPods, MP3 players, or CD players, are not appropriate in the classroom. Students will be allowed to use their electronic devices before school or after school as long as this does not cause a disruption to the school's educational environment.

If a student chooses to not follow these expectations, he or she will be dealt with in the following manner.

**First Offense:** The device will be confiscated and the student can retrieve the device from an administrator at the end of the school day.

**Second offense:** The device will be confiscated and the student can retrieve the device at the end of the school day along with a level 1 offense-minor classroom disruption.

**Third Offense:** Will again result with the confiscation of the device, a Level 2 offense-willful disobedience, and a required parent contact with an administrator before it will be returned.

Any further infractions will be dealt with in the same manner as outlined under the third offense.

## In Case of Emergency:

**Emergency card:** It is very important that the school be kept informed at all times of a student's current address, home telephone number, and emergency telephone numbers. If your child becomes ill or injured at school, he or she will be given emergency first aid treatment and you will be notified. In the event that your child is seriously injured we will call an ambulance and notify you as soon as possible. Please be sure that the information on this card is up-to-date and correct.



## Bus Rules:

It is of the utmost importance that students use their best behavior when riding our school buses. Our drivers are trained to manage students and drive on sometimes treacherous roads. You will receive information regarding the appropriate behavior expectations at the beginning of school. Please review this with your child.

## Leaving School Early:

We believe that school is a critically important part of a child's day, but if you must pick up your child before regular dismissal time, we ask that the following dismissal procedure be observed:

Please make your request in writing to the teacher.

Your child will be dismissed through the office where you will pick him or her up.

Please sign your child out at the front desk.

This procedure exists to protect the security and safety of our students and to avoid having them leave school without the knowledge of the legal guardian.

## School Supplies



All teachers have certain requirements for basic school supplies. A list of these materials will accompany your child home. Please mark your child's name on all supplies sent to school.

## Playground Procedures:

Our basic concern for students on the playground during recess is that they have fun and stay safe. Some guidelines for making our playground a safe place for kids are:

1. Keep their hands off of others and their belongings (Physical Contact Rule).
2. Use ropes for jumping only.
3. Throw and kick only appropriate play equipment. Snowballs can be thrown only at a target.
4. Show respect for others.
5. Use caution when snow and ice are present. No sliding on ice patches.

Stay off hillsides, retaining walls and fences surrounding playground.

### Big Toys

1. No running in sand area. No walking or running up slides.
2. If you can't reach it, you can't go on it. (No jumping to high rings or cross bars).
3. One direction only on swings and bars.
4. No jumping on big toy anywhere, ever!

One warning only on big toys. Child will be asked to leave the big toy area after second infraction.

### COVERED AREA

Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades must go under if they have no hat or coat on rainy or snowy days.

### TETHERBALL

1. 2 wins, you're out.

Don't swing or throw ball by using rope.

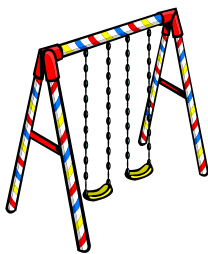
### BASKETBALL AREA

No 5<sup>th</sup> graders or above to play at small hoops, no hanging from hoops.

### DISCIPLINE PROCEDURES

1. Students not following rules will be warned. Second infraction-students goes to fence.
2. Students fighting will be escorted directly to office.

Warning, fence, then write up.



## School Visitation:

Parents and guardians are encouraged to visit school to observe and assist in classes. Your child's teacher may have special activities to which parents are invited. Please refer to your regular classroom newsletter for times and dates. The P.T.A. and staff are working together this year to increase the number of volunteers at school. Before you come to school:

Fill out a volunteer packet to be filled out every year. (provided in the office)

Please contact the teacher to let him/her know you are coming.

Stop by the office to sign in before going to the room.

Do not bring children with you when visiting.

For security reasons during school hours all visitors are required to sign in at the office upon entry into the school and sign out prior to leaving the building. Visitors are also required to wear identifying name badges while at school.



## Parent/Teacher Conferences:

Parent/Teacher conferences are held in the FALL and in the SPRING. Your child/children's teacher(s) will be contacting you, in advance, to schedule a conference with you. The purpose of the conferences is to review your daughter/son's progress at school. Your attendance is one of the most important school activities in which parents can be involved. Here are some tips you may find helpful in preparing for conferences:

1. Prepare questions ahead of time to ask at the conference's.
2. Pinpoint specific questions rather than talking in general terms.
3. Be on time and end the conference on time.
4. Relax! Teachers and parents are both striving for the same results.

Follow up on suggestions made at the conference.

Conferences can be arranged other than at the annual fall and spring times. So if you feel a conference would be in your child's best interest please don't hesitate to contact the teacher to have on scheduled.



## Student Accident/Medicine:

Realizing that bumps and scrapes do occur during the year, M.O.E. does have Band-Aids, ice packs and other supplies on hand to take care of minor injuries.

Probably the one area needing understanding most is that of medication for students.

Under no circumstances can school personnel administer any type of medication without the parent and physician signed form being completed and on file in the office. State guidelines, supported by the local school board, require this form be on file. The original container be used, and that all medication be kept in the school office. This includes all prescribed and non prescribed medications such as aspirin, cough syrup, cold medicines, etc. Please contact the school office if your child will need to take any medication at school. You'll be given the correct form which then needs to be completed by you and the doctor.

## Common Medical Conditions

### Affecting Children

Most likely, at some point in your child's life in the elementary school setting, you'll find that she/he acquires one of the following: CHICKEN POX (infectious, rash resembling blisters); CONJUNCTIVITIS/PINK EYE (infectious, rash resembling water); IMPETIGO (infectious, rash of small blisters usually near mouth or nose); SCABIES (infectious mite bite, bumpy rash on body, severe itching); and finally, LICE (non disease causing condition, nits or eggs on hair shafts close to the head). Many of us assume that lice happen only to those who aren't personally clean, don't wear clean clothes, or don't practice personal hygiene. That's not true! Kids are kids and they enjoy wearing others' clothes/hats, hanging coats on top of other, walking arm-in-arm down the halls, and in general, being social beings. This 'sharing and caring' can pass these creatures (lice) along. Your job as parents may become a little tougher because you need to check for these little critters all of the time! Please contact our nurse if you have questions as she's the 'professional' who has the most knowledge in this area.

## School Breakfast/Lunch:

Our breakfast program provides a nutritious meal served to the students as they arrive on our campus in the morning. The price is \$2.00 and includes milk or juice. If you are paying reduced prices breakfast is free and lunch is .40. Free meals are available for eligible families.

Our food service program provides healthy and tasty meals. Lunches are \$2.50 for K-5 students. Milk is available for .30 cents. A free and reduced price lunch program is available for those families on limited incomes. Please contact the office for details. State law does not allow us to carry a negative balance on lunch accounts. If your child owes more than \$5.00 a phone call will be made to parents. We ask that you please keep your child's lunch account current.

If you choose to pack a lunch for your child, please include nutritional foods. We discourage canned pop and candy, as they have limited nutritional value and can often cause a "let down" which may impede afternoon learning. Anything in glass containers is prohibited.

## Student Apparel:

Since clothing and appearance contribute to the atmosphere in the classroom we feel that it is important that staff and students dress in a manner that promotes productive behavior and learning. Appearance and attire should be clean and within the bounds of decency, health, and safety. Students whose dress or appearance is disruptive to the educational process or a health or safety concern will be asked to change their clothing before taking part in classroom activities. Some examples of clothing that would not be appropriate for school are: spaghetti straps, baggy (or sagging) pants, or clothing that promotes alcohol, drugs or tobacco products.

For health and playground safety reasons, we recommend that students wear sturdy shoes and socks to school.

## Morgen Owings Acceptable Use Procedures

Morgen Owings is pleased to offer a variety of electronic resources to students and staff. Electronic media (such as the internet) is a rich resource of value that overshadows the possibility of undesirable material. As a condition of each user's right to use any type of computer related electronic media (including internet) all students must agree to use the system in an acceptable manner, as listed below.

1. I will follow all copyright laws and licensing agreements.
2. I will respect other users and their rights.
3. All material stored on the network may be screened by school authorities. Inappropriate material will be removed.
4. I will not use sites with offensive language or pictures. If I do, I understand that I may not be allowed to use the school computers and my parent/guardian will be contacted.
5. I will not attempt to use areas or activities for which I am not authorized. I understand it is against the law to do so. If I find a way into places on the network where I don't belong I will exit the area immediately and report to my teacher.
6. I will not use any form of e-mail.
7. I will not use the system to sell or advertise.
8. I will not download any software from any site.
9. I will not damage hardware. I will not copy, add or attempt to change network software. (Hardware-monitor, computer, keyboard, mouse, speakers, ect.)

Violation of the above policy may result in discipline up to expulsion from school and/or loss of the privilege of using school computers. If state or federal computer laws are broken, you will be reported to the police.

If you have any questions or need clarification contact the school at 682-4031.

## School Lunch Program/Lunchroom Procedure /Lunch

### School Lunch Program:

Lunch money can be paid in the office or in the lunchroom between 8:15 a.m. and 8:30 a.m. each morning.

Student Hot Lunch:	\$2.50
Reduced K-3:	Free
Reduced 4-12:	.40
Milk:	.30
Adult Hot Lunch:	\$3.50

Student Breakfast:	\$2.00
Reduced K-12:	Free
Adult Breakfast:	\$2.50

### Lunch Procedure:

Children need to come through the lunch line ready to say their last name first and then their first name. The lunch machine prints out a receipt when a student has \$5.00 left in their lunch account. We will pass these receipts out to your classrooms toward the end of the day so that they can be sent home with the child.

### Lunch Rotation: (recess first, lunch, then release to class)

11:00-11:40	Kindergarten
11:10-11:50	1 <sup>st</sup> Grade
11:20-12:00	2 <sup>nd</sup> Grade
11:30-12:10	3 <sup>rd</sup> Grade
11:40-12:20	4 <sup>th</sup> Grade
11:50-12:30	5 <sup>th</sup> Grade

Seating will be by classroom and grade level. Please remind your students to be on their best behavior in the lunchroom and cleanup their area after eating.