

Dear Parents,  
WELCOME to the 2017-18 school year!  
We're very excited to welcome our students back to school. We are looking forward to a rewarding year at Fremont, A.D. Hay, and Union Elementary Schools.

Our staff holds strong beliefs centered on student achievement and personal student growth. This year we will continue to do what is best for our schools by constantly evaluating our practices, and developing best strategies to help our students achieve maximum academic success.

Parents have always been an important partner in our learning community. I am extremely grateful to the parents who have volunteered in our classrooms, Site Committee, and Parent's Club activities. We ask and encourage parents to be a strong presence in our volunteer programs and schools.

If you have questions or concerns about your child's academic performance or personal interactions with fellow students and staff, please do not hesitate to stop by. My door is always open to visit about your thoughts, or concerns. I look forward to great accomplishments from our students in 2017 -18.

Sincerely,

Susan Warner, Principal  
Fremont / Hay and Union Schools

### INFORMATION IN SMALL BITS:

- \*If you have a change of address, phone, or emergency contact, please report it to the building secretary at Fremont/Hay School.
- \*To withdraw from school, see the building secretary at Fremont/Hay.
- \*If your child is absent, please call the the school office and notify the secretary at Fremont/Hay.
- \*The lost and found is located near the office area of each building.
- \*Occasionally field trips are a part of our educational program. Students must have permission granted by the signature of a parent or guardian in order to participate.
- \*Safety drills will be held once each school month for students to practice leaving the building in the shortest possible time without confusion or panic.
- \*Parents should always send children to school dressed appropriately for weather conditions. During winter months, we encourage warm coats, hats, and boots.
- \*If you are interested in volunteering in our school, please inquire at the office or with your child's teacher.
- \*School Phone numbers are:  
Fremont 541-947-2136.  
Hay and Union 541-947-2553

### **\*\*TITLE VI\*\*TITLE IX\*\*SECTION 504**

Fremont/Hay - Union Elementary school recognizes the importance of and is in compliance with Title VI of the Federal Civil Rights Act of 1964, whereby no student will be discriminated against on the grounds of race, color, or national origin; Title IX of the Education Amendments of 1972 whereby no student will be denied participation in or excluded from any program of this school, on the basis of sex and Section 504 of the Rehabilitation Act of 1973, whereby no otherwise qualified handicapped student, shall solely by reason of handicapping condition, be excluded from participation in or denied benefits of any program or activity offered by this school.

Fremont/Hay – Union Elementary reconoce la importancia de y es conforme a Titulo VI del Federal Civil Rights Act of 1964, con que ningun estudiante se diferenciara contra raza, color, o el origen nacional: Titula IX del Education Amendments of 1972 con que ningun estudiante se negara participacion en o se excludira de cualquier programa de esta escuela en base al sexo: y Seccion 504 del Rehabilitation Act of 1973 con que ningun estudiante calificado incapacitado, debe solamente por causa de una condicion estorbando, sea excluido de la participacion en o sea negado los beneficios de cualquier programa o actividad ofrecidos por esta escuela.

**LAKE COUNTY SCHOOL DISTRICT #7**

**Fremont/Hay School**

**Student Supply List 2017-18**

**\*\*BE SURE TO LABEL ALL SUPPLIES WITH STUDENT'S NAME**

**KINDERGARTEN**

- 2 Boxes Crayons (16 count)
- 2 Glue sticks
- 1 Large Box Kleenex
- 1 Plastic Supply Box 5" x 8" (nothing larger)
- 1 Pair Fiskars Scissors
- 1 Box - #2 Pencils (Dixon-Ticonderoga)
- 1 Box Ziploc bags (not sandwich)
- 4 Pack Dry Erase Markers
- 1 Box of Band-aids
- 1 (1") binder - nothing larger
- Back pack (Full Size)

**TENNIS SHOES FOR PE**

**GRADE 1**

- 2 Black Paper Mate "Flair" Pen
  - \*12 Pencils - #2 (Ticonderoga)
  - 2 Boxes - 24 crayons
  - 1 Box - 8 Crayons (for math)
  - 1 Pair scissors - Sharp point
  - 2 Pink Erasers
  - 1 - 8oz bottle Elmer's glue and 2 glue Sticks
  - \*2 Boxes of Kleenex
  - \*4 Dry erase markers (blue or black /fine tip or bullet)
  - 1 Supply storage box (5" x 8" - nothing larger)
  - 1 Box Snack Crackers
  - 2 (2-pocket) folders for homework
  - \*1 Box of band-aids (plain - no themes please)
  - 1 Spiral notebook 8 ½ x 11" wide-ruled
- FIRST GRADERS NEED A SMALL BACKPACK OR BOOK BAG

**TENNIS SHOES FOR PE**

**\*STARRED ITEMS ARE COLLECTED AND SHARED BY THE CLASS**

**GRADE 2**

- \*24 Pencils - #2 lead (Dixon-Ticonderoga)
- \*2 Boxes - 16 Crayons
- 4 Folders for homework (2 pockets)
- 1 pair of scissors
- \* 3 large erasers
- \* 1 8oz bottle Elmer's Glue / and 1 glue Stick
- \* 1 Pkg 4x6 blank index cards
- 1- 12" wood ruler inches and metric
- 1 Spiral notebooks (70 pgs) wide-ruled
- \* 2 Large boxes of Kleenex
- 1 Supply Box
- \* 4 Dry Erase markers (bullet or fine tip)
- 1 box of Snack Crackers
- 1 Box small Ziploc bags
- Backpack / Book Bag (for daily use)

**TENNIS SHOES FOR PE**

**\*STARRED ITEMS ARE COLLECTED AND SHARED BY THE CLASS**

**GRADE 3**

- 24 Pencils #2 (Ticonderoga)
- 1 Boxes colored pencils
- 1 Box 16 crayons
- 1 Pair scissors - sharp point
- 2 Pink erasers
- 1 8oz white glue (no colored glue)
- 1 or 2 Boxes of Klennex
- 1 - 12" ruler wood (inches & metric)
- 1 Spiral notebook 8 ½ x 11" wide-ruled
- 2 Dry erase markers (bullet or fine tip)
- 1 Small pencil box 5" x 8" (or smaller)
- 1 or 2 Folders for desk

**ABSOLUTELY NO BINDERS OR NO LOOSE LEAF PAPER**

Backpack

**TENNIS SHOES FOR PE**

#### **GRADE 4**

2 Boxes Pencils - #2 lead Dixon Ticonderoga  
1 Box Crayons  
1 Pkg Expo dry erase markers  
2 Elmer's Glue Stick - Large  
3 Folders with sturdy pockets  
1 12" ruler/ inches & metric  
2 Pkg wide ruled notebook paper - 200 count  
1 Pkg Colored pencils (12 count)  
2 Pkgs 3 x 3 Post-It Notes  
2 Boxes Facial Tissue  
2 Spiral Notebooks (Wide Ruled / 70 count)  
4 Highlighter Pens (different colors)  
1 Pair of Scissors - sharp point  
Backpack

#### **TENNIS SHOES FOR PE**

#### **GRADE 5**

24 Pencils - #2 lead (Ticonderoga)  
2 Folders ( hole punched for binders)  
8 Odorless whiteboard marker  
1 Box facial tissues - 200 count  
2 Plain 3-ring binder (1 ½ inch ) ONE TO BE LEFT AT HOME  
2 Pkg wide-ruled notebook paper - 200 count (every term)  
4 Pens - erasable (blue or black)  
6 Set of binder **dividers with sturdy pockets**  
2 Bottles of glue or 1 glue stick  
1 Box Band-aids  
1 Spiral notebooks (wide-ruled)  
1 Pkg of colored pencils  
1 Pkg of colored markers  
BACKPACK

#### **TENNIS SHOES FOR PE**

#### **GRADE 6**

6 Binder dividers sets -sturdy pockets / at least 6 tabs  
2 Glue Sticks  
4 Pkg. Binder paper 8 ½" x 11" - College rule  
2 Highlighter pens  
24 Pencils # 2 lead - Dixon Ticonderoga  
2 Boxes - facial tissues  
1 Pair of Sharp Point Scissors  
1 Set 8 felt tip markers - fine point/washable  
2 Red ball point pens  
1 Set 8 colored pencils  
2 Dry erase markers - black  
4 Spiral notebooks - college rule  
1 Plain 3 ring binder (2 inch)NO ZIPPERS/NOTHING LARGER  
2 Fine Point Sharpie Markers - black

#### **TENNIS SHOES FOR PE**

**THESE SUPPLIES ARE NEEDED ALL YEAR  
STUDENTS SHOULD REPLACE THESE ITEMS AS NEEDED**

# UNION SCHOOL SUPPLY LISTS 2017- 2018

## KINDERGARTEN - Mrs. Moore

1 box - 8 Crayola crayons  
1 pair sharp Fiskar scissors  
1 Box of facial tissues  
1 small workbox  
1 full size backpack  
Personal Headphones  
1 full size backpack  
**\*TENNIS SHOES FOR PE**

## 1<sup>ST</sup> GRADE - Mrs. Moore

1 Box of Band-aids  
1 Pair - sharp Fiskar scissors  
1 Large supply box  
\*4 Large glue sticks (class supply)  
1 Set of Colored Pencils  
Full Size backpack  
Personal Headphones  
**\*TENNIS SHOES FOR PE**

## 2<sup>ND</sup> / 3<sup>RD</sup> / 4<sup>TH</sup> GRADE - Mrs. Lysne

24 - pencils #2 lead - American made -please! (Class Supply)  
1 pair scissors - sharp point Fiskars  
2 pink erasers or 1 Pkg - pencil top erasers  
1 Large glue sticks  
1 set- 12 colored pencils  
2 boxes - facial tissues  
1 Supply box / Bag  
2 Spiral notebook wide-ruled  
1 Pkg Post-Its (Large pkg)  
1 12" ruler (cm and inches)  
2 Folders - plastic - reinforced  
1 Bottle White glue  
2 Dry Erase Markers  
2 Colored Highlighters ( 2 different colors)  
Personal Headphones  
Water Bottle  
1 Full-size backpack  
**\*TENNIS SHOES FOR PE**

# UNION SCHOOL SUPPLY LISTS

## 2017 - 18

### 4<sup>TH</sup> / 5<sup>TH</sup> AND 6<sup>TH</sup> GRADE - Ms. Rice

- 1 - Binder 3" only
- 1 - Set Binder Dividers with 8-pocket folders
- 1 - Pkg notebook paper 8 1/2 x 11" - college ruled
- 2 - Highlighters
- 4 - boxes of #2 Dixon Ticonderoga pencils
- 2 boxes- Facial tissue (200 count)
- 1- Pair Sharp Point Fiskar scissors
- 1 - set of 8 colored pencils
- 8 - pencil top erasers or 2 Pink Pearl erasers
- 2 - glue sticks
- Calculator (standard, not scientific) 6<sup>th</sup> Grade Only
- 3 - Spiral Notebooks (College-ruled - single subject - 70 pages)
- 1 Pkg - Post-It notes 3x3"
- 2 Dry Erase Markers
- Backpack
- Water bottle
- \*Tennis shoes for PE*

Please Label all items with name  
Tennis shoes are for gym use and P.E.  
**NO BLACK SOLES - Please replace all supplies as needed**

**SUPERINTENDENT - MR. WILL CAHILL**

**DISTRICT #7 SCHOOL BOARD**

**Barry Shullanberger - Cori Price**

**Darwin Johnson - Dustin Gustaveson - Annie Buntun**

**PRINCIPAL - Mrs. Susan Warner**

**SECRETARIES**

**Mary Coon - Fremont**

**Tami Simms - Hay / Union (.5)**

**DeAnna Thompson / Hay Union (.5)**

**Fremont/Hay**

**CERTIFIED STAFF**

Kindergarten - Will Hicks  
Kindergarten - Michelle Lee  
First Grade - Katie McNeley  
First Grade - Tammy Hicks / Teresa Shine (.5)  
Second Grade - Nicole Muller/Donna Nicholl  
Second Grade - Samantha Farr  
Third Grade - Debbie Watts  
Third Grade - Karmen Lampman  
Fourth Grade - Kelly Grindle  
Fourth Grade - Carol Ramsey  
Fifth Grade- Desiree Chavez (.5)  
Fifth Grade - Teresa Kiely  
Fifth Grade - Randy Lampman (.5)  
Sixth Grade - Sammeejo Hutchison  
Sixth Grade - Linda Hopper

**Fremont/Hay**

**CLASSIFIED STAFF**

Title I Assistants	Leslie Arcularius Carmen Comstock Larissa Frierhood
Library Manager -	Joann Dickson
Educational Assistants:	Janet Pennington Tracy Byers Liz Helling
Head Cook	Micki Bybee
Asst Cook	Lorena McLain
Custodian / Hay	Mark Price Pat Lynch (.5)
Custodian/ Fremont	Tina Cobian

**CERTIFIED SUPPORT STAFF**

Physical Education - Randy Lampman (.5) / Desiree Chavez (.5)  
Music - Marjorie Parish  
Special Education - Kayla Tague  
Reading Specialist - Teresa Shine (.5)  
Counselor - Rosana Cahill  
ELL - Susan Albertson

**ESD SUPPORT STAFF**

Renee Price / Jada Morse - Speech Therapy

**UNION CERTIFIED STAFF**

Claudia Moore - Grades K- 1  
Sandi Lysne - Grades 2/3/4  
Laurie Rice - Grades 5-6

**UNION CLASSIFIED STAFF**

Head Cook/Custodian	Jessica Morton
Instructional Assistant -	

## FREMONT / HAY

**\*\*PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:30 A.M OR AFTER 2:45 P.M.**

**PARENTS - PLEASE RESPECT TEACHER PREPARATION TIME BY NOT ENTERING OR ALLOWING YOUR CHILD TO ENTER SCHOOL PRIOR TO 8:00 A.M.**

### **DAILY TIME SCHEDULE - HAY**

7:40 a.m. Breakfast Service - Hay Cafeteria  
7:55 a.m. Building Open  
7:55 - 8:05 Buy Lunches/Office  
8:05 Classes Begin  
9:15-9:30 a.m. Recess  
11:30-12:10 LUNCH / NOON RECESS  
2:35 Dismissal

### **DAILY TIME SCHEDULE - FREMONT**

7:40 a.m. Breakfast Service - Hay Cafeteria  
7:55 a.m. Building Open  
7:55 - 8:05 Buy Lunches/Office  
8:05 a.m. Classes Begin  
9:15-9:30 a.m. Recess  
11:15-12:00 LUNCH/NOON RECESS  
1:00-1:15 p.m. Recess  
2:30 Dismissal

## UNION

**\*\*PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:15 A.M. OR AFTER 2:35 P.M.**

**PARENTS - PLEASE RESPECT TEACHER PREPARATION TIME BY NOT ENTERING OR ALLOWING YOUR CHILD TO ENTER SCHOOL PRIOR TO 7:15 A.M.**

### **DAILY TIME SCHEDULE - UNION**

7:45 Bus Departs for Union from Fremont/Hay  
7:45 Breakfast Service at Union  
8:05 a.m. Class Begins  
10:10-10:30 a.m. Recess  
11:30-12:25 Lunch  
2:35 p.m. Dismissal

### **REQUIREMENTS FOR REGISTRATION**

1. Kindergarten - 5 years old on or before September 1.  
Birth Certificate and immunizations up-to-date.
2. 1<sup>st</sup> Grade - 6 years old on or before September 1.  
Birth Certificate and immunizations up-to-date.
3. Up-to-date immunizations are required for all students.
4. All students must be a legal resident of the district.

## VISITORS TO THE SCHOOL

To ensure the safety of students and staff, all visitors (including parents) are required to check in with the office upon entering the school. This is necessary to maintain student safety and keep distractions to a minimum. If the person attending the office does not know you, you may be asked to present a photo identification, and wait to ensure that the you are on the student contact list. If you wish to visit classrooms, you must have prior approval from the building administrator and the classroom teacher or teachers. These procedures have been put in place because of our growing concern with custodial parenting issues. The principal has the right to deny outsiders access to students in certain cases and/or bar parents and/or guests when they have been disruptive or harassing. Any unauthorized person on school property will be reported to an administrator. The person may be asked to leave. Police may be called if the situation warrants such measures.

## EMERGENCY PROCEDURE CARDS

Emergency procedure cards are maintained on all pupils. The cards inform the school of what steps in a priority order, to take when a child becomes ill or injured at school, or if there is an emergency school closure. These cards are filled out during normal registration. If a child becomes ill or injured, an attempt is made to determine the seriousness of the situation. In many cases, simple first aid is all that is needed. If the injury or illness appears to be at all serious, emergency procedure cards will be followed to the letter. Please keep the school updated if your contact information changes.

## LIBRARIES

Parents as well as students are encouraged to use their school libraries. We strive to respect and meet the different needs and points of view of the students and the community. Please keep in mind that in meeting those needs there are books that will be suitable for some students and not as suitable for other students. Therefore, we recommend parents be aware of, and share with their child the books he or she checks out of the library. Books not returned may result in fine or compensation for the lost book or periodical.

## PARENT - TEACHER CONFERENCES

The person-to-person communication provided by Parent-Teacher conferences is recognized as perhaps the most effective technique for ensuring appropriate and valuable communication between parents and teachers for the educational progress of the child. Scheduled Parent-Teacher conferences are held at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Report cards are shared with parent at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

## SCHOOL VOLUNTEERS

We encourage and often need volunteers in our school. Volunteers are subject to Lake County School District #7 Policy IICC. Please refer to the district web site to view this policy in its entirety. All volunteers who work with students will complete the district's "Volunteer Application" including the Criminal History Verification form. This application will remain on file in the district office. Applications are available at the school offices. Volunteers who work with students must be supervised by a licensed staff member. Volunteers should receive appropriate training or instruction so that their time and efforts will be of value to them and the district. All persons who volunteer during the regular school day shall be approved by the building principal. Volunteers who work with the students in extracurricular activities must be authorized by the board.

## HEAD LICE POLICY

Head lice is a common problem among school age children. Lake County School District #7 operates on a "Nit Free" policy. Children who are discovered with head lice or nits will be sent home immediately. Suggestions for treatment of home and environment are available at each school office. It may be requested by the school that each child identified with head lice or nits be cleared for re-admittance by the Lake County Public Health Department. Random screenings of individual classrooms or grade levels may be conducted by the school; these may or may not include assistance from the Lake County Public Health Department.

## TELEPHONE USE

The telephone at school is for **EMERGENCY USE ONLY!** Students will not be allowed to use the phone without teacher permission. Prior written permission from parents is required before students will be allowed to alter their usual after-school going home routine. **Please be advised, when a school district phone is used to contact you, various phone numbers will show on caller I.D. DO NOT use the numbers exhibited on caller I.D. to return phone calls to the school as these are random phone lines throughout the district. If you need to contact the school, please use the advertised phone number of 541-947-2136 for Fremont / and 541-947-2553 for Hay/Union.**



## CAFETERIA

The cafeteria offers a nutritious breakfast and lunch for our elementary students. The meals may be purchased on a daily, weekly, or monthly basis. Families who qualify may receive free or reduced-price meals. Applications are available at the school office. Parents or other adults who may occasionally wish to have lunch at school can purchase meals for \$3.75. ***Please notify the school prior to 9:00 a.m. if you wish to be on the lunch count.*** A microwave is available for students wishing to microwave entrees for lunch. Be sure your student is capable of using a microwave independently. Lunch room staff does not have time to assist students with microwave usage.

BREAKFAST \$2.00

LUNCH \$3.00

EXTRA-MILK .50

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call 886-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at US Department of Agriculture, Director, Office of adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax 202-690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339; or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

***ALL RETURNED CHECKS ARE SUBJECT TO BANK FEES***

***IT IS PARENT'S RESPONSIBILITY TO KEEP YOUR CHILD'S MEAL ACCOUNT CURRENT.***

### PARENT/SCHOOL COMMUNICATION COMPLAINT PROCEDURE

To help maximize efficiency of the services we provide to our students and community, the district asks that all issues and/or concerns are first communicate with the person directly in charge of a program. This includes complaints as outlined in the district complaint procedures policy (KL & KLD) which outlines the expectation that all issues are solved at the lowest level possible. The district highly encourages and wishes that all individuals both inside and outside of the district exercise these procedures dutifully by first communicating with the person that directly supervises the specific program before communicating with that person's supervisor. We have found that most all issues can be solved through a simple phone call, email, or letter addressed to the individual that directly oversees the program. If the person still does not feel like the issue has been resolved, the district invites the person to then communicate the issue with the next person in the chain of command which is 1. Employee (i.e. teacher, coach, etc.) 2. Building Principal &/or Athletic Director, 3. Superintendent & 4. Board of Directors. The table below provides examples on who to first talk with regarding school related issues. Please do not hesitate to contact us if you have any further questions about these procedures:

Building Personnel Issues .....	Building Principal
Coaching Issues .....	Head Coach
Student Classroom Issues .....	Classroom Teacher
Student Discipline Issues .....	LHS VP, DMS/Elem Principal
Transportation Issues .....	Business Manager
Maintenance Issues .....	Business Manager

#### CONTACT LIST

Will Cahill - Superintendent	947-3347	Susan Warner - Fremont/Hay & Union Principal	947-2136
Jesse Hamilton -LHS Principal	947-2287	Rusty Zysett - LHS VP/AD	947-2287

## **RECESS GUIDELINES**

We intend to go outside every day for exercise and play. Recess is an important release for students while learning, and provides additional exercise. There are always two or more staff members on duty during recess time.

Parents and caregivers are encouraged to monitor their children's clothing selections to make sure they are prepared for the unpredictable weather in Lake County. We expect to see our students prepared for cold or wet weather.

If your child has been sick and you would prefer them to remain indoors during regular recess time, please write a note that indicates how many recesses or days you would like your student to remain indoors. Your child will be sent to the office during recess time. If a student needs to be inside for a prolonged period of time, a doctor's note will need to be submitted.

We WILL NOT have outside recess in the following conditions:

- 1) Heavy Rain
- 2) Extremely wet playground surfaces that are unsafe
- 3) Temperatures or wind chill is below 20 degrees
- 4) Snow covering play surfaces causing unsafe conditions
- 5) Threat of lightning

At any time school staff may determine that unsafe recess conditions arise, and outside recess maybe cancelled.

## **INCLEMENT WEATHER AT FREMONT/HAY AND UNION**

\*\* During extreme cold temperatures and dangerously cold wind chill temperatures students and parents are reminded:

- **Students should dress warmly and cover all exposed skin surfaces**
- **STUDENTS SHOULD REMAIN INSIDE THE HOME UNTIL TRANSPORTATION ARRIVES -NOT AT THE BUS STOP**
- **Students should not walk long distances to or from school**

School cancellation or late start will be posted on the Lake County School website as soon as the superintendent makes the decision. We make every effort to make this decision in a timely manner and post the information immediately.

The cancellation of school, cancels all extra-curricular activities.

**THE STAFF AT FREMONT/HAY UNION ABIDES BY THE PHILOSOPHY THAT  
"YOUR KIDS ARE OUR KIDS" AND STRIVE TO MAKE THE BEST "JUDGMENT CALLS" POSSIBLE.**

## **TWELVE THINGS A PARENT CAN DO TO MAKE A CHILD'S SCHOOL BEHAVIOR A SUCCESS**

1. Create a warm, caring, supportive relationship.
2. Actively listen to your child's unspoken words as well as the spoken word.
3. Celebrate learning in your home. Everyone learns every day.
4. Learn all you can about growth and development.
5. Give your children time and distance to grow.
6. Give your child first hand learning experiences. Field experiences correlate high with life achievement.
7. Value their good school work.
8. Help your child teach. Encourage teaching by listening.
9. Surround your child with books and reading.
10. Help your child engage in games and role playing.
11. Use a larger vocabulary than your child knows.
12. Love your child without hooks....Love unconditionally!!!

### DELIVERIES AT SCHOOL FOR SPECIAL OCCASIONS

We ask for the cooperation and understanding of all parents regarding the delivery of holiday balloons, flowers, or candy. PLEASE have items such as these delivered to your place of residence rather than school. The staff of Fremont/Hay School appreciates these acts of love shown by parents to their children; however, the delivery of such items at school raises many issues:

1. Many children do not and will not receive these types of items. Please be considerate of their feelings.
2. A safety issue arises when we have small children and large balloons on a bus, or when a youngster has a glass vase to carry home from school.
3. The number of hours staff must take out of their very busy schedules to make deliveries of these items. This is time they do not have in their schedules.

### FLAG DISPLAYS AND SALUTES

A United States flag and an Oregon flag shall be displayed on or near each school building during school hours except in unsuitable weather and at such other times as the Board deems proper. Students shall receive instruction in respect for the national flag and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

### DISTRIBUTION OF MATERIALS

Distribution or posting of non-school related materials is prohibited in district schools and district property at all times.

### PUBLIC SOLICITATION - ADVERTISING IN THE SCHOOLS

Fund raising by non-school agencies or for non-school activities during the school hours will not be permitted without prior approval of the Superintendent and/or the building principal. Demonstrations of service or materials and canvassing of students or any school employee for the purpose of selling products or services shall not be permitted in either the District's schools or school grounds, unless authorized by the Superintendent or his/her designee. No non-district sponsored organization or individual may solicit funds or sell tickets within the District without first securing permission through the Superintendent and/or building principal. Whenever possible, solicitation should occur during non-classroom time. The soliciting of staff by sales people, other staff, or agents during on-duty hours is prohibited. Any non-district sponsored solicitation should be reported at once to the building principal or supervisor. Advertising is not allowed in the building without the principal's approval.

### LAKE COUNTY SCHOOL DISTRICT #7 DISCLOSURE STATEMENT

We are required by law to inform you about our use of student social security numbers. The following is provided for your information. Providing your social security number (SSN) is voluntary. If you provide your SSN, the school district will use your SSN for record-keeping, research, and reporting purposes only. The school district will not use your SSN to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Providing your SSN means that you consent to the use of your SSN in the manner described. OAR 581-21-225 authorizes school districts to ask you to provide your social security number (SSN). Your SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan and develop educational programs and student success in the workplace. The school district and Oregon Department of Education may also match your SSN with records from other agencies as follows:: The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education training and job market trends. The information is also used for planning, research, and program improvement. State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success. Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of your records

## **ATTENDANCE \* HEALTH \* AND EXCUSES**

Regular attendance is a vital part of the education process. However, if your children are ill, please keep them at home to help prevent the spread of illness. We suggest that you keep your children at home when they are experiencing the following symptoms:

- Acute cold or early stages of a cold
- Sore throat or earache
- Swollen glands
- Red or discharging eyes
- Nausea or vomiting the previous night
- Skin eruptions or rashes
- Signs of listlessness, weakness, drowsiness, flushed skin, chills, or headache
- Fever (do not return until temperature is normal for 24 hours)

***Parents are asked to notify the office of their students' absence by phone or in writing.*** If parents do not notify the office, the school will call to verify the absence. Student absences may be considered excused if verified for the following reasons: 1) illness, 2) serious illness or death of a family member, 3) emergency, 4) pre-arranged, pending advance satisfactory arrangements, 5) parental requests will not be denied, however, the absence could be considered unexcused. Absences will be considered unexcused if the parent does not make any attempt to phone the school offices, or submit a written note explaining the absences within a 24 hour period of the student's return to school. **The attendance Officer may recommend a referral to the Lake County Education Service District for failure to meet the standards as set forth in Ors 339.010-339.090, the Oregon Compulsory School Attendance Law. Copies of the law are available in the office.** In case of serious illness, state definitely the disease and whether under a physician's care. All cases of scarlet fever, streptococcal diseases and staff infections, impetigo, diphtheria, hepatitis, whooping cough, meningitis, and poliomyelitis must have an admission permit from the family physician or the Lake County Health Officer. Children with undetermined rashes may be excluded from school. They must be examined by a doctor and obtain an admittance slip before returning to school. State law requires school personnel to assist a student to manage his/her medication at school **only with the written order of a physician.** The giving of any medication at school without a physician's written order is not approved.

***Occasionally, after an illness or injury, a parent may request that a child be excused from regular physical education instruction. We will abide by parental request in these matters, however, if a student is unable to participate in regular classroom instruction, they will also be held in from all outdoor recesses on the day of the request is made.***

## **MEDICATION AT SCHOOL**

The District recognizes that administering medication to students may be necessary when failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if medication were not made available during the school hours and at school related activities.

**District Administered Medication:** Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of student, name of the medication, dosage, route, frequency of administration and any special information. A prescription label meets the requirement for written instructions from the physician if the above information is included.

Written instructions by the parent which include the information above are required for all requests to administer non-prescription medication.

**ALL MEDICATION TO BE ADMINISTERED BY THE DISTRICT IS TO BE BROUGHT TO SCHOOL BY THE PARENT IN ITS ORIGINAL CONTAINER. MEDICATION NOT PICKED UP BY THE PARENT WITHIN (5) SCHOOL DAYS OF THE END OF THE MEDICATION PERIOD OR AT THE END OF THE SCHOOL YEAR, WHICHEVER OCCURS FIRST, WILL BE DISPOSED OF BY THE DISTRICT..**

### **PLAYGROUND SAFETY - STUDENT ARRIVAL AND DEPARTURE TIMES**

The schedule of supervision for the Fremont/Hay playgrounds begins at 7:30 a.m. and ends at 2:45 p.m. each day. Supervision on the Union School playground starts at 7:15 a.m. and concludes at 2:30 p.m. Children that are on the playgrounds when they are not supervised are there at their own risk. Student behavior issues that occur on the playgrounds between the hours of 7:30 a.m. and 3:30 p.m. at Fremont/A.D. Hay and from 7:00 a.m. to 3:30 p.m. at Union School, will be subject to the discipline policies of Fremont/A.D. Hay/ and Union. **Students ARE NOT ALLOWED to walk to DMS/LHS without written permission from parents and a note must be on file at the school office.**

### **SKATEBOARDS/ ROLLER BLADES / SCOOTERS**

The school is responsible for the safety of its students at all times and considers the use of skateboards, scooters, roller blades, and wheelies unsafe items for use on any school property. Skateboards, scooters, roller blades, and wheelies are never allowed in the building, and are prohibited on school grounds at all times. School district personnel may confiscate such items and the student will be subjected to disciplinary measures if these items are brought on campus

### **A GOOD AND SAFE BIKE RIDER WILL...**

1. Ride the bike on the right side of the road.
2. Obey traffic lights and signals.
3. Use hand signals to stop and turn.
4. Get off and walk across busy streets.
5. Leave the bike home when the streets are icy and snow is on the ground.
6. Immediately park and lock their bike upon arriving at school.
7. ALWAYS wear a helmet.

### **WE NEED YOUR HELP.....**

Fremont/Hay Elementary has a voluntary system for added safety to the morning traffic flow. This voluntary system requests that morning vehicles establish one-way traffic entering the school area on "I" Street and exiting on 5<sup>th</sup> Street. With this system students always have access to a sidewalk, eliminating students darting out into traffic or using other unsafe practices. We are confident that the inconvenience is well worth the safety of our students.

## FREMONT/HAY AFTER-SCHOOL PROCEDURES

The following after-school dismissal procedures are used at Fremont School (Kindergarten, First and Second Grades).

1. Parents are required to send a written note telling us the normal procedures their child will follow after school. For example, the note should tell us whether your child normally walks, rides the bus, or goes to day care, who is authorized to pick them up, and so forth. To assist you with this a form will be provided at registration.
2. If a child is picked up at school, the person picking them up must go to the Fremont classroom teacher so we are sure the student is being released to the proper person(s). Be sure to use the crosswalks as this is what we require of the students. **PLEASE DO NOT** enter your child's classroom until the classroom teacher has dismissed your child.
3. Bus students will be escorted to the buses by a staff person.
4. **Students are not allowed to get on buses at DMS or LHS. Students must board buses at Fremont/Hay**

## **BUS RULES**

The safety of the students is of utmost importance. The following rules are designed to assure the safest system possible. Students are expected to follow the rules listed below. Persistent violation of these rules will cause the privilege of riding the bus to be suspended.

### RULES GOVERNING PUPILS RIDING SCHOOL BUSES

OAR 581-53-010

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Students may converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver and to fellow students.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
16. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

## **FOR YOUR CHILD'S SAFETY**

To Be Safe .....

1. **DO NOT** go with a stranger no matter what that person says to you.
2. **DO NOT** get in a car with a stranger.
3. **DO NOT** accept gifts or food from a stranger.
4. **If** you have a problem coming to school or going home, go to your own home, to the home of a neighbor you know, to your teacher, principal, counselor, or a policeman immediately.
5. **ALWAYS** let your parents know where you are going and where you will be.

## **HOMEWORK AND GRADING**

Homework is a natural extension of the classroom instructional program, which should be related to the school's instructional goals and objectives. There are many values and purposes of homework. Among them are:

1. Remedial work and routine practice.
2. Work needed for a student to keep up with a normal rate of progress for his/her grade and /or ability
3. The need or desire to study beyond the depth of the normal curriculum
4. The need to develop better study habits
5. Other purposes suited to the needs of the individual students or the class.

Kindergarten through grade three: Homework will be assigned as an extension of the classroom curriculum. Students should be encouraged to take home library books and appropriate learning materials.

Grades 4/5/6: The amount of homework assigned shall be gradually increased from grade to grade as the student advances through school. If the amount of homework assigned is overwhelming to your student, please contact the teacher to discuss the issue and remediate the problem. Grading/Report Cards: The basis for assigned grades to students shall be placed in writing and made available to students and parents. Willingness to engage in assigned work shall be a condition of school attendance for all students. Regular study at school and home shall be required to complete the prescribed courses of study. Grades will be recorded on the district-approved report cards.

Promotion: Students shall be promoted upon achievement of the course goals and such other requirements as may be approved by the superintendent, building principal, or instructor. Students may be retained and required to repeat a subject or grade when such retention is judged to be useful to the student's future learning. The views of the parents should be given great consideration.

## **SEARCH \*\* SEIZURE \*\* SRO**

As citizens, students have a Fourth Amendment right to be secure in their persons against unreasonable search and seizure. This right, however, has been applied less stringently in the schools than in the outside community. Because the school has the duty to protect its students and is sometimes the location of many common objects of search.

The board seeks to create a climate that assures the safety and welfare of all. Equipment such as student desks belong to the school district: students are privileged to use this equipment as a convenience. The school insists that student desks be properly cared for and not used for the storage of illegal items.

## **DRESS AND GROOMING POLICY**

Dress and grooming for school are responsibilities of the individual students and parents/guardians. When dress and grooming disrupt the learning process, the matter will be resolved by the school administration, students, and parents/guardians.

The following are guidelines to appropriate dress and grooming:

1. Dress and grooming shall be clean and consistent with health, sanitary, and safety practices: shall not disrupt the learning process.
2. When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health or safety hazard to the individual or other students.
3. Proper etiquette dictates that hats hoods, or any type of head covering are not to be worn in the building at any time during the normal school day, after school, or at school activities.
4. Clothes advertising or displaying alcohol, drugs, tobacco, profanities, vulgarities, or sexual innuendoes are prohibited. Students will be required to change
5. Coats are allowed in classrooms only with teacher permission.
6. Dress which can reasonably be associated with gangs or gang activity, is prohibited.
7. The following clothes are prohibited: pajama tops and bottoms, trench coats, bare midriffs, spaghetti straps, razor back tank tops, or tank tops that are revealing or reveal undergarments, or clothes that are too tight.
8. Hemlines for dresses, skirts, and shorts will be a minimum of fingertip length when arms are extended.
9. Neck and wallet chains that are deemed by administration to pose a possible threat of injury to other students are prohibited.
10. Baggy pants must be belted at the waist and cover underwear.
11. Students are to limit perfume and cologne to home use.
12. Flip-flops are prohibited.

### HOMWORK CLUB

Homework Club is a Title I-A funded program that provides before and after school assistance to students in reading and mathematics. Students are selected on the basis of teacher recommendations.

Fremont Homework Club has scheduled sessions from 2:30 to 3:05, Monday through Thursday each week.

Hay Homework club is scheduled on Monday through Thursday each week from 2:40 to 3:05 p.m..

Bus transportation is provided for students who are enrolled in the afternoon sessions of Homework Club.

### ELECTRONIC DEVICES

Personal electronic music devices, electronic games, cell phones, pagers, and other electronic devices are not to be used in the school during school hours. They are distractions to the learning process and are frequently damaged, lost, or stolen. If visible and/or being used in the school, they may be confiscated by school district personnel and held by the office until the parent comes to retrieve the electronic item.

### CLASSROOM PLACEMENT

In previous years, we have accepted parent requests for future teacher placement from May 1st until the end of the school year. This process has changed due to a new teacher evaluation process that measures each student's growth in the classroom. In order to provide an equitable and positive learning environment for all students, the process used in making classroom placement is as follows:

- 1) Previous year teachers give input regarding each student's general academic abilities, learning style and any conflicts with other students.
- 2) The principal considers the above information and then works to achieve a positive learning environment for each student and a balanced classroom for teachers

If your student has academic or social issues we need to take into consideration when making classroom placements, please make an appointment to meet with the principal during registration to discuss submitting a teacher request at that time. We will not place students into classes until after registration.

### YEAR END AWARDS

Fremont/Hay and Union Elementary Schools recognize outstanding achievement through the year in our classrooms and monthly PBIS Assemblies. We recognize outstanding academic achievement through an annual year-end awards assembly. Students in grades 3-6 are eligible to be honored with the following awards: Silver and Gold Presidential Academic Awards, Citizenship, Perfect Attendance, Turn-Around Award and Most Improved. Other awards may be presented as deemed necessary by the principal.

**Presidential Academic Award** - Students in 5<sup>th</sup> grade are eligible for this award. The criteria for these awards are:

***GOLD: Must qualify with two of the criteria:***

- Attended A.D. Hay or Union Elementary the entire 5<sup>th</sup> grade year
- Have a G.P.A. of 3.5 or higher and no "C's" in 5<sup>th</sup> grade year (all 4 quarters)
- Scored a 3 or 4 in Math or Reading on Smarter Balanced Testing

***SILVER: Must qualify with two of the criteria:***

- Attended A.D. Hay or Union Elementary the entire 5<sup>th</sup> grade year
- Have a G.P.A. of 3.25 or higher and received no more than one "C" during their 5<sup>th</sup> grade year (all 4 quarters)
- Scored a 3 or 4 in Math or Reading on Smarter Balanced Test

**Principal's Citizenship Award** - Students in grades 4-6 are eligible for the award based on the following criteria:

***Certificate ONLY:*** Student must meet all criteria

- Have no more than two minor disciplinary referrals, and no major referrals.
- Student has more than 10 absences but less than 20

***Certificate and Medal:*** Student must meet all criteria

- Have received no more than two minor disciplinary referrals and no major referrals
- Have 10 or less absences

\*\*The student will be disqualified if he/she receives one major disciplinary referral during the course of the year (refer to the sample disciplinary referral in this handbook).

**Perfect Attendance Award** - Student will receive recognition for PERFECT ATTENDANCE who has no absences during the course of the entire school year.



## **SIXTH GRADE ELIGIBILITY ACADEMIC REQUIREMENTS**

In order to transition the sixth grade students to the academic requirements of Daly Middle School, grade checks will be observed for the sixth grade field trip. Sixth grade students will be allowed no more than one "F" grade, seven days prior to the sixth grade field trip. Two or more "F" grades will result in disqualification. Behavior issues resulting in disciplinary referrals may result in disqualification.

## **FREMONT / HAY PARENT'S CLUB**

Welcome to Fremont/A.D. Hay Parent's Club. We would like to take a moment to share some thoughts with you. Whether you are a returning family or new to our area, we're sure you'll agree that our schools have many fine attributes. Throughout the school year, questions often surface regarding the purpose of the Parent's Club. Let us address some of those frequently asked questions:

1. What is Parent's Club? The objective of our group is "(1) to promote the welfare of the children in the school, home, and community (2) to promote opportunities for the children through a cooperative effort of parents, teachers, and staff (3) to enhance the unity amongst educators, students, and families."
2. Who are the members of the Parent's Club? Parents/Guardians of children attending Fremont and/or A.D. Hay Elementary are members: no membership dues are collected.
3. What activities does Parent's Club sponsor? Book Fair twice a year, and various other activities as requested by the principal.
4. Where does the Parent's Club money come from? Fund-raisers
5. How do I know about upcoming Parent's Club events? Lake County School District #7 web-site.
6. What is the purpose of a Parent's Club meeting? We try to present informational topics that are timely to you. We always welcome new ideas of subjects of interest to you.
7. Please check the district web site under the calendar section for scheduled meeting times.

We sincerely hope you have a better understanding of the Parent's Club. There are many ways you can help us continue to be a successful part of what makes attending Fremont/A.D. Hay special. Please consider giving a little of your time this year. We can truly use your help. We look forward to meeting you!

## **WESTSIDE PARENT'S CLUB**

Westside Parent's Club is a dedicated group of parent volunteers who are committed to raising funds to enhance the educational experience of Union School students. The main fund-raiser is the Union School Carnival, which is scheduled in late April or early May each year. All parents and community members are welcome to join. The Westside Parent's Club is, and continues to be an excellent vehicle in assisting the teachers to advance the educational opportunities of the Union School students. Check the Lake County School District #7 web-site for meeting times.

## **SITE COMMITTEES**

Site Committees are at each of the school sites for the improvement of instruction, the identification of staff development needs. The district's site committees will be governed in accordance with the following requirements: 1) The development of plans to improve the professional growth of the school's staff. 2) To improve the school site's instructional program. 3) The administration of grants-in-aid for the professional development of teachers and classified employees at the school site level. 4) To advise the Board in the development of a plan for school safety and student discipline. Membership consists of a building principal, parents, teachers, and classified employees. If you are interested in serving the school in this manner, please contact your child's building principal.

Dear Parents and Students,

One of the goals of our staff is to create an environment in which the highest degree of learning is possible. We want our elementary school to be a pleasant, safe and exciting place. In order to attain this goal, it is imperative that we have the full cooperation of students and parents.

The parent's role is to support our staff in the classroom and with the school-wide management procedures we have adopted.

The student's role is to be a responsible school citizen and to conduct themselves in a way that is acceptable to parents and school staff.

For those few students who choose to conduct themselves in an irresponsible manner, there are consequences built into our procedures. We believe that this is also a part of the learning process and will help one to become more self-disciplines.

We trust that we will have your cooperation with the teachers' classroom expectations. With your child's cooperation, this will be a year that optimum learning can take place. Basically, our discipline procedures for a Fremont/Hay and Union schools is listed in this handbook on the bottom of the April calendar page. Please note that many warnings and chances are built into the procedures.

Sincerely,  
Fremont/Hay and Union Staff

