

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.

*Fire 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 number is 541-947-2136.

****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: Titulo IX del Education Amendments of 1972 con que ningun estudiante se negara participacion en o se excluire 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 2013-14

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

KINDERGARTEN

2 Boxes crayons (8 Count)
1 8 oz Elmer's Glue
1 Large box of facial tissues
1 Supply box 5" x 8" (nothing larger)
1 Pair Fiskar scissors
2 - Pencils
1 Box sandwich size Ziploc bags
Backpack

GRADE 1

12 Pencils - #2 lead (Ticonderoga)
2 Boxes - 16 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
1 Box facial tissues - 200 count
2 Dry erase markers (blue or black/ fine tip or bullet)
1 Supply storage box (5"x8" - nothing larger)
1 Box of Snack Crackers
2 (2-pocket) folders for homework
1 Box of band-aids
1 Box "Snack" size baggies
FIRST GRADERS NEED A SMALL BACKPACK OR BOOK BAG

GRADE 2

24 Pencils #2 lead (DIXON-TICONDEROGA)
2 Boxes - 16 crayons
2 pocket folder for homework
1 Pair scissors
3 Large erasers
1 8 oz bottle Elmer's Glue /1 Glue Stick
1 Set 8 water colors
1 12" wood ruler inches & metric
2 Spiral notebooks (70 pgs) wide rule
2 Large box facial tissues
1 Supply box
2 Dry erase marker (bullet or fine tip)
1 Box of snack crackers
Backpack / Book Bag

GRADE 3

24 Pencils #2 (Ticonderoga)
2 Boxes colored pencils
1 Box 16 crayons
1 Pair scissors - sharp point
2 Pink erasers
1 8oz white glue (no colored glue)
2 Boxes facial tissue
1 12" ruler wood inches & metric
1 Spiral notebook 8 ½ x 11" wide ruled
1 Pee Chee Folder
1 Box of band-aids
1 Small pencil box 5" x 8" (or smaller)
1 Pkgs of wide-ruled binder paper
ABSOLUTELY NO BINDERS

GRADE 4

2 Boxes Pencils - #2 lead Dixon Ticonderoga
1 Box Crayons
1 Pair Scissors - sharp point
2 Elmer's Glue Stick - Large
1 Composition Notebook (wide-ruled)
5 Folders with sturdy pockets
3 Pkg wide ruled notebook paper - 200 count
1 12" ruler/inches & metric
1 Set 8 felt tip markers - fine point/washable
2 Red or Blue ball point pen
1 12 Count Colored pencils
2 Spiral notebooks (Wide Ruled/ 70 count)
2 Boxes facial Tissue
4 Highlighter pens (different colors)
1 Plain 3-4ing Binder 1 ½ inch **NOTHING LARGER**
2 Pkgs 3x3 Post-It Notes
Backpack

TENNIS SHOES FOR PE

GRADE 5

5 Boxes of Pencils - #2 lead (Ticonderoga)
1 Box Crayons (16 count)
2 Folders (hole punched for binders)
2 Odorless whiteboard marker
2 Box facial tissues - 200 count
1 Plain 3-ring binder (1 ½ inch) **NOTHING LARGER**
4 Pkg wide-ruled notebook paper - 200 count (every term)
1 12" ruler inches & metric
4 Pens - erasable (blue or black)
2 Red pens
1 Set of colored pencils
6 Set of binder dividers with sturdy pockets
2 Bottles of glue or 1 glue stick
2 Packages of 3 x 5 note cards
1 Box Band-aids
BACKPACK

TENNIS SHOES FOR PE

GRADE 6

Binder dividers - 2 sets
2 Glue Sticks/ 1 Bottle of Glue
4 Pkg. Binder paper 8 ½" x 11" - College rule
2 Highlighter pens
24 Pencils # 2 lead - Dixon Ticonderoga
2 Boxes - facial tissues
2 Pkg 3"x3" Post-It Notes
1 Ruler 12 inches & metric
1 Pair of scissors - sharp point
1 Set 8 colored pencils
3 Pkgs lined note cards -
Large Pink Pearl Eraser
1 Plain 3 ring binder (1½ inch) **NOTHING LARGER**
Calculator
2 Dry erase markers - black
2 Spiral Notebooks - college rule
2 Red ball point pen
2 Folders with sturdy pockets
TENNIS SHOES FOR PE

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

SUPERINTENDENT - SEAN GALLAGHER
DISTRICT #7 SCHOOL BOARD
Pete Schreder - Darryl Anderson
Stephani Roseberry - Rebecca Hargis - Desi Zamudio
PRINCIPAL - Mr. Will Cahill
SECRETARIES
Mary Coon - Fremont
Tami Simms - Hay

Fremont/Hay
CERTIFIED STAFF

Kindergarten - Sandi Lysne
Reading /Math-
First Grade - Katie McNeley
First Grade - Debe Nash
Second Grade - Trevor Arsenault
Second Grade- Nicole Muller/Donna Nicholl
Third Grade - Karmen Lampman
Third Grade - Debbie Watts
Fourth Grade - Kayla Tague
Fourth Grade - Carol Ramsey
Fifth Grade- Brett Prock (.5)
Fifth Grade - Teresa Kiely
Fifth Grade - Randy Lampman (.5)
Sixth Grade - Sammeejo Hutchinson
Sixth Grade - Lisa Shullanberger

Fremont/Hay
CLASSIFIED STAFF

Title I Assistants	Leslie Arcularius Gabriel Leal
Cheryl King	
Library Manager	Joann Murphy (Fremont/Hay)
Resource Room Assistants -	Linda Stickel Heidi Albertson Danna Gray Janet Pennington Marla Turner(.5)
Head Cook	Micki Bybee
Asst Cook	Lorena McLain
Custodian / Hay	Mark Price
Custodian/Fremont	Tina Cobian

CERTIFIED STAFF

1st /2nd /3rd - Claudia Moore
Grades 4th / 5th/ 6th - Susan Warner

UNION

CLASSIFIED STAFF

Instructional Assistant	Donna Campbell
Head Cook	Cheryl Prock

CERTIFIED SUPPORT STAFF

Physical Education - Randy Lampman (.5) / Brett Prock (.5)
Music - Randy Dary / Sara Davis
Special Education - Patsy Dary
Reading Specialist - Sally Gallagher
Counselor - Brandi Harris (.5)
ELL - Susan Albertson

ESD SUPPORT STAFF

Renee Price Jada Morse

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

KINDERGARTEN DAILY SCHEDULE**A.M. SCHEDULE**

8:05 a.m. Classes begin
 9:15-9:30 a.m. Recess
 11:00 a.m. Dismissal

P.M. SCHEDULE

11:45 a.m. Classes begin
 1:00-1:15p.m. Recess
 2:30 p.m. Dismissal

****PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:45 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 - 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
 2:30 p.m. Dismissal

****PLAYGROUNDS ARE NOT SUPERVISED PRIOR TO 7:15 A.M. OR AFTER 2:30 P.M.
 PARENTS - PLEASE RESPECT TEACHER PREPARATION TIME BY NOT ENTERING OR
 ALLOWING YOUR CHILD TO ENTER SCHOOL PRIOR TO 7:15 A.M.**

REQUIREMENTS FOR REGISTRATION

1. Kindergarten - 5 years old on or before September 1.
 Birth Certificate and immunizations up-to-date.
2. 1st 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 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.

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.

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 1st and 3rd quarters. Report cards are shared with parent at the end of the 2nd and 4th quarters.

INTRAMURAL PROGRAM

We offer an after-school intramural program for the 4th and 5th graders. The program consists of multiple games and sports activities. The activities are generally from 2:30 - 3:30 p.m. immediately after school, Monday through Thursday. Our district has established "pay-to-play" rates for athletics, activities, and intramurals. The fee for fourth and fifth grade students involved in intramurals is approximately \$5.00 per activity. Before an activity begins, notification will be sent home explaining the activity, fee required, and parental permission form. Sixth Grade intramural athletic activities will be offered after school from 2:30 - 3:30 p.m. for a three to four week period for each activity. The intramural program will consist of flag football, basketball, and volleyball. There will be games scheduled with the schools in Adel and Paisley. A pay-to-play fee of \$15.00 will be charged for each activity and payable at the Hay School Office.

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.**

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

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	Superintendent
Maintenance Issues	Maintenance Supervisor

CONTACT LIST

Sean Gallagher - Superintendent	947-3347	Will Cahill - Fremont/Hay & Union Principal	947-2136
Bob Nash -LHS Principal	947-2287		
Steve Prock - LHS VP/AD	947-2287		

INCLEMENT WEATHER RESPONSIBILITIES AND PROCEDURES

Parents and Students:

1. Dress your students appropriately for Lakeview's unpredictable weather.
2. Stress the importance of remaining appropriately dressed while at school.
3. Student should arrive at school between 8:00 and 8:15 a.m. at Fremont/Hay, 7:20 to 7:30 at Union School. The school bus routes are planned to bring students from outlying areas to the building at that time. If you live within walking distance, or drive your child to school, you have a responsibility to see that your child does not arrive early.
4. Encourage your children to appreciate the healthful benefits of daily fresh air and exercise. We are especially fortunate to have Lake County's fresh air to breathe and enjoy.
5. Keep your child home when ill. See specific suggestions in this handbook. When students do return to school from injury or illness you may wish to write a dated "stay-in" note until recovery is complete.

School:

1. Proper Supervision. There are always two and often times more staff on duty during recess time.
2. Schedule daily activity or recess times. Activity/recess breaks are needed to maintain the best academic growth, and to build resistance to disease. There is no doubt that the classroom learning experience is strengthened when it is offset by periods of physical activity.
3. Use discretion and reasonable judgment in determining whether students should be outside in inclement weather. In order to make this as timely a decision as possible, it is the assigned duty staff's responsibility to assess the weather conditions (considering temperature, wind, and precipitation) immediately preceding the assigned recess. If conditions warrant, or if conditions deteriorate after going out, the duty staff will supervise the indoor recess.
4. Allow students enough time to be properly attired before going outside. Reminders are also very important for younger students.
5. Honor dated notes from parents requesting that their child remain inside. We will make every effort to accommodate you and your child's individual needs.

**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.

PLAYGROUND SAFETY - STUDENT ARRIVAL AND DEPARTURE TIMES

The schedule of supervision for the Fremont/Hay playgrounds begins at 7:45 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 3:00 p.m. at Union School, will be subject to the discipline policies of Fremont/A.D. Hay/ and Union.

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.

SKATEBOARDS AND ROLLER BLADES

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

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 each bonus activity, and the sixth grade field trip. Sixth grade students will be allowed no more than one "F" grade on the day of each bonus activity, and seven days prior to the sixth grade field trip. Two or more "F" grades will result in disqualification from either or both activities.

We NEED YOUR HELP.....

Fremont/Hay Elementary has a voluntary system for added safety to the morning traffic flow. This voluntary system request that morning vehicles establish one-way traffic entering the school area on "I" Street and exiting on 5th 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 little inconvenience is well worth the safety of our students.

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.

FREMONT 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.

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.

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.

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..

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. Fifth grade is a benchmark year in the Oregon State Standards for reading, math, science, and social studies. Homework expectations will be increased.

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.

Lake County School District #7 has a Lakeview City Police Officer serving as a school resource officer (SRO) on campus. This officer assists in ensuring that our students have a safe environment in which to learn.

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/scarves/headbands, 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, 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.

HOMEWORK 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 and parent recommendations.

Fremont Homework Club has two scheduled sessions per day on Monday through Thursday each week. The morning session is specific to primary students, and is scheduled from 7:45 to 8:15 a.m. The afternoon session is designed for English Language Learner students, and is scheduled from 2:30 to 3:00 p.m.

A.D. Hay Homework club is scheduled on Monday through Thursday each week from 2:30 to 3:00 p.m. for bus students, and from 2:30 to 3:15 p.m. for students who are within walking distance of the school.

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.

AWARDS

Fremont/Hay recognizes outstanding achievement through an annual end-of-the year awards assembly. Students in grades 3 – 6 are honored by the following awards: National and Presidential Physical Fitness Awards, Silver and Gold Presidential Academic Awards, Citizenship, Attendance, and various other awards as deemed necessary by the Principal or others involved.

the criteria for the *National and Presidential Physical Fitness Awards* are established guidelines issued by the Presidential Council on Physical Fitness and involve student evaluations in various physical fitness tests. Students in the 5th grade are eligible for *Presidential Academic Awards* if the student attends both 4th and 5th grades at Fremont/Hay Elementary. To receive a **SILVER** certificate students must score 230 or above in either reading or math on standardized OAKS testing, have a combined GPA for 4th and 5th grades of 85%, and receive no more than two C's in the 5th grade. To receive **GOLD** certification students must score 230 or above in reading or math on standardized OAKS testing, have a 4th and 5th grade combined GPA of 90% and receive no C's in 5th grade.

In addition, students in grades 4 – 6 are eligible for the Principal's Citizenship Award. Students will receive a certificate and medal at the annual awards assembly based on the following criteria: 1) have received no more than two minor disciplinary referrals, or three bonus activity strikes throughout the school year 2) The student will be disqualified if he/she receives one major disciplinary referral during the course of the school year (refer to sample disciplinary referral in this handbook) 3) Students who have no more than 10 absences during the course of the school year and meet the discipline criteria shall be eligible for a medal and certificate acknowledging their citizenship accomplishment. Students who meet the discipline criteria but exceed ten absences but not more than 20 absences shall be eligible for a certificate commending their citizenship.

Perfect Attendance Award: Students will receive recognition for PERFECT ATTENDANCE, with no absence exceptions during the course of the school year.

BONUS ACTIVITY

At the conclusion of each grading quarter, the A.D. Hay students will be rewarded with a bonus activity to recognize overall good citizenship and behavior. The activity may be a movie, video game day, outdoor play day, board game day, or other activity as designated by the principal and staff at A. D. Hay School. Students will be disqualified from the activity for the following: 1) Three total strikes OR minor disciplinary referrals, 2) One major disciplinary referral. Students who are disqualified from the activity will report to a designated classroom, under the supervision of an appointed staff member, for a study hall period. Parents will be notified by mail if their student is ineligible to participate in the bonus activity.

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.

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, Artist in Residence, HOTT Friday treats for A.D. Hay School (a positive reward program for children who have turned in all their homework throughout the week), RIF (Reading is Fundamental - a program encouraging kids to read) and the Food Booth at the Union Carnival.
4. Where does the Parent's Club money come from? Fund-raisers
5. How do I know about upcoming Parent's Club events? a) School Calendar b) Parent's Club Bulletin Board (located near both school offices), c) Parent's Club meetings, (d) Back to School Night (e) Parent's Club newsletter
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. When are the Parent's Club meetings? Usually the second Monday of the month @ 5:00 p.m. (See school calendar, Parent's Club Bulletin Board or Parent's Club Newsletter)
8. Who are the officers this year? Donna Nicholl (President / 947-5899), Lisa Spencer (Vice-President / 947-5836), Lori Raines (Chairperson, Union Carnival Food Booth / 947-5953), Diane Hamilton (Chairperson / 947-3657), Jill Harlan (Chairperson, Book Fair & RIF / 947-5231), Cathleen Schutt (Co-Chairperson Book Fair)

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 club meets the first Wednesday of each month at 7:00 p.m. at Union School. The September meeting is traditionally scheduled on the second Wednesday. 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.

UNION SCHOOL SUPPLY LISTS

2013 - 2014

KINDERGARTEN

2 beginner pencils (pre-sharpened)
1 box - 16 Crayola crayons
1 pair sharp Fiskar scissors

2 large glue sticks
1 small workbox
2 boxes - facial tissues
1 full size backpack
*Tennis Shoes for PE

1ST AND 2ND GRADE

12 Pencils #2 lead (pre-sharpened)
1 Pkg Pencil top erasers
1 Pair - sharp Fiskar scissors
1 Large supply box
2 Boxes - facial tissue
2 Large glue sticks
1 Full Size backpack
*Tennis Shoes for PE

3rd GRADE

2 4 - pencils #2 lead - American made -please!
1 box - crayons
1 pair scissors - sharp point Fiskars
2 pink erasers or pencil top erasers
1 lg bottle white glue
1 set- 12 colored pencils
2 boxes - facial tissues
1 Full size backpack
1 supply box
*Tennis shoes for P.E.

UNION SCHOOL SUPPLY LISTS

2013- 2014

4TH / 5TH AND 6TH GRADE

- 1 - Binder 3" only
- 1 - Set Binder Dividers with 5-pocket folders
- 4 - Pkg notebook paper 8 1/2 x 11" - college ruled
 - 1 - highlighter
- 4 - boxes of #2 Dixon Ticonderoga pencils
 - 1 box- facial tissue (200 count)
 - 1- sharp point Fiskar scissors
 - 1 - set of 8 colored pencils
 - 1- set 3"x5" lined notecards
- 8 - pencil top erasers or 2 Pink Pearl erasers
 - 2 - glue sticks
- Calculator (standard, not scientific)
- 1 - 12" Ruler
- Backpack
- *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

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.

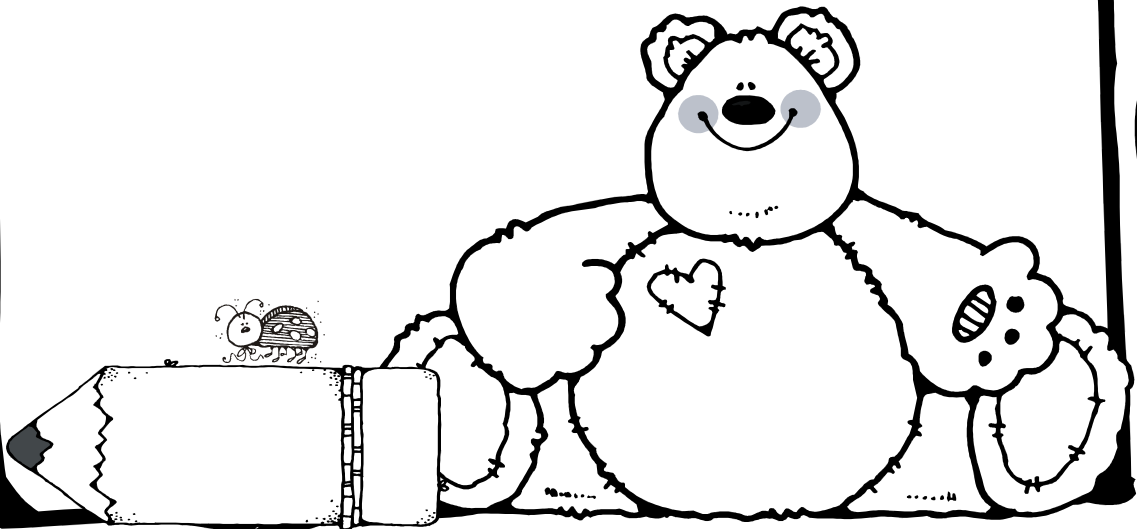
The student's role is to be a responsible school citizen and to conduct themselves in a way that is acceptable to parents and school staff.

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-disciplined.

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





Dear Parents,
WELCOME to the 2013-14 school year! We're excited to be back and look forward to another rewarding year at Fremont, A.D. Hay and Union Schools.

Last year, our school district motto was: "*Everything we do, we do in the best interest of students*". The motto is a strong belief that is held by our staff and myself. This year we will continue to do what is best for our schools by constantly evaluating our practices, and developing best strategies that will help our students to achieve maximum academic success.

Parents have always been an important part of our learning community. I am extremely grateful to parents who have volunteered in our classrooms, site committee, and parent's club activities. We ask and encourage parents to continue to be a strong presence in our volunteer programs and schools. I also ask parents to come and visit with me if there are any questions or concerns about your child's academic performance, or personal interactions with fellow students and staff. My door is always open to your thoughts, concerns, and advice. We look forward to great things in 2011-12, have a wonderful year!!

Sincerely,

Will Cahill, Principal
Fremont/Hay and Union Schools