

HUCREST ELEMENTARY

PARENT/STUDENT HANDBOOK



HAWK STRONG!

2022 - 2023

**1810 NW Kline St.
Roseburg, OR 97471 Phone 541-440-4188 Fax 541-440-4191**

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A Message from the Principal

Dear Hucrest Families,

On behalf of the Hucrest Staff, I would like to take this opportunity to welcome all new students and their families, as well as those that are returning from last year. We hope you had an enjoyable and restful summer and are ready for a challenging and rewarding new year.

This handbook contains some general and some very specific information. It has been provided to acquaint you with our school. Please take the time to read it carefully. If there are questions that this handbook does not address, please do not hesitate to contact the school office.

There are many ways for you to be an involved parent. Research shows that parent involvement has a direct correlation to student success. Reading at home with your child, volunteering at the school, helping with homework and communicating with the classroom teacher are ways to be involved in your child's education and help them to have a successful school year.

Hucrest is considered a STEAM school. This means much of what we do will be anchored in Science, Technology, Engineering, Art, and Math. Our motto will be "Full Steam Ahead!" Student engagement is the key, and we want all students to find their niche and to be motivated to continue to explore, discover, and learn!

We want every student here at Hucrest to feel special! Our Hawk Pride program focuses on supporting student's social and emotional development. We strive for 100%! We want all in the Hucrest community of learners to experience success, to feel safe, respected, and valued.

So now, we hope you are ready to move "Full Steam Ahead" with Hucrest Elementary School! Have a wonderful school year!

Sincerely,

Don J Schrader
Hucrest Elementary Principal
GO HAWKS!

School Calendar 2021 - 22

August 29, 2022	Students First Day of School
August 31, 2022	First early release day 2:30
September 5, 2022	Labor Day- No School
October 28, 2022	All Teacher Planning Day for Teachers- No School
November 03-04, 2022	Elementary Conference Days, No School
November 11, 2022	Veterans Day – No School
November 23, 2022	Non- Contract Day- No School
November 24-25, 2022	Thanksgiving Break – No School
December 19-,2022 January 2 nd , 2023	Winter Break – No School
January 3, 2023	School Resumes
January 16, 2023	Martin Luther King Day, No School
January 23, 2023	All Teacher Planning Day for Teachers, No School
February 20, 2023	President’s Day, No School or makeup day (if needed, in case of the event of emergency school closure)
March 24, 2023	Noncontract Day- (Make up Snow Day)
March 27-31, 2023	Spring Break – No School
April 6-7, 2023	Elementary Conference Days, No School
May 29, 2023	Memorial Day – No School
June 8, 2023	Last Day for Elem. Students (unless we have a makeup snow days then June 14th could be used)

Daily Schedule

Arrival Time	8:30
School Begins	8:40
Lunches	11:20 – 12:40
Kinder release	3:15
School Ends/Pickup time	3:25
Office Closes	4:30

2022 – 23 Hucrest Staff

Assignment	Name	Room Number	Extension
Principal	Don J. Schrader	Office	5923
Office Manager	Mickey Everhart	Office	5900
Office Assistant	Jennifer Price	Office	5922
Librarian	Jill Kraack	Library	5928
Kindergarten	Bethany Worthington	Rm 7	5607
	Stephanie Newman	Rm 8	5908
	Sara Wells	Rm 9	5909
Grade 1	Katherine Newman	Rm 1	5901
	Denise Emery	Rm 2	5902
	Sandy Remington	Rm 3	5903
Grade 2	Liz Smith	Rm 4	5904
	Emily Lazur	Rm 5	5905
	Janine Lopez	Rm 6	5906
Grade 3	Bethany Gladding	Rm 10	5910
	McKayla Meunier	Rm 11	5911
	Irene Noyes	Rm 12	5912
Grade 4	Heather Hughes	Rm 16	5916
	Michele Weaver	Rm 17	5917
	Heidi Baker	Rm 18	5918
Grade 5	Heather Yunker	Rm 40	5913
	Scott Kelso	Rm 14	5914
	Michele Bain	Rm 15	5915
Physical Education	Kylie Smith	Gym	5950
Physical Education	Gretchen Smith	Gym	5950
Music	Colin Hurowitz	Music Lab	5923
Child Development Specialist	Kristin Miller		5940
Special Education - LRC	PJ Elliot	Rm 19	5919
IA	Esther Hanson	Rm 19	5920
IA	Tawnya Lyons	Rm 19	5920
Special Education - DLC	Ruth Dixon	Rm 13	5913
IA	Amber Maples	Rm 13	5913
IA	Justeena Myler	Rm 13	5913
IA	Jessyka Thompson	Rm 13	5913
Speech	Cassidy Baker	Speech Room	5929
School Psychologist	Maria Sheridan		5937
Teaching and Learning Specialist	Lisa Pardon	Rm 20	
IA	Kathy Whittington	Rm 20	
IA	Ann Schneider	Rm 20	
IA	Jane Michaelson	Rm 20	
Kinder IA	Riane Allen	Rm 7	
Kinder IA	Abby Hooten	Rm 8	
Kinder IA	Sydney Paul	Rm 9	
Specialist IA	Shannon Darland	Rm 20	
Playground IA	Donde Garrow		
Food Service	Liz Elder	Kitchen	5930
Food Service	Michael Loomis	Kitchen	5930
Site Operator	Christy Spencer	24	
Custodian	Tracy Creamer	24	

Direct Line (440-4188) & School cell (391-3073)

Hucrest School utilizes a direct line and a voicemail system. The direct line will ring in the office and be answered by a receptionist. The receptionist will either address the need, transfer the call to an employee, or connect the caller to a specific voice mailbox. Voice mail box numbers are 59+ the teacher's room number. For example, Sandy Remington is 5903 since she is in room #3. The extension numbers are listed above.

Since staff members retrieving their voice mail messages cannot be guaranteed during parts of the day, contact the receptionist for the following circumstances:

- To let us know of your child's absence
- To let us know about an emergency
- To let us know if your child will be picked up early for an appt. or picked up by someone not on the pickup list.
- To get a message to your child before the end of the teaching day.
- Please leave messages prior to 2:30 P.M. (1:30 on Wednesday)

GENERAL INFORMATION

ATTENDANCE

Absences

Regular school attendance and school achievement are directly linked to each other; therefore, we encourage and ask for regular attendance. We also encourage parents to consider each situation carefully when a child appears to be or is ill. When your child is going to be absent, please call the office as soon after 8:00 A.M. as is possible. We will record the information and let the teacher know about the absence immediately. An absence not called in is marked unexcused.

Late Arrival / Tardy

Each classroom begins with morning meetings and a time to connect and build relationships with the teacher and peers. Avoid missing this time of the school day; this is such an important time and important way to start the school day. Go right to classroom when arriving after 8:45 and do not delay in getting to this important time. If you arrive after 9:00 A.M., the student must report in at the office for a pass into the building. This will alleviate the automated call system to call the parent.

Pre-arranged Absences

Absences that are a result of parent travel should be cleared prior to the student leaving school. Pre-arranged absence forms are available at the school office for any school absences other than illness.

ACCIDENTS

If your child is injured, first aid will be applied to minor abrasions; however, if it appears the injury may need medical attention, you will be promptly notified. Should we be unable to locate you and the injury appears to be serious, we will seek medical attention.

ADDITIONAL HEALTH INFORMATION

Sickness and Infections: Children should be kept at home when they are suffering from an infectious condition such as severe colds, elevated temperature, or symptoms of viral infections. If your child has an infected area on his/her face, arm or hand and is being treated by a doctor with medication and is not contagious with this medication, please keep it covered during school hours and send a note with your child to the classroom teacher. You will be notified to come and pick up your child when they become ill or injured. When a child will not be at school due to illness or other reasons, call the office before 10:00 A.M. to report the absence on that day. Our automated caller picks up student absences at 10:00. A note may be given to the office if a call was not possible.

ARRIVAL/DEPARTURE

For reasons of safety and liability, students are NOT to arrive at school before 8:40 A.M. It is also necessary to send students directly home after school except when they are enrolled in supervised extracurricular activities. The school playground is closed until 4:00 as we do not provide supervision of the playground after school.

If a child is going to a location other than of what the school would have knowledge, the child must bring a note, or the school must be contacted. Bus drivers will not drop students off at a stop other than your original requests without written notification to the office and a bus pass from the school office.

Once students have arrived at home or at a designated childcare location, the parent assumes responsibility for the child. Parents are expected to arrange childcare rather than have children at school outside “supervised” hours of 8:45 to 3:30.

Dropoff and Pickup Area

- Drop off time 8:40 - Parents who will be dropping off and picking up will enter the drive through circles on the north end or south end. All students will enter the school at designated entrances for screening before entry. (See Map)
- Pick up time – Kinder 3:15pm - all other students – 3:25 pm. Parents can enter the drive through circles on the north or south end. (see map)
- Bus Schedule – Students who are riding a bus to school will be picked up and delivered to Hucrest by 8:40 (Stops and pickup times provided by First Student)
- PM Bus Schedule - Afterschool bus riders will be loading the buses at 3:25 pm. (Drop off times will be provided by First Student)
- Bus Loading – The Bus loading zone is located up on Moore St. This is a bus only loading zone.

CELL PHONES AND DEVICES

If parents have their child bring a cellphone for before or after school communication, the student needs to have it turned off and in the backpack during school hours, not in pockets. When at school, students must have permission to use a phone of any type. Personal electronic devices such as iPads or Chromebooks should not be brought to school.

CHILD DEVELOPMENT SPECIALIST (CDS)

The Child Development Specialist provides services for the entire school community. The CDS teaches classroom lessons focused on developing problem-solving skills, effective communication, understanding self and others, and teaching children about personal safety. Small groups are available to further assist students in the development of these skills. CDS also meets with parents, providing support and consultation. Working with the principal, classroom teachers, and district specialists, CDS helps coordinate the school-wide process to address the individual academic and/or behavioral needs of individual students. The CDS also coordinates the needs of Hucrest families with available community resources.

COMMUNICABLE DISEASES

A child suspected of a communicable disease will be excluded from school the day symptoms are noted. Parents who suspect their child has a communicable disease should keep them home and contact either their family physician or the health department. Students excluded for a communicable disease must have a written excuse from the health department or a physician to return to school.

CURRICULUM

We offer instructional programs that parallel our district and state requirements. These include ELA which includes reading, writing, speaking, and listening. Additionally, we have math, science, PE/health and wellness, music, social studies and SEL (Social Emotional Learning). We value library and technology and have specific time set aside for both.

DIRECTORY INFORMATION

In accordance with the Family Education Rights and Privacy Act, Roseburg Public Schools considers the following to be directory Information:

- Student name, address, and phone number
- Parent name, address, and phone number.
- Honors and awards earned by students.
- List of participants in officially recognized activities and sports.
- Weight, height, and class of members of athletic clubs

Rosters of student names, addresses, telephone numbers, and related information will be used only for official school business **and** will not be distributed to commercial firms, other agencies, or private parties. Parents may, through registration or by providing notice to the school, prevent the school from publishing such information about their child(ren) or from distributing to school-affiliated groups such as the Booster Club.

DRESS CODE

The responsibility for the dress and grooming of a student rest primarily with the student and his or her parents or guardians.

Certain body parts must be covered for all students – Clothes must be worn in such a way that genitals, buttocks, and nipples are covered with opaque material. Students must wear clothing including both a shirt with pants or skirt or the equivalent (pants/sweatpants/shorts/skirt/dress/leggings) and shoes. Sandals must have a strap across the heel for playground safety. Shirts and dresses must have fabric in the front and on the sides (under the arms). Opaque clothing must cover undergarments (waistbands and straps excluded). Fabric covering breasts, genitals, and buttocks must be opaque.

Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any students or staff. Specialized courses (PE, science, CTE classrooms) and classroom activities may require specialized attire – safety gear or tennis shoes for P.E.

Students may wear:

- Hats and other headwear, including religious headwear
- Fitted pants: including leggings, yoga pants, and skinny jeans
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed
- Tank tops, including spaghetti straps, halter tops, and tube (strapless) tops

Students may not wear:

- Violent language or images
- Images or language depicting alcohol, tobacco, marijuana, or other controlled substances.
- Hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected classification.
- Images or language depicting profanity, pornography, nudity, or sexual acts
- Images or language that creates a disruption or a threat to the health or safety of any other student or staff.

- Visible underwear. Visible waistband or straps on undergarments worn under other clothing are not a violation.
- Bathing suits
- Helmets or headgear that obscures the faces (except as a religious observance)
- Clothing that poses a risk to the safety of any student or staff in Roseburg Public Schools
- Clothing or attire that is determined to be gang affiliated
- Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech.

EARLY RELEASE DAYS

During the year there will be a 2:30 release time each Wednesday. This early release day and time has been standardized throughout the district and will be used for professional growth and collaboration of our staff with a goal of improving student learning. Buses will arrive exactly one hour earlier than normal.

EMERGENCY CLOSURE

You are urged to make arrangements for the care of your child in case of an emergency school closure and inform your child what to do and where to go if this occurs. Let the school know as well. The district website (www.roseburg.k12.or.us) will be updated as soon as those decisions are made. In hazardous weather, the superintendent and the Director of First Student Bus Company will decide to close school after actual assessment of bus routes. Announcements will be made as early as possible and communicated through our “One Call Now” notification system to the phone number provided at registration. Local radio and television stations will also be informed.

FOOD SERVICE

Lunch/Breakfast Program

Hucrest School offers a free breakfast and lunch program. Menus will be available online at www.roseburg.k12.or.us

GYM RENTAL AND FIELDS (Subject to COVID Restrictions)

The gym rental fee is waived for elementary student activities and nonprofit organizations. Coaches who have signed up with the Boys & Girls Club, YMCA, or Cal Ripken can call the Hucrest office and fill out an agreement form to sign up for times and areas for their teams to practice. The days and times slots for both the gym and the field are Monday through Friday, 4:00 to 5:30 pm; 5:30 to 7:00 pm; and 7:00 to 8:30 pm. The gym is closed to all groups any day that the school is closed. Please, do not show up prior to 3:30 on Wednesday as the staff is still conducting business. Students who have practice on Wednesdays must go home as usual and then return for practice. We do not have student supervision after school.

HEAD LICE

Should a case surface during the year, we will check the other students in the classroom and the classroom(s) of that child's siblings. Those students who are found to have head lice must by law be excluded from school until the problem is corrected. We will handle all known cases as discretely as possible. If you have a case of head lice in your home, please let the office know so that the classroom (s) can be check or watched for other occurrences.

HOME-SCHOOL COMMUNICATION

Communication between home and school is very important. If at any time you have a special concern for your child's education, please contact the school by phone, Remind, or email.

IMMUNIZATIONS

If your child is enrolling for the first time in an Oregon school, by Oregon Law he/she must have proof of a minimum number of immunizations. You must get a record of the correct dates and record them on the Oregon Health Immunization Record provided when you enroll your child.

INSTRUCTIONAL PROGRAM

Homework assignments are limited, but situations do develop such as make-up work due to absences, special help being needed, and extended assignments that may further enhance your child's education. These will require extra time on the part of the students. A certain place set aside where your child can do his or her homework undisturbed is recommended.

INVITATIONS TO PRIVATE PARTIES

Occasions sometimes arise when a family may wish to invite classmates to their home for a party. Due to student pressure and embarrassment, we ask that invitations be sent home by mail or by telephone. In cases where all but one or two students get invitations, we have found social and personal problems develop.

LIBRARY

Hucrest Library has an excellent collection available for check out by students. We also have preschool books available.

Check out: Classes come in once a week for instruction, literature and check out. Kindergarten students may have one book per week: grades 1-3, two books and grades 4-5, three books. More books may be checked out for research at the teacher's discretion. Books are due each week, with a grace period of one week before they are considered overdue. Overdue notices will be sent home frequently. Sometimes books are lost or damaged. If that occurs, payment should be made to the library so a replacement may be purchased.

MEDICATION

Oregon State Laws medication dispensing is as follows: 1) Parent/guardian must fill out the medication form provided by the school for ALL MEDICATION taken at school both prescription and non-prescription. 2) Parent/guardian must bring the medication into the office themselves. Children are not to bring any medication to the school. 3) All medication must be in the original containers and kept in the office. 4) Prescriptions must be labeled (ask your pharmacist for a small, labeled bottle for the school). 5) Parents must deliver & pick up ALL medications including nonprescription medication such as cough drops/chap stick.

MEDICAL PROBLEMS

It is important that any unusual medical problems be brought to the attention of the school office and your child's teacher early in the year. Up-to-date information is very important for his or her safety.

MUSIC PROGRAM

All students will participate in a Music class at least twice every six days. Along with music during the school day, There may be opportunities for after-school Choir and Band Classes. Parents would need to provide transportation. Specific days and times will be determined.

PARENT INVOLVEMENT

Education at Hucrest Elementary School is a collaborative effort involving student, parent, and school staff to achieve high student performance. It is our sincere desire to promote family involvement in the education of every child. In doing so, we share information regarding school activities, classroom information and celebrations by utilizing the following methods: school newsletters, flyers, postings on school website at <https://hucrest.roseburg.k12.or.us/> and through the parent/student handbook.

Hucrest Booster Club:

The Hucrest Booster Club provides the opportunity for parents and teachers to get together, share ideas and take action regarding items of importance concerning our children and their education. The Booster Club also handles all our fund raising and provides dollars that benefit all Hucrest students. All parents are urged to take an active part in the organization. **The Booster Club needs you!**

PHYSICAL EDUCATION

Children will participate in Physical Education Health and Wellness unless excused for medical reasons. If your child should not participate, please send a note to his/her teacher.

PRIVATE PLACEMENT OF STUDENTS

While parents have the option of placing their children in private schools or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public-school system before the private placement or services are obtained.

Therefore, for any regular education, 504 or IDEA student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the private services be funded by the district. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

REMAINING INDOORS

Children go outside for recess. If for any health reason your child should not go outdoors, please let the teacher know.

SPECIAL PROGRAMS

If your child needs special help for learning, behavioral, emotional or speech difficulties, assistance is available. Your child's teacher will be able to confer with you regarding these services. Our elementary counselor or CDS helps to coordinate these services through our Students Services Team

STUDENT BEHAVIOR

District Message Regarding Student Conduct

Any person having business on school property, either as a student or guest, is expected to comply with the various rules of conduct outlined in this Student Handbook and School Board Policies. Persons present on school property or attending a school-related activity may be disciplined or asked to leave if they engage in misconduct as outlined in School Board Policy.

While students are expected to adhere to the rules of conduct from the time they leave their home in route to school or are otherwise engaged in school-related activities off campus. Roseburg Public Schools is not able to provide adult supervision while students are walking to and from school, walking to and from school bus stops, or waiting at school bus stops. Students, parents, and patrons are encouraged to report any violations of the rules of conduct to the school bus driver, building principal or school district office. Staff will assist students and parents in resolving conflicts and, where appropriate, impose discipline. Your assistance in helping to assure that every student feels safe when engaged in any school-related activity is greatly appreciated.

Standards of Conduct

All classrooms, library, gym, and other locations on campus of Hucrest are united in following the school culture and expected behaviors of being **respectful, responsible, safe and kind**, no matter the location, recess or activities that include field trips and other outings where Hucrest is being represented by a group of students. Our goal is for students to use self-discipline, Conscious Discipline strategies, PBIS and SEL learnings to guide their actions and behavior.

Rather than a punitive system of discipline, we adhere to the philosophy of teach, reteach, reteach and the use of natural consequences for behavior. Safety issues for self and others may result in suspension. Our primary goals are to assist each student to gain knowledge and develop self-control in a safe, positive learning environment. With combined home and school support we look forward to significant personal growth on the part of every Hucrest student.

Throughout the year we will work with students to be **respectful, responsible, safe and kind** in every situation on our campus. Our goal is not to punish students but rather to help them learn from their mistakes and develop their own potential so that they can be kind, caring, helpful and successful community members of Hucrest and beyond.

Playground/Lunchroom Behavior

We will be teaching respectful, responsible, safe and kind behavior during the first several weeks of school and re-teaching throughout the year. We teach and reteach students what it looks like and sounds like both in the school and on the playground.

Bus Behavior

Our district contracts with First Student Bus Company for transportation. Bus stops are established each fall by the administration and First Student Bus Company. Your child will bring home a set of bus rules. These will be reviewed with students at school; it will help if you also review them with your child. Any student who seriously disregards any of the rules may be issued a citation by the driver. It could result in loss of riding privileges.

Students not normally riding a bus must present a note from their parents to the school office that indicates the date and destination (i.e. Grandma's house, Boys & Girls Club, music lessons, etc.). If your child is going home with a friend, please include the friend's name, address and bus stop on your note, and a bus pass will be issued.

STUDENT GIFTS

Student gifts such as balloons, flowers, and other gifts, can be dropped off at the office and will be given to the student at the end of the day.

TELEPHONES

Students are permitted to use the school telephones with teacher or staff permission. They are encouraged, however, to make all after school arrangements prior to the school day. It is our desire to keep our lines as open as possible for regular school business and possible emergencies.

TITLE IX

The Roseburg Public Schools comply by providing equal educational opportunities. According to School District Policy #7010, no person shall, on the basis of age, handicaps, marital status, national origin, race, religion, or sex, be subjected to discrimination under any educational program or activity administered or authorized by the Board of Directors.

TRANSPORTATION

Bus transportation to and from school is provided for students living outside walking distance. Riding the bus is a privilege. Students that misbehave on the school busses can be denied transportation privileges. Parents must request, in writing, permission for their child to ride a different bus or get off at a different bus stop. Requests are to be brought to the office and a form will be filled out. This form will be given to the bus driver. Please be aware that video cameras are used on the bus to ensure safety and address any difficulties that may arise.

Bicycles and scooters must be walked on school property. The school is NOT responsible for bicycles parked on school grounds. Please use a locking device.

TOYS AND ELECTRONIC DEVICES

Please do not let your children bring dolls and toys to school unless approved ahead of time by the teacher or as a school activity. Personal toys and balls may not be taken to the playground. We provide equipment for all children. The school is not responsible for lost, stolen or damaged items.

VOLUNTEERS

Family members who wish to volunteer at school will first need to go to www.roseburg.k12.or.us to fill out a volunteer application and background check. When volunteers are allowed, they will need to sign in at the office. Volunteers and visitors sign in at the front counter; we ask all adults to obtain a Visitor tag if leaving the office area to go to any other part of the building during school hours.

VISITORS

All visitors must check in at the office. Visits to classrooms during class time must be set up ahead of time with the teacher. Visits by preschool children or children not attending Hucrest are not permitted. Out-of-town guests are not permitted as well.

