



Fir Grove Elementary

Roseburg, Oregon

2022-2023

Fit for Learning, Fit for Life

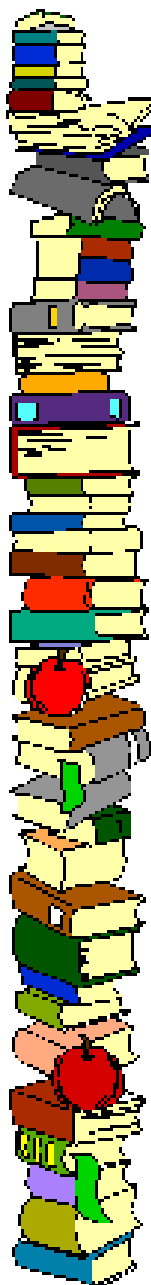
1360 W. Harvard Ave

Roseburg, OR 97471

541-440-4085

Table of Contents

	Page
Principal's welcome	3
District Administration	4
Roseburg Board of Directors	4
Fir Grove School Staff Extensions	5
School Lunches	6
Breakfast	6
Elementary Schedule	6
Arrival and Departure	7
Student Activities	8
Special Programs	8
Emergency School Closures	8
School Dress Code	9
Lost & Found/Toys & Games	9
Student Responsibilities	10
Student Behavior	10-11
Library Media Center	11
Communication	11-12
Cell phone/Electronic Device Policy	12
Health Procedures and Accidents	12
Fir Grove Booster Club	13
Parent – Teacher Conferences	13

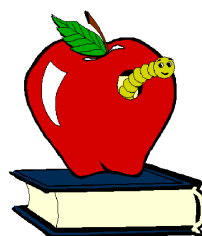


Fir Grove Elementary

Welcome to Fir Grove Elementary School!

We are pleased and excited that you and your child are part of our school. Fir Grove has a quality, caring, and dedicated staff who provide students with a positive, secure, and supportive environment where we place a major emphasis on reading, writing, mathematics, and respect. We believe that:

- All children can learn and succeed.
- A safe and respectful environment is everyone's right and responsibility.
- Families, schools, and the community are partners in every child's education.



Attendance:

We need your help to ensure that your child receives the best education possible. As you know, the single most important factor in a child's education is the involvement of parents in school and parental support of the school. Please help us in the following ways:

- **Make every effort to have your child in school and on time every day.**
- Call when your child is too ill to attend.
- Please try to arrange for family vacations, doctor appointments etc. during non-school times.
- Contact the teacher and arrange to pick up missed assignments.

Support:

- Be involved in our school and the activities that are sponsored.
- Download the [Remind](#) app to receive updates from your child's teacher and to stay up to date with school news.
- Review papers, read the [newsletter](#) and notices that are sent home (via the Remind app) and visit our website; <https://firgrove.roseburg.k12.or.us/>
- Schedule a regular place and time for your child to complete homework.
- Avoid making negative or unsupportive comments about your child or our school in front of children.

Discipline

We realize that you are primarily responsible for the discipline and behavior of your child and we encourage you to work with us on school-home plans to help your child be successful. We use Positive Behavior Interventions and Supports ([PBIS](#)) as well as [Conscious Discipline](#). We offer incentives for individual students and for the whole school to motivate our students to follow our school rules. The following [link](#) will lead you to our adopted [Board Policies](#) that address student behavior.

District Administration

Jared Cordon	Superintendent	541-440-4014
Michelle Knee	Asst. Superintendent/Director of Teaching & Learning	541-440-4005
Robert Freeman	Director of Human Resources	541-440-4007
Melissa Roberts	Director of Student Services	541-440-4034
Cheryl Northam	Director of Business Services	541-440-4027

Board of Directors



Rebecca Larson	Charles Lee
Rev. Johnson	Anne Krimetz
Rod Cotton	
Dr. Brandon Bishop	
Andrew Shirtcliff	

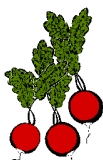
FIR GROVE STAFF EXT. 2022-2023

1360 W. Harvard Blvd. Roseburg, OR 97471
 Ph. 541.440.4085 Fax: 541.440.4086

<u>PRINCIPAL</u>	Katrina Hanson	6302	<u>OFFICE MNGR</u>	Lisa Jarrett	6300
			<u>OFFICE ASST.</u>	Carole Whitehead	6301
<u>KINDER</u>	Amy Larman	6315	<u>LIBRARY</u>	Tracy Clements	6320
	Teri Moore	6312			
<u>FIRST</u>	Jennifer Childers	6311	<u>CUSTODIANS</u>	TBD	
	Jenny Parnell	6310		Lowneza Brown	
<u>SECOND</u>	Michelle Hammond	6326	<u>KITCHEN</u>	Dawn Cannon	6333
	Lynn Schnoor	6327		Nadia Drygalov	6333
<u>THIRD</u>	Jeff Jackson	6314	<u>IA'S</u>	Angela Baxter	LRC
	Karami Miller	6313		Sonja El-Badry	LRC
				Brook Laney	LRC
<u>FOURTH</u>	Wesley Rea	6316		Penny Faber	Title
	Valerie Titus	6317		TBD	Title
				Brenda Burks	Title
<u>FIFTH</u>	Jenny Carpenter	6319		Kristina Smith	Kinder
	Sherri Good	6318		Kari Spencer	Kinder
<u>LRC</u>	Sherryl Bailey	6322	<u>IA'S – DLC</u>	Heather Clark	
				Susan Cameron	
<u>DLC</u>	Kristen Schriner	6308		Alana Day	
				Wanda Harris	
<u>CNC</u>	Pam Schneider	6307		Michael Larson	
				Ashley Rice	
<u>TITLE 1</u>	Jenny Eames	6328	<u>IA'S – CNC</u>	Dana Olson	
				Enna Kokkonen	
<u>CDS</u>	Corina VanBurger	6329	<u>SPEECH</u>	Taylor Tate	6334
				Claire Cunningham	
<u>PE</u>	Theresa Powell	6325		Ashley Saylor (tele)	
				Brandy Pickens	
<u>MUSIC</u>	Taylor Siling	6323	<u>ELD</u>	Karla Addington	6331
<u>TOSA</u>	Lisa Pardon	6325			
<u>PSYCHOLOGIST</u>	Kathy Mitchell	6324	<u>Home Inst.</u>	Jen Myers	6331
			<u>Skills Trainer</u>	Terri Wetzel	6325

School Lunches

A nutritious balanced hot lunch with milk is served to students **free** daily.



Adult Lunches

\$4.05 (subject to change)

Our lunch program will allow students to make choices about what they get for lunch. Each month we will send home the *School Lunch Menu* and a *Monthly Calendar*. This way you and your child can plan ahead and make other choices if your child prefers not to eat what is being served.

Breakfast Program:

We are pleased to offer a **free** breakfast program for interested students. A balanced breakfast is served in our lunchroom between 8:30 - 9:10 a.m. every morning.

Elementary Schedule

Buses Arrive/Cafeteria Open	8:30 am
Classrooms open	8:40 am
Bell Rings	8:45 am
Lunch rotation runs between:	11:15 am – 1:00 pm
Student Dismissal	3:25 pm
Wednesday Schedule	2:25 pm

Arrival and Departure Procedures

The school grounds will open at **8:30** a.m. Students who walk to school **must not** arrive before 8:30 a.m. unless arrangements are made with the staff. There is no recess before school. Breakfast is served starting at 8:30, classrooms open to students at 8:40 and school starts at 8:45.

Dismissal Procedure

Dismissal is at 3:25 pm daily (**2:25 on Wednesdays**). Early pick-up is strongly discouraged. **EARLY** pick-up cuts into instructional time, is disruptive and prevents students from participating in the end-of-the-day traditions with their classmates and teacher. Parents are encouraged to schedule appointments after 3:30 p.m.



Bus riders board buses in the front of the building (parking lot area). Students will be dismissed from their classroom when their bus arrives.

Walkers exit campus from one major access point: the southern gate on Harvard Ave.

Vehicle Pick-up is on **Stewart Park Drive** for ALL students.

- Cars will form a line, using the parking lot running the length of Stewart Park Drive (along the school).
- Staff will greet you and your child(ren) at the northern-most gate (close to the paved track) and will assist in walking your child(ren) to the gate. Please stay in your car and be alert to the flow of traffic.
- **If the side parking lot is full**, please use the Woolley Center/Art Center Parking lot and wait for the line to move up.
- **Please bring a dash of patience and grace.** It can get very busy; however, the more we work together, the smoother it will go!
- All students are to leave the school grounds after dismissal time.
- All skateboards, scooters and roller blades must be dismantled and carried while on the school campus. If damage is caused from intentional actions, confiscation may occur and will be returned to parents.
- **All students leaving the school grounds during school MUST have parent permission and MUST check out at the office and check-in upon returning.**
- Please make arrangements for early pick-up (or changes to transportation) by 2:30 every day (1:30 on Weds), please!



Student Activities

Although not school sponsored, the school works cooperatively with youth organizations such as 4-H, Cub Scouts, Boy Scouts, Blue Birds, Camp Fire, Brownies, Girl Scouts, the Boys and Girls Club, the YMCA, and Roseburg Soccer Association. Flyers are sent home or are made available in the office as received by these groups.

Parents and community members are encouraged to be involved as room volunteers, members of the Parent Teacher Organization, (Booster Club) field trip chaperones, and other activities throughout the year.

School Assemblies - Assemblies are scheduled throughout the year. Specific dates and times will appear in the monthly newsletter. Parents are welcome and encouraged to attend.

Special Programs

We have a variety of Specialists on our school staff to assist students and provide instruction to children who need special help.

- We have a **Learning Specialist** and **Instructional Assistants** for those who need assistance in reading or math.
- We have **Special Education** teachers and their team of **Instructional Assistants** to provide specialized support for students qualifying for an **Individualized Education Program (IEP)**.
- Our **Child Development Specialist** is available to help children be more effective in dealing with life's pressures and stresses.
 - Parents may also work with the CDS in developing their skills, too. You will be contacted by the classroom teachers or the personnel mentioned above if your child might benefit from these services. Please feel free to contact the office or the school counselor for more information.
- The **Talented and Gifted (TAG)** Program represents a school philosophy of inclusion. The regular classroom teacher works with the family, our District TAG Coordinator, and our CDS to collaboratively determine a plan, if a child meets the rigorous qualifications (i.e., scoring at or above the 97th percentile on specific assessments). All 2nd and 4th grade students are screened for TAG qualifications.
- Our **English Language Development** program provides services for students with limited English proficiency. An **ELD** teacher may provide individual or small group instruction and consult with the classroom teacher to provide the best possible support.

Emergency School Closures

Each winter there is the possibility of extreme weather conditions that could cause school to delay opening, or classes to be cancelled. **In the event of bad weather**, three things could happen according to the administrative rules of the Roseburg School District:

1. Run school on a regular schedule.
2. Delay the start of school for two hours.
3. Close school for the entire day.

School Dress Code

The basic responsibility for attire to be worn at school or school related functions rests with the student and his or her parents. However, a student's dress and appearance may be regulated when, in the judgment of the school administrators, the student's dress or appearance:

- **poses a health or safety hazard;**
 - **promotes illegal or discriminatory conduct;**
 - **is likely to cause a disruption of the educational process.**
- Student attire that is too revealing cannot be worn at school. Undergarments must always be covered during school or at school-related activities.
 - Dress or appearance should not lead school administrators to believe that a student's apparel, or accessories are gang related, promoting illegal or discriminatory activity, disrupting or interfering with the educational process.

A GOOD RULE:

- **If you are unsure about the appropriateness of the clothing, please DO NOT wear it to school. Some clothing is appropriate for other places but NOT appropriate for SCHOOL!**

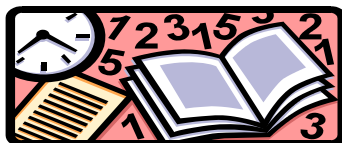
Lost and Found/Leaving toys at home

- **Lost and Found** items are displayed in the breezeway on the northern wall of the gym. Unclaimed items will be donated in September and January.
 - **Please write your child's name in their coats, sweatshirts, sweaters, lunch bags, and backpacks with their first and last name.**
- **Toys, Games, and Trading Cards at School:**
 - Personal items (such as these) should be left at home.
 - If they are brought to school for Show and Tell, they **must** remain in a backpack until it is time to show.
 - If they become a distraction, they could be taken away and returned directly to a parent.

Student Responsibilities

Students at Fir Grove are expected to:

1. Be familiar with the [*District's Minimum Standards for Student Conduct & Discipline*](#) and [*Discipline in the Roseburg Public Schools*](#).
2. Be Safe, Respectful, and Responsible in classrooms, library, school buses, on school property and at school activities.
3. Maintain relationships with staff that are mutually respectful. Comply with staff directions and instructions promptly and courteously.
4. Use only language and gestures that are respectful and free of profanity and obscenity.
5. Follow all playground rules and use equipment in a safe manner.
6. **Report fighting, inappropriate language, and intimidation to the nearest adult.**
7. Report all accidents/injuries to your teacher or office.
8. Students are not allowed in classrooms during recess unless the teacher is present or has given specific permission for a student to be present.
9. Students on the bus are under the authority of the bus driver and are expected to follow rules governing conduct on the bus.
10. The telephone is for school business only. Students should make social arrangements at home. Students must have **staff permission** to use the telephone.
11. Skateboards, scooters and roller blades must be dismounted and carried while on the school campus.
12. Understand that all student misconduct will be corrected by any staff member when misconduct occurs within the school's jurisdiction.



Student Behavior

At Fir Grove we have established four **Behavior Expectations** to help students be successful at school. We continue to teach and reinforce these basic concepts throughout the year. **Please review these expectations and help your child understand how important these are at school.**

1. Be Safe
2. Be Respectful
3. Be Responsible
4. Always do your best



The Roseburg Public School District has policies that prohibit bullying, harassment and other offensive behavior. Any such behavior should be reported to the principal immediately. Violations of school rules and regulations, based upon the frequency and severity, may result in reprimand, warning, detention, removal of privileges, suspension and/or expulsion. In matters other than minor and routine, parents will be informed and involved. In all cases of suspension or expulsion, due process procedures will be in accordance with District Policy and Oregon Law. All students are expected to obey the laws of the State of Oregon and of the United States.

Library Media Center

The library media center is a vital asset to the school curriculum at Fir Grove. Students can check out materials for use in the classroom and at home. Materials that are lost or damaged will be charged to the student.



Communication

Monthly Newsletter – The Falcon Flyer is sent home through the Remind app to keep everyone informed about school and school activities. It will also be posted on our Facebook page.



Lunch Menu - Each month we will send home the *School Lunch Menu*. Please take time to review the menu with your child to decide which meals will be eaten. Great for posting on the refrigerator!

Absences – Please make every effort to have your child in school and on time each day. We ask that parents call the school whenever your child is absent. This is an important communication between the home and the school. Pre-arranged absences (trips, etc.) need to be handled through the office. Regular attendance influences performance significantly.

- You may leave a voicemail message for a teacher after hours. Simply call the school at 541-440-4085, then put in the teacher’s extension. (See pg. 5 for extension #'s.)
- If you need to reach the office, press “0”.

Questions and Concerns - Do you have a question or concern related to our school or your child? We are only a phone call away and know that questions or concerns left unaddressed

can become major problems. Please call us at 541-440-4085 make an appointment or to talk to any staff member.

Cell Phone/Electronic Device Policy

- Students are **not** encouraged to bring cell phones and electronic devices to school. Students who do so are assuming full liability for their device in the event of loss or breakage.
- Cell phones and electronic devices are not to interfere with the educational process.
- In an emergency, students may bring their phone to the office to call a parent or guardian then return the phone to their backpack.
- If a phone or device causes a disruption, that item will be confiscated. Students can retrieve their device in the office after school.
- Repeat offenses will mean that a parent or guardian will have to recover the device.
- Electronic readers will be used in an appropriate manner to enhance learning, not disrupt it.

Health Procedures and Accidents

- We do not have a school nurse and our facilities are extremely limited when caring for sick or injured students. You will be contacted to pick up your child when they are ill. If it appears that your child needs medical attention or has incurred a head injury, you will be promptly notified. **Should we be unable to locate you and the injury appears to be serious, we will take your child to the doctor or medical facility indicated on our records.**
- If you should need to send **prescription medication** to school with your child that you wish to have administered here, it must be in the **original container**. You will also need to fill out and sign a medication form describing the dosage, time of dosage, and giving permission to office personnel to give your child the medicine.
- **Children should be kept home when they are suffering from any infectious condition** such as a severe cold, high temperature, influenza, etc. In cases of scabies, impetigo, ringworm, head lice, or other highly contagious conditions, treatment by a physician or the Health Department may be required before a student may return to school (per policy [JHC-AR](#)).
- School administrators are required to deny admission to children who have not met immunization timetables. The law requires all students under age 14, attending an Oregon school to be immunized against the following: Diphtheria, Tetanus, Polio, Hepatitis, Measles, Mumps, Rubella, and Varicella.
- Please click on [THIS LINK](#) for our Suicide Prevention Policy at Roseburg Public Schools.



Fir Grove Booster Club

We are always looking for support from our families to assist with the Booster Club. This is an opportunity for families to connect, plan activities for students, and help keep the community connected. Please call our front office if you are interested in being a part of the Booster Club!

Parent - Teacher Conferences

Communication with parents about their student's educational progress is an important factor in the learning process. We encourage ongoing communication between school and home. Twice a year there is time set aside for Parent-Teacher conferences to meet and discuss your student's progress. Conference dates for the 2022-2023 school year are: **November 2-3 and April 5-6.**