

# **Yamhill Carlton Elementary School**

## **Parent/Student Handbook**

### **2025-2026**



**We are Tigers, Hear us ROAR!!**

Dear Parents,

We are looking forward to working with your child during the coming year. We believe the guidelines in this handbook will help each student experience success and positive self-esteem at school. We also expect students to understand and be responsible for the choices they make.

Please READ and DISCUSS this handbook with your child. This book will provide information that will:

1. Give students a clear understanding of school expectations.
2. Give students a clear understanding of the consequences of their behavior.
3. Help teach students the skills needed to make responsible choices.

**Afterwards, please sign the accompanying sheet and return to your child's classroom teacher.**

We have high expectations of the students and ourselves. With your help, we'll give students attending Yamhill Carlton Elementary the support they need to grow and succeed.

Thank You,  
Morgan Bishop, Principal

## SCHOOL INFORMATION

Yamhill Carlton Elementary  
420 South Third St.  
Carlton, OR 97111

Office Phone:  
(503) 852-7161  
Fax #: (503) 852-7364

Principal:  
Lead Secretary:  
Front Office Secretary:

Morgan Bishop  
Kelli Fletcher  
Lonnie Adams

YC School District Office  
120 N. Larch Pl.  
Yamhill, OR 97148

District Office Phone:  
(503) 852-6980  
Fax #: (503) 662-4931

Superintendent:  
Admin. Assistant:  
Special Programs:

Clint Raever  
Mary Brown  
John Horne





# YCES Staff 2024-2025

**Principal:**

Morgan Bishop

**Office Staff:**

Kelli Fletcher  
Lonnie Adams

**Counselor:**

Sheryl Rindel:  
Yamhill Family and Youth

**Kindergarten:**

Rylee Salvey  
Katie McClean  
Amber Guest

**First Grade:**

Alexa Anderson  
Kianna Slayton  
Kelly VanHorn

**Second Grade:**

Danna Johnson/Megan Anderson  
Lauren Roberts  
Joe Wilkins

**Third Grade:**

Marta Cardinal  
Josh Krieger  
Danielle Vironen

**PE:**

Zachary Spink

**STEAM:**

Fallon Hepp

**SEL:**

Jayne Morton

**Library:**

Kristin Pond

**Title I:**

Beth Patt McKinney

**Speech:**

Karalyn Kennedy

**Special Education:**

Christi Vance  
Jolynn Wright

**ELL:**

Sheryl Richardson  
Yolanda Damaso

**Kitchen:**

Jennifer Tynan  
Valerie Fulcher  
Food Service Director:  
Joe Johnson

**Instructional Assistants:****BASE IAs:**

Emily Brattain  
Cynthia Cronan  
Keri Neurohr  
Katie Townsend

**CLIMB IAs:**

Mystee Ferrie  
Trina Martin  
Mindy Streight  
Jordyn White

**General/Title IAs:**

Sherri Nauman: Tiger's Den  
Danielle Findley  
Kassandra Trivelpiece  
Melanie Staebler  
Lisa Chapman

**Maintenance/Custodial:**

Dylan Schiesl  
Tyler Webber  
Jon Fleury  
Facilities Director: Ian Barr



## SCHOOL HOURS

Kindergarten - 3rd Grade  
8:05 am - 2:45 pm (***Tardy at 8:08am***)  
Wed. Early Release 1:20 pm

Please **do not** drop your child off at school before 7:50am. Front doors open at 7:50am. Class begins at 8:05am. Classrooms open at 7:50am and students arriving after 8:08am will need to check in at the front office to get a tardy slip - which needs to be handed to the teacher upon arrival to their classroom.

### **Designated Door and release times:**

Car Pick-up line follow the paws to East Harrison St

Drop off: 7:50am Monday - Friday

Pick up: 2:45pm Mon, Tues, Thurs & Fri

Pick up: 1:20pm Wednesday - Early Release

Students arriving and departing by bus will come in and out the back doors. For specific bus times and drop-off locations, please call Mid-Columbia Bus Co. directly at 503-662-3300.

### **Student Arrival Procedures:**

Students shall be dropped off in the drive-thru, drop-off zone beginning at 7:50 am and be directed to their classrooms by staff.

Breakfast will be served each morning, for those that choose to eat.

## Pick-up Procedures:

1. Students will exit the front doors when staff calls them out based on the arrival of each car through the pick-up lane.
2. Once you've picked up your student, please exit using the left drive-thru lane.
3. While waiting to receive your child, please continue to move forward in the drive-thru lane so that many cars can pull forward while you wait for your student.
4. For safety concerns, please have students enter the passenger side of the vehicle, if possible.
5. Please do not arrive before the designated pick-up time. This creates a back-up of cars unable to load students.
6. Any students remaining in line after the final car will be escorted to the office, and a call will be made home to determine a plan for pick-up.
7. Pick-up is estimated to last no longer than 15 minutes.

Other info:

- Please **do not** park and get out of your vehicle to drop-off or pick-up your child.
- Teachers are not available during drop-off and pick-up times for conferencing. Please make appointments by emailing them in advance to set up an after-school time to meet.

## Bus Departures:

**Buses will pick up ALL YCES Students @ 2:45pm that go to YCIS/HS.** Students traveling to in-town drop offs in Yamhill will arrive before older siblings. Please plan accordingly so younger students are not left unattended. **Kindergarteners will not be permitted to exit a bus unless they are traveling with older siblings or there is an adult at the bus stop to escort them home. For additional bussing questions and specific route details - call Mid Columbia Bus Company 503-662-3300.**

## End of Day Notes:

**For all changes in transportation or end of day plan for students, please contact the office before 1:30pm (12:30 pm on Wednesdays)** so your child and their teacher can be notified well in advance prior to dismissal. Signed notes from home may be dropped off by students in the office in the morning. Students having bussing changes or students going home or changing routes must have a Bus Note from the office prior to getting onto a bus.

# STAY HOME WHEN SICK

**Sick Students:** Please keep your child home if they are ill. We do not want to infect other students or staff. Should your child become ill at school, the office staff will notify you at work or at home. If we are unable to reach you, we will call your emergency numbers. Please make sure that the office has the correct phone numbers. **If students run a fever or are vomiting they must be kept home and be fever & vomiting free for 24 hours (without meds) prior to returning to school.**

## **BREAKFAST\LUNCH PROGRAM**

**Breakfast:** Served in the gym/cafeteria for those students who choose to have it.

**Lunch:** Students will make selections in the cafeteria. A cold lunch from home may be brought to school.

Breakfast and lunch menus are updated monthly on the District website ([https://www.ycsd.k12.or.us/nutrition\\_services](https://www.ycsd.k12.or.us/nutrition_services)). Please refer to this site for updates. Teachers will have menus available for students to determine in advance what options are available. Each student's account is maintained in a computer database. **Breakfasts & lunches are FREE for all students.**



## **SCHOOL VISITORS/BACKGROUND CHECKS**

All visitors to the school **must** report to the school office, sign in, and get a visitor badge.

**Student visitors are not allowed at any YC District School. All parents who would like to visit, volunteer, or participate as a chaperone must have passed a background check. Background check forms are available in the office or online.**

## **FIELD TRIPS**

Field trips are an extension of your student's learning process. Classroom attendance and completed assignments are necessary before participation on any field trip. Students **MUST** complete and return a permission form signed by their parent/guardian by the due date. If the student does not return a permission slip form to the teacher, the student will not be allowed to participate. All school rules and student expectations apply during field trips.

### ***Chaperone Responsibilities***

Volunteers chaperoning students on field trips are responsible for group safety, everyone's enjoyment, and the students' academic success during field trips. All persons chaperoning a field trip must have a valid Criminal History Verification on file with Yamhill Carlton School District (*see Background Check above*).

- Siblings are **not** allowed to accompany chaperones on school-sponsored field trips.
- Please leave your cell phone off during the trip, unless needed for an emergency.
- Please stay with the class throughout the activity unless you have made prior arrangements with the classroom teacher.
- You may be assigned a child or a group of children to supervise. Students assigned to your supervision have been directed to follow your directions. Please supervise the behavior of these students to ensure that they are safe, respectful of the rules, and courteous to all. It is preferred that chaperones ride on the school bus, as that is part of the supervisory process for each trip.
- Please refrain from buying souvenirs or other items during the trip, to make it an equitable experience for all students.

## SAFETY GUIDELINES

In order to maintain a safe school, the following guidelines have been developed:

- Please review the Arrival and Dismissal plan above for parking lot safety.
- All students picked up prior to the regular dismissal time **must** be picked up in the office and signed out by a parent.
- All visitors **must** enter and check in with the office. See above instructions for Visitor Obligations.
- Bicycles must be walked on school grounds and parked and locked in the bicycle rack upon arrival at school (located near the north (Library) entrance).
- Skateboards, scooters, and roller blades are not allowed on school grounds and should not be brought to school.

## MEDICATION POLICY

The school is able to give your child medication that is prescribed by a doctor but it must be in its original prescription container. The school **must** have a signed permission form to give medications on file. The form is available in the school office.

All medications, prescription or non-prescription, must be administered by office staff or parents at school. Parents must complete and sign our [medical administration authorization form](#) to have medications administered at school. All medication must be brought in the original container with dispensing directions.

The school is not authorized to give medication of any kind to students without the above procedures in place.

## OTHER MEDICAL NEEDS

Students who are found to have head lice will be sent home. The office will need to check students before they are able to return to the classroom. If your student has poison oak, please keep them home until the bumps/sores are no longer oozing and the itching is controllable.

## ADDITIONAL HEALTH NEEDS

The office tries to keep clean clothing on hand for accidents and emergencies. Students who come to the office after having an accident will be given clean clothes, if available. We ask that these items be returned ASAP so we can use them again for future accidents. Office staff will contact parents to make them aware of the incident, as well as to obtain clothing if none is available. Sizes and styles are limited. Please send your child with additional clothing in their bags if they are prone to accidents.

If your child comes to the office for a sting, scrap, or cut, office staff will clean with soap and water and provide a bandage, if necessary. For all stings, parents will be notified in case of allergy. Parents will be notified of other injuries based on their severity.

## PERSONAL PROPERTY

The Yamhill Carlton School District will not be held responsible for personal property that is brought onto campus. Toys, sports items, electronic devices, trading cards, or other similar personal items are best left at home. All electronic sound or communication devices, such as cell phones, that may be brought to school, cannot be used during the school day. All transportation devices, including cars and bicycles, are the responsibility of the party bringing them on campus. The school district does not take responsibility for items that are damaged or stolen on school grounds

## ! INCLEMENT WEATHER

In the event of school closure or delayed opening due to bad weather, Portland area television and radio stations will be notified as soon as a decision is made, usually by 6:30 AM. If in doubt, call the Bus Barn @ (503) 662-3300. You may also go online to [flashalert.net](http://flashalert.net) for more information or to have automated notices sent to your phone or e-mail



## LIBRARY MEDIA CENTER

The Media Center is a place where students may do research, teachers can get curriculum materials, and where you can find a good book to read. We have tried to make finding materials user-friendly, while setting up policies and procedures that are fair and reasonable.

Hours: 8:10am -3:15pm each week day. (We are happy to help you, however, please understand we are working with students during most of the day.)

Check Out: Each patron (student, staff, and community member) is given a patron number, which allows him or her to use the library materials. This same number is kept until patrons move or are promoted to the Intermediate School.

How many books:        K - 1<sup>st</sup> grade students may check out one book at a time.  
                                  2<sup>nd</sup> - 3<sup>rd</sup> grade students may check out two books at a time.  
                                  Community members may check out up to four books at a time.

Overdue Material: Overdue notices are given each week to each class. Patrons who have overdue materials out may not check out any other materials until over-dues are cleared up. Community members will be given or mailed an overdue notice. No fines are charged for overdue materials until it is determined the item is lost.

Fines:                    Damaged Barcodes = \$1.00

                                  Damaged books = Half the price of the book

Lost book = Full price of the book. If the book is older than 5 years, the fine is the cost to replace it.



## DRESS CODE

Students will be asked to change if they wear clothing that may pose a safety problem. Students may not wear any clothing that has words or symbols that promote drugs, alcohol, tobacco, violence, profanity, and inappropriate language.

Additionally, students may wear hats outside that are seasonally appropriate (except for Friday, see below), all clothing must appropriately cover the body. Appropriate shoes must be provided for PE and other movement activities.

**Hat Day on Fridays:** \$0.50 donation (Funds go to help needy students/families of our school).

*If you would like to donate to our needy student fund, please contact the front office for details on how to do so. Funds collected go directly to students within our building on an as needed basis determined by office staff.*

## ATTENDANCE

It is very important for students to attend school and learn to be punctual. We encourage prompt and regular attendance, as it is very important to your child's academic success. If your child must be tardy or absent from school:

- It is required for you to call or send a note to the school office stating the reason for the absence in order for the tardy or absence to be considered as excused. Without a reason for the excuse, notified absences will be marked as verified unexcused. If able please call in before 8:30am.
- ORS 339.065 requires us to excuse absences for reasons of sickness of the student or someone in the student's family, or for an emergency.
- **For illnesses longer than 3 days in duration, we request a doctor's note.** Absences lasting longer than 3 days will automatically be counted as Unexcused without a submitted doctor's note.
- The law also allows for excused absences for other reasons providing it has been arranged in advance with the principal. In instances where these requirements are not met, absences and tardies will be recorded as unexcused.
- After four unexcused absences, parents/guardians will be notified by phone and/or mail of being in violation of ORS.339.065.

Punctuality is important in getting the instructions for the day and having a good start for the day. Announcements will begin at 8:08am each day, in the classroom. After 8:08am, your child must check in at the front office and will be marked tardy.

It is extremely important for students to be at school in order to be successful in their learning. Students who attend more than 96% of school days are highly likely to succeed in school, graduate on time, and have the ability to pursue whatever they want after high school. Students who attend 90-96% of school days are at risk of failure in school, not graduating from high school, and have fewer options for careers and opportunities in life. Students who attend less than 90% of school days are at high risk of failure in school, dropping out or not completing high school, incarceration, and have very limited options for careers and opportunities in life.

### **Chronic Absenteeism Process:**

- **4 absences in 1st semester or 6 for the year:** Letter home and teacher calls families.
- **6 absences in 1st semester or 10 for the year:** Letter home and a phone call to arrange a meeting with student, parent, administrator, and counselor in accordance with ORS 339. A formal support plan will be developed.
- **8 absences in 1st semester or 14 for the year:** A phone call from administration.
- **10 absences in 1st semester or 18 for the year:** Full team meeting to reevaluate support plan.

### **The following are explanations of absences and how the school calculates them:**

- ❖ **Verified Absence:** The parent calls the school within 24 hours of an absence and provides the reason for the absence.
  
- ❖ **Excused Absence:** The school principal is able to excuse absences for the following reasons. These absences are not included in the calculations listed above.
  - Medical appointment with accompanying note from provider
  - Illness with note from a doctor or school nurse
  - School field trip or activity
  - Pre-arranged absence (5 days per semester maximum)
  
- ❖ **Unexcused Absence:** Any absence not excused by the school principal for one of the reasons listed above.

It is absolutely critical that clear communication exists between parents and schools with regard to student attendance. As a parent or guardian, if you are aware of an upcoming absence, please be sure to coordinate with the office staff regarding the dates and reasoning. If you provide the teacher with a note, please make sure to provide a copy to the office as well.

By both encouraging our students to attend and working to stay on top of frequent absences, we can work to change some trends. The office will run monthly absence reports so as to track frequent absences and reach out to those parents. In addition, teachers are encouraged to bring up problems at monthly meetings.

## Tardies

Tardies are not a specific part of ORS 339, except for one statement.

“In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 (Definition for ORS 339.040 and 339.125) to 339.030 (Exemptions from compulsory school attendance), 339.040 (Attendance supervisors) to 339.125 (Contract for admission of nonresident pupils), 339.137 (Residency of student at youth care center), 339.420 (Child excused to receive religious instruction) and 339.990 (Penalties), the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.”

**When tardies do not fall into the above “half day” category as stated above (i.e. 15 minutes late, regularly), the following protocol will be followed:**

- Excessive Tardies - 3 or more tardies in any one month period: Phone call informing parents and students of the number of tardies.
- Two months of Excessive Tardies (as stated above): Letter home and phone call to arrange a meeting with student, parent, administrator, and counselor (if needed). A support plan will be developed.
- Continued issues with being tardy after both of the above have occurred: Full team meeting to reevaluate support plan.

Any time we reach the citation level, the school will include tardies in the information we send to the court. Tardies, however, cannot be the sole initiator of the attendance process.



## Cell Phone Guidelines

We recognize that, for safety and convenience, some parents prefer to have students bring cellphones and or smart watches to school. In order to maintain the integrity of the educational environment, all students must adhere to the following guidelines:

**Cell phones and watches that can send or receive text messages and/or phone calls MUST be turned off and kept in the students backpack during the school day. This includes listening devices (air-pods, headphones, or other corded/blue-tooth devices) unless noted or stated in an active 504/IEP.**

Demonstrating good cell phone etiquette is an expectation of all students. Consequences for not following these guidelines are as follows:

- First offense - the student will be reminded to power off the item and keep it placed in their backpack until school hours are over.
- Second offense - the item will be confiscated by the teacher and kept at the teacher's desk until the end of the school day. Parent(s) will be notified of the offense.
- Third offense - the item will be brought to the office and parent(s) will be notified of the offense and asked to pick up the item.



## Behavior Rules and Expectations

<b>Common Area</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Hallway</b>	Walk single file Stay in a line Stay to the right	Use quiet voices Keep hands, feet and objects to self Hold outside door for the next person	Keep moving Remove trash from the floor
<b>Gym</b>	Avoid stage Keep hands and feet to self	Play fair Follow instructions Be a good listener Good Sportsmanship	Use equipment properly Clean up after yourself
<b>Assembly</b>	Sit on bottom and face forward Keep hands, feet and objects to self	If you're called up front, go to the end of your row Be good listeners Clap when appropriate If called on, keep comments positive	Follow directions Use restroom before or after the assembly
<b>Office</b>	Wait your turn Keep hands, feet and objects to self	Use manners with office staff Keep voice low	To use the phone, have a phone pass and ask permission
<b>Library</b>	All chair legs on floor Keep hands, feet and objects to self Walk in library	Patiently wait your turn to talk to the librarian or teacher check out books Use quiet voices Listen to directions	Return materials in good condition and on time
<b>Bathroom</b>	Wash hands before leaving Keep garbage in the garbage can Keep water in the sink	Respect school property Respect privacy Use quiet voices Close doors quietly	Return to room promptly Flush Report problems

# Playground Rules

## **Playground**

### Jacks

- No more than 10 students at a time
- Make room for students climbing
- No jumping off
- Climb down

### Wavy Wall

- Make room for students climbing
- No jumping off
- Climb down

### Slide

- Stairs are for going up
- Slides are for going down
- Feet first
- One person on the slide at a time
- No twirling on the bar before sliding down
- No climbing on top
- No tag on play structure

### Swings

- Stay clear of moving swings
- Swing straight in a sitting position facing the playground only
- Do not jump out
- Do not climb poles
- No pushing friends

### Bars

- Do not stand on bars
- One person on the bars at a time in one direction
- No dropping (cherry drops)

### Spinning Seats

- Sitting only
- The “watcher” is one person responsible for spinning the chair

**Undercover**

- No kicking balls.
- On “Rainy Day Recess”: No basketball or running
- Stairs are not for sitting on or playing during lunch recess
- Jump ropes are for jumping only
- Hula Hoops are for hooping only

**Field**

- Do not climb or hide in the shrubs or fencing
- If the field is wet and muddy, stay off

**Tag**

- Only played on the ground, not the play structure
- No grabbing or pushing. Two finger touch
- Only played on concrete or field

<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<ul style="list-style-type: none"><li>● PAX hands and feet</li><li>● No student umbrellas</li><li>● Make sure shoelaces are tied</li></ul>	<ul style="list-style-type: none"><li>● Treat equipment appropriately</li><li>● Listen to adult</li><li>● Use kind language</li><li>● Throw away trash</li></ul>	<ul style="list-style-type: none"><li>● Follow rules</li><li>● Leave personal toys in the classroom</li><li>● Be a PAX Leader</li><li>● Put all equipment back in the ball containers.</li></ul>

The steps listed below are used by YCES supervision staff to ensure that recess is safe and fun for all students.

1. **Verbal warning, refer to PAX Positive Choices and remind of playground expectations.**
2. **Wall time, refer to PAX Positive Choices and remind of playground expectations.**
3. **Sent to Tigers Den for problem solving session.**
4. **Tigers Den for problem solving session. Parent/guardian contacted.**
5. **Referral written and parent/guardian contacted. Consequence assigned after the problem solving session.**

## **AT YCES WE SUPPORT EACH OTHER BY LIFTING OTHERS!**

**Working together to lift each other to our full potential**

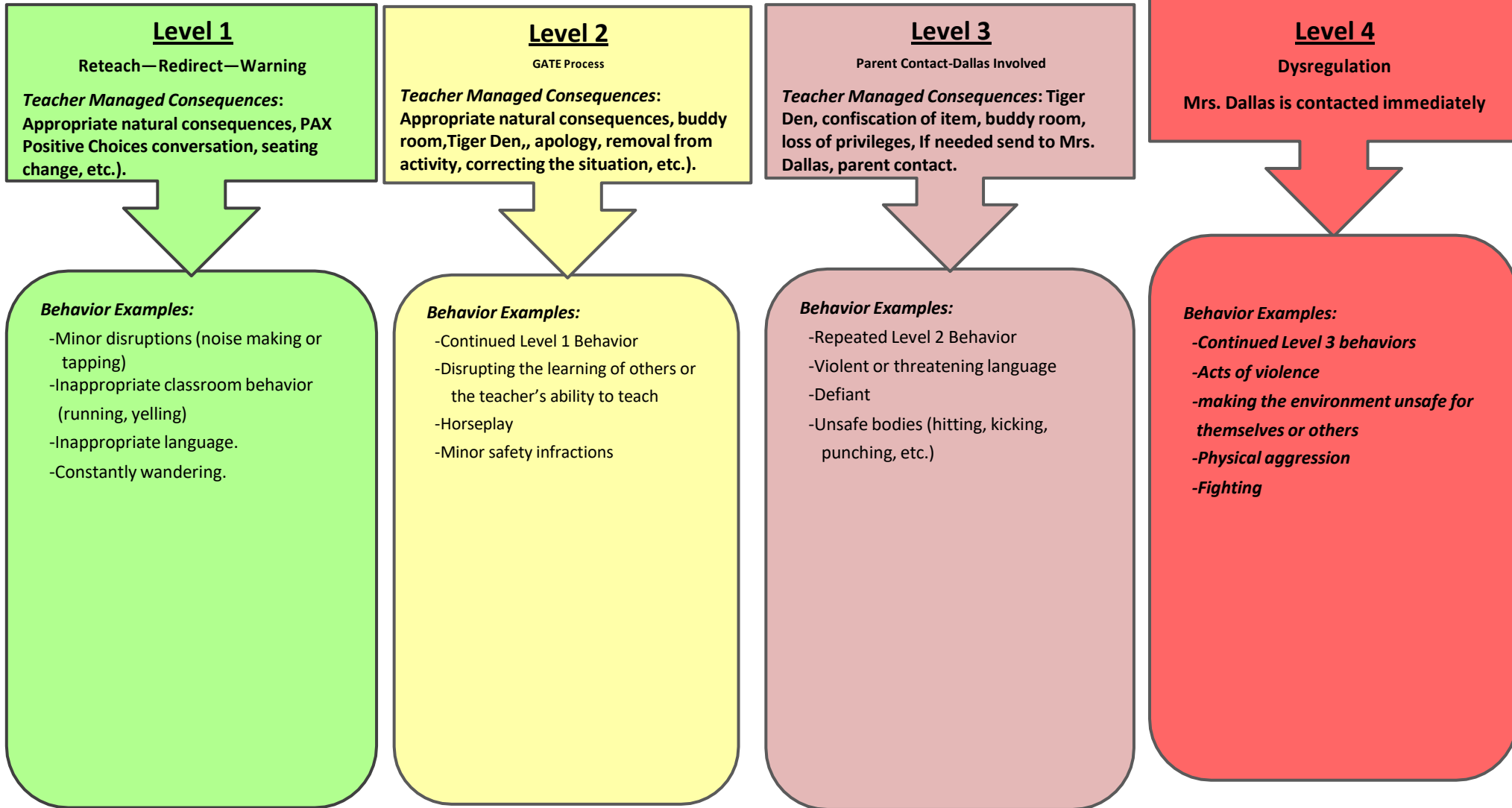
**Repair the harm, restore the relationship!**

- ❖ What happened?
- ❖ Who was affected?
- ❖ How can you make things right?
- ❖ What will you do next time?



# Yamhill Carlton Elementary Discipline Levels

This is a guideline for behavior interventions and consequences. Exceptions and variations can be made. Consequence for misbehavior will factor the seriousness of the problem, attempts to change the student's behavior, the student's prior discipline history,



## **Behavior Definitions**

Arson or Attempted Arson: Intentionally starting any fire or combustion on school property or any action, which attempts to cause a fire. Suspension/Expulsion. (Parent/Police Contact).

Assaults: The physical abuse of another, but not the mutual participation. May include the use of a weapon and/or sexual assault. Suspension/Expulsion. (Parent/Police Contact).

Breaking and Entering: The unauthorized entry into a school building or restricted area. Suspension/Expulsion. (Parent/Police Contact).

Forgery and Cheating: The providing of a false signature or altering a document. The intentional use of others people's work or other resources in an attempt to complete task in an unfair manner. (Parent Contact).

Dangerous Items: The possessions (on person, in locker, in book bag, etc.) of any dangerous items (may include but not limited to: matches, lighter, mace or hot pepper canisters, fireworks, ammunition, toy-like weapons) is prohibited on the school district premises or any other premises where official school functions are being conducted. The dangerous items will be confiscated. (Parent and/or Police Contact).

Defiance of Authority/Insubordination: Repeated insubordination or refusal to comply with a reasonable staff request.

Deliberate Misuse of Property/Theft: The intentional use without proper permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property. Restitution will be required, as appropriate.

Disruption: Behavior in a manner, which disrupts or interferes with school activities.

Extortion: The forcing of another person to act against their will by demanding threatening money or property. (Parent and/or Police Contact).

Fighting: Having intentional physical contact with another person by making the effort to cause them harm. Injury may or may not occur. (Parent and/or Police Contact).

Harassment/Bullying: Disturbing others by teasing, pestering name calling or tormenting. Hazing, harassment, intimidation by students, staff, or third parties is strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to, and including, suspension. (See Board Policy : GBNA, JFCF)

Sexual Harassment: Making sexually derogatory remarks or verbal or physical advances to student or district personnel, and/or making unwelcome sexual advances and/or physical contact.  
(See Board Policy: GBN, JBA)

Threats of Violence: Using force or threat to prevent another from moving or acting in accordance with school policies or personal choice. (Parent /Police Contact).

Physical Mischief: Students are to keep their hands and feet to themselves. No horseplay (grabbing hats, scuffling), pushing or shoving.

Truancy: The failure to report to class without permission/excuse or leaving the classroom/ building/assigned areas without obtaining prior permission. (Parent Contact).

Vandalism: Intentionally causing damage to school or another's property. Restitution will be required as appropriate. (Parent and/or Police Contact).

Profanity/Vulgarity/Language: Use of profanity, making derogatory remarks or comments to students or staff members.

Tobacco Use: Students who are in possession of tobacco on District property during school hours, or at any school sponsored activity.  
(See Board Policy: GBK)

Weapons: See Board Policy: GBJ

**DISTRICT BOARD POLICY SUPERSEDES ALL BUILDING HANDBOOK POLICIES  
AND IS SUBJECT TO CHANGE WITHOUT NOTICE.**

**PLEASE VIEW DISTRICT POLICES ON LINE VIA THE YC SCHOOL DISTRICT WEBSITE**