

GAFFNEY LANE ELEMENTARY SCHOOL



Parent-Student Handbook & Calendar

2015- 2016

Gaffney Lane School
13521 S. Gaffney Lane
Oregon City, Oregon 97045
503-785-8600 Phone
503-650-6688 Fax

Home of the Gaffney Lane Grizzlies

Welcome to GAFFNEY LANE SCHOOL

Gaffney Lane Mission Statement

Gaffney Lane Elementary School, in partnership with parents and community, believes all children are capable of success. We commit to: encourage and nurture each child's full academic potential; build each child's self-esteem; and empower each child to become a safe, responsible, and respectful individual.

Gaffney Lane has many activities that help set high expectations for success for all students. Some of these include:

- ▶ Multiple opportunities for students to practice reading, including a SMART reading program, and small group reading instruction.
- ▶ Recognition of appropriate behavior through reinforcement programs such as Positive Behavior Support, Caught You Being Great, and Bee Stickers (Be Responsible, Be Respectful, Be Safe.)
- ▶ Cross-age buddy class experiences to promote a positive school climate.
- ▶ State-of-the-art technology instruction, a focus on the arts, and project-based learning.
- ▶ Noon Leagues of team intramural games to teach sportsmanship.

Gaffney Lane welcomes you!

Sincerely,
Cyndi Borgmeier, Principal
cyndi.borgmeier@orecity.k12.or.us
503-785-8600

ATTENDANCE ALL STARS

School begins at 7:55am.

- ▶ 7:30 Students may wait in the gym until 7:45.
- ▶ 7:35 Students eating breakfast may enter the cafeteria.
- ▶ 7:45 Students may enter the Halls and Classrooms.
- ▶ 7:55 School Begins
- ▶ Attendance at school is required by state law. The only legal excuses for absences are illness or death in the family.
- ▶ Each day the school will attempt to call on student absences. If you know that your child will be absent or tardy, please call at 503-785-8600. Our answering machine is on 24 hours.

The best way parents can be involved in their children's education is to support them in achieving excellence in school attendance.

We don't want our children to miss valuable learning time. Please schedule all appointments after school.

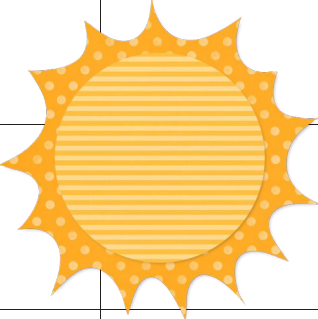

Students in grades K through 5 are dismissed at 2:20PM.

School will be dismissed at **1:20PM every Wednesday beginning September 9, 2015.**

The above timeline illustrates the efforts Oregon City School District has made to implement Professional Learning Communities (PLCs) in Oregon City. Transitioning to an early release for all buildings will allow for regularly scheduled dedicated time for all staff in Oregon City School district to meet with their PLCs.

Professional learning communities is a group of teachers who meet regularly to share, refine, and assess the impact of lesson and strategies continuously to help increasing numbers of students learn at higher levels, Rick Dufour *On Common Ground*.

August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2		4	5	6	7	8
9		10	11	12	13	14
16	17	18	19	20	21	22
						
23	24	25 <i>Please return student verification form at open house.</i>	26 <i>Open House 6:00pm</i>	27		28
30	31 <i>First Day of School Kinder and 1st grade varies.</i>		<i>No early release</i>			

STUDENT CLOTHING GUIDELINES

We believe that appearance is important to the way students feel and act. Please help us encourage the best in our students by insisting that they observe the Oregon City School District Student Dress and grooming guidelines. These may be reviewed in their entirety on our school district web page at www.orecity.k12.or.us.

1. Hats, bandanas or other head coverings may not be worn in the building.
2. Tops and bottoms must touch when the student is standing.
3. Tube tops, midriff tops, see-through garments, backless or strapless tops, halter-tops, tight or revealing clothing are not allowed. Muscle shirts or sleeveless undershirts that expose the torso are not permitted.
4. Shorts, skirts, pants, and tops must conceal undergarments when the student is standing or sitting.
5. Shorts, skirts, or dresses must be finger-length when arms are held at the sides.
6. No gang-related clothing, items or tattoos.
7. Clothing with profane suggestive remarks, violent symbols, alcohol or drug advertisements is prohibited.
8. Gaffney Lane is an elementary school and we therefore expect all students to be dressed with that in mind. High heels, nylons, makeup and other "grown up" clothing are not appropriate.
9. Excessive sagging or baggy pants are not to be worn
10. Items of clothing or accessories with spikes, chains, or symbols that are profane, vulgar, or sexually suggestive are not allowed.
11. Sleepwear or slippers may not be worn.
12. Clothing must not have excessive rips or tears.
13. The final determination of what constitutes appropriate dress shall be made by the school administration.

Students who violate the dress and grooming codes will be asked to change their clothing.

To review this code and the consequences of violation, please see the *Code of Conduct*.



ATTENDANCE REQUIREMENT FOR STUDENTS

Dear Parents and Guardians:

Regular school attendance is a critical factor for your student's success in learning and making progress toward graduation. Research indicates a strong relationship between consistent school attendance, academic success, and school completion.

Parents may be unaware of the laws requiring school attendance, or the potential legal consequences to the child and the parent if a child is excessively absent from school. Attendance at school is not only important; it is also a state law. Excessive absences and/or tardies from school may constitute a violation of Oregon Compulsory Education Law and District Policy. Oregon Revised Statute 339.030 states that every parent is directed to ensure that their child attends school regularly.

Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

Excused Absences:

Excused absences are defined as one of the following:

- Illness or injury of the student;
- Illness or death in the family which includes, but is not necessarily limited to mother, father, siblings, grandparents, aunts, uncles, cousins;
- Family emergency of an unforeseen nature;
- Medical or dental appointment of a student that cannot be made outside the school day and can be verified, except in the case of an emergency;
- Obligatory religious observances of the student's own faith;
- Subpoenaed court appearance;
- Participation in a school-approved student activity or a district-approved function;
- Prearranged absence approved by principal (See district list of excused student absence.)

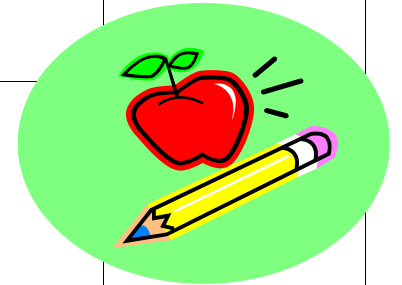
So as to receive consideration for an excused absence, a note of explanation must be provided to the school by the parent/guardian upon return of the student to school.

Unexcused Absences:

Any absence for a day or any significant part of a day for reasons other than those listed above and any absence without parent knowledge and arrangement with school officials shall be considered an "unexcused" absence. A "significant part of a day" is defined as one class period or its equivalent.

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>Please call the school (503-785-8600) if your child will be absent or tardy.</i>		1	2 <i>No early release</i>	3	4 <i>No School</i>	5
6	7 <i>No School Labor Day Holiday</i>	8 <i>PTO 5pm</i>	9 <i>First early release</i> Early Release Dismissal at 1:20pm	10	11	12
13	14	15	16 Early Release Dismissal at 1:20pm	17	18 <i>Fundraiser Kickoff Assembly</i>	
20	21	22	23 Early Release Dismissal at 1:20pm	24	25 <i>No School Inservice</i>	26
27	28	29	30 Early Release Dismissal at 1:20pm			



GAFFNEY LANE PERSONNEL

Principal - Cyndi Borgmeier
Secretaries - Debbie Thomas, Holly Rudie

Teachers Grade

Raelene Gilmore Kinder
Dan Gilmore Kinder
Annette McNeel Kinder
Angela McKinlay Kinder
Kim Burke 1ST
Julie Schwerzler 1ST
Micheline Westlake 1ST
Carrie Clay 1ST
Julie Lee-Barr 2ND
Rebecca Riley 2ND
Amy Rinehart 2ND
Debra Chase 3RD
Lindsey Kristensen 3RD
Jennifer Lau 3RD
Liz Wong 3RD
Angella Cason 4TH
Dave Frazier 4TH
Karen Hankins 4TH
Duncan Rutter 4TH
Shannon Fernaeus 5TH
Kristi McQueen 5TH
Sally Brown 5TH
Kristan Beckwith ESOL
Mary Ellen McGinty Reading
Irene Hughes SLC
Lilla Minniti SLC
Teresa Scott Counselor
Nancy Duhrkoop Music

Instructional Assistants

Terri Alcid
Sonya Belmont
Teresa Castor
Chris Davies
Susan Erickson
Carol Glenn
Lisa Hanson
Peggy Jensen
Nancy Johnston
Sandy Kawamoto
Andrea Morton
Jill Osten
Debbie Sandblast
Staci Super
Kim Unis
Susan Werner
Tracy Weseman
Barbara Yaden

Custodians

Al Knauff
Monique Sardegna

Cooks

Michelle Williams
Diane Roake

Parent Teacher Association (P.T.O.)

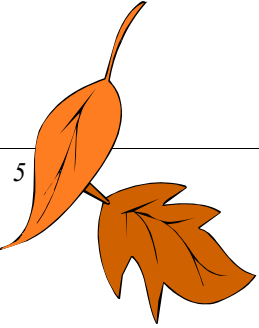

Gaffney Lane's PTO is an important part of our school partnership and is active in our school. Parents raise money to support field trips, assemblies, academic programs, and the purchasing of resources for teachers and much more!

Parents also work collaboratively to provide family fun nights which include our Open House BBQ, Bingo Night, and our Jog to Swim. Everyone is invited to PTO meetings. (See calendar for dates.)



Check out our website by going to the Oregon City School District's website at www.orecity.k12.or.us. Click on School Web Sites, then Gaffney Lane and finally Parent/Teachers Association. This web page is an excellent resource for parents.

October 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 	6	7 Early Release Dismissal at 1:20pm	8 <i>No School Inservice</i>	9 <i>No School Inservice</i>	10
11	12	13	14 Early Release Dismissal at 1:20pm Picture Day	15	16	17
18	19	20	21 Early Release Dismissal at 1:20pm	22	23	24
25	26	27	28 Early Release Dismissal at 1:20pm	29	30 <i>School Assembly 1:20pm Harvest Festival 6:00pm</i>	31 

SCHOOLWIDE SAFETY

WE WORK TO KEEP YOUR CHILDREN SAFE:



- ▶ Monthly fire, earthquake, and stranger or danger drills are practiced.
- ▶ All doors are kept locked except for the main entry doors. Visitors and volunteers must wear identification badges.
- ▶ All staff have emergency manuals and safety leaders have been trained as part of a Clackamas Crisis Response Team.
- ▶ Staff on recess duty carry a CB radio in order to be in communication with our school office.
- ▶ Staff membership on the District Safety Committee helps implement an ongoing effort to ensure the safety of students, staff and others while on district property.
- ▶ A parent phone tree system for emergency school closure notification is in place.
- ▶ Classroom conversations with students on making safe choices and in seeking help when needed are ongoing.
- ▶ Children must have note from home to change their dismissal destination.
- ▶ All classrooms have a direct line to the school office and to other staff members.
- ▶ Classroom volunteers participate in trainings and background checks

LEAVING SCHOOL

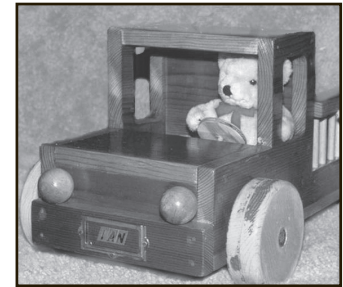
Students must have written permission before they will be allowed to leave school with anyone other than their parents. Written permission is also necessary for students to go home by a different bus route than usual. Such permission notes should be presented by the student to the school office where they can be approved and logged.

Parents and others are requested to sign an early release form in the office before taking children from school. All children who are arriving late or returning to school from an appointment are required to check in at the office before they return to class.

VISITORS AND VOLUNTEERS



We welcome visitors and volunteers at Gaffney Lane School at any time. Our only request to visitors is that they be considerate and try not to distract children and teachers from their work. All visitors must sign in and sign out on the laptop at the office. Please wear a visitor or nametag while you are in the building. These nametags may be found by the laptop, and they let the students and staff know that you belong here.

All volunteers in Oregon City School District are required to complete and pass a Criminal History Background Check (good for two years) and a Volunteer Registration Form (good for current school year only) before volunteering. Please ask for this form at the office.



Volunteers are to sign in on the laptop computer at the office when they arrive and when they check out, and to wear a volunteer badge while in the building.

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Early Release Dismissal at 1:20pm	5	6	7
8	9	10 <i>PTO 5pm</i>	11 Early Release Dismissal at 1:20pm No school Veterans Day	12 <i>No School</i> <i>Report card prep</i>	13 <i>No School</i> <i>Teacher planning day</i>	14
15 	16	17	18 Early Release Dismissal at 1:20pm Picture re-take day	19 <i>Book Fair</i>	20 <i>Book Fair</i>	21
22	23 <i>No School</i> <i>Conferences</i> <i>Book Fair</i>	24 <i>No School</i> <i>Conferences</i> <i>Book Fair</i>	25 <i>No School</i>	26 <i>No School</i> <i>Thanksgiving</i>	27 <i>No School</i>	28 
29	30 <i>Swim Week</i> <i>4th grade</i> <i>4H 4F</i>					

PARKING LOT SAFETY

Student safety is very important at Gaffney Lane. Please observe the directions of our student safety patrol. Students are trained to provide safe crossing at three different locations. Parents may drive up to the front of the school after 2:25 to pick up their children. The students are standing with their classroom teacher at the same location each school day.

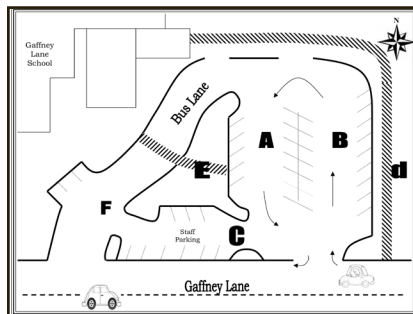
In looking at the map...

You'll notice several sections marked with labels and letters ranging from "A through "F" Please refer to the map.

- As you come into the "loop" to drop off your child, please pull as far to the right as safely possible for your child to enter or exit your car. This leaves room for cars **that are ready to leave the lot** to carefully get around you, allowing traffic to continue smoothly and safely.
- Children, if you are dropped off on the "B" side of the parking lot, **please do not cross through** the parking lot. Instead, use the path around the parking lot (d). If you are dropped off on the "A" side of the lot, **please cross at the crosswalk** (labeled "E"). Using the pathway and crosswalk is safer, PLUS you have Safety Patrol helping you to cross through the bus lane safely. THANK YOU SAFETY PATROL!

What will help things go smoother?

- During rainy weather traffic volume increases dramatically on our lot, since students who normally walk are being dropped off. As a result, traffic congestion in the parking lot is unavoidable. To help out on these days you can...
- Leave from home a little earlier. We open the gym at 7:30 for early arrivers. Arriving at school a little early will help avoid the heavier traffic.
- Get appropriate rain wear for your child—this helps them avoid running, preventing slips and promoting safety.
- Try to approach school so you are coming in from the east (in the direction of Fred Meyers). This will make entering the school parking lot much easier.
- When leaving Gaffney, please **take a right** turn out of the parking lot. I know it will add a bit of distance to your drive, but in the long run you might save yourself some time, frustration, and **promote safety!** What a great trade off!!!
- Please be kind and courteous to the safety patrol. They are there for everyone's safety and deserve being treated in a respectful manner.
- Busses have the right of way. If you see one of them heading in, please help them find their way into the bus lane by clearing the bus lane if you are in it, or giving them the right of way if they are trying to turn into the lot.
- Please walk bicycles, scooters, and skateboards off of school grounds before riding. Don't forget your helmets!



CHANGING ROUTES OR DESTINATIONS

A written note from the parent is required for students to get off at a different bus stop or to change their departure plans. Notes need to be authorized in the school office. Written permission is also required for students to leave school with anyone other than their parents.

STAYING AFTER SCHOOL

Children are not allowed to stay on school grounds after dismissal without written permission from home and from the teacher.

EXTENDED DAY / AFTER SCHOOL CHILD CARE

This program offers a safe place for children to go directly after school. Educational, recreational, and social enrichment opportunities for children grades K–5 are provided from school dismissal time to 6:00pm.

A complete description of the program, application forms, and cost information is available through the office of Oregon City Community Schools at 503-785-8520.

ITEMS NOT ALLOWED AT SCHOOL

Students are NOT to bring cell phones, radios, walkmans, CD players, MP3 players, recreational equipment or balls, trading cards or collectibles, scooters, skateboards, electronic games, toys, pocketknives/weapons, or large amounts of money to school. Hair and make-up products should not be brought to school or stored in backpacks or purses.

The school assumes no responsibility for loss or damage to personal items.

BICYCLES/SKATEBOARDS/ SCOOTERS

A special parking area has been set aside for those who wish to ride their bicycles to school. Locks are required. The school is not responsible for lost or stolen bikes. Oregon State law requires that bicycle riders wear helmets! If a student rides to school without a helmet, the bike will be held at school until the student returns with a helmet.

Students may not ride skateboards, inline skates, heelies, or scooters on school grounds. They may dismount and pick them up before entering school property. Helmets are required.

DOGS AND OTHER PETS



Pets must remain at home!

We find that even friendly pets sometimes become overexcited around a group of children and may accidentally hurt someone.

If the teacher gives permission, parents may accompany pets to school for show and tell.



December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Early Release Dismissal at 1:20pm	3	4	5
6	7 <i>Swim Week</i> 4th grade 4R 4C	8 4th and 5th grade <i>Music Program</i> 6:30pm	9 Early Release Dismissal at 1:20pm Vision screening	10	11	12
13	14 <i>Swimming Week</i> 5th grade	15	16 Early Release Dismissal at 1:20pm Holiday Wrap party	17	18	19
20	21 <i>Winter Break</i> Dec 21-Jan 4	22	23 Early Release Dismissal at 1:20pm	24	25	26
27	28	29	30 <i>Early Release</i> Dismissal at 1:20pm	31		

Specific Playground Rules

1. Monkey Bars

- No ropes or balls in this area
- No standing vertical drops
- No cherry drops
- No standing on top of horizontal ladder
- No jumping from any bars

(Horizontal ladder to be used only for crossing hand-over hand, starting at end near play shed.)

2. Slide

- Same rules for all slides.
- Always use forward sitting position.
- One person at a time.
- Do not climb up slide, use stairs.

3. General

No play-fighting or wrestling.

Ask teacher on duty for permission to retrieve balls from outside the fenced playground area.

No tackle football or piling on top of one another.

Kick balls only in the open play field.

Red Rover is not a safe activity.

4. Soccer Rules

Fouls:

- holding the ball
- holding an opponent
- rushing an opponent
- striking or hitting an opponent
- jumping at an opponent
- tripping an opponent
- charging an opponent from behind
- charging an opponent while he has both feet off the ground in an effort to head the ball

If you commit any one of the above fouls, be honest. Ask to stop the game for a moment and give the ball to the other team as a free kick.

5. Common Sense Rules

- Don't monopolize the ball. Pass it around to your teammates.
- Play your position, not everyone else's.
- You should be playing soccer to have fun. If it's not fun - don't play!

You should be the one to know when you are getting too rough. Take yourself out for a moment and cool off.

Bus Rules

Oregon State Board of Education Regulations Governing Pupils Riding School Buses:

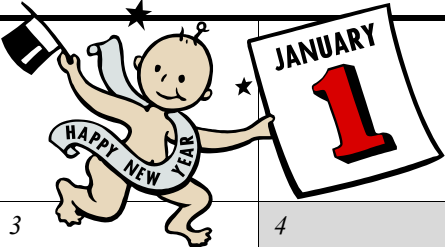
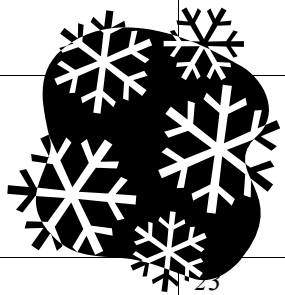
By Order of the Board of Education, Oregon
City Public Schools

(As a matter of safety, the following items will not be allowed on school busses: skate boards, scooters, aerosol cans, glass containers, balloons, and live animals.)



1. Pupils being transported are under the 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 an emergency.
4. Pupils shall be on time for the bus both morning and afternoon.
5. Pupils shall not bring animals, firearms, weapons, glass objects, aerosol cans or other potentially hazardous material on the bus.
6. Pupils shall remain seated while the 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 bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
11. Pupils must have written permission to leave the bus other than at home or school.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passers-by.
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 buses.

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 <i>No school Teacher work day</i>	5 <i>Back to School</i>	6 Early Release Dismissal at 1:20pm	7	8	9
10	11	12 <i>PTO 5pm</i>	13 Early Release Dismissal at 1:20pm	14	15	
17	18 <i>No School Martin Luther King</i>	19	20 Early Release Dismissal at 1:20pm	21	22	23
24	25 <i>No School Teacher planning day</i>	26	27 Early Release Dismissal at 1:20pm	28	29 <i>School Assembly 1:20pm</i>	30 <i>Barnes and Noble Book fair</i>
31						

BULLYING and HARASSMENT

Be nice to each other! It is absolutely not OK to pick on each other, or call names, or do anything that makes other students feel bad.



This includes:

- ▶ physical contact like pushing, pulling, tripping, punching
 - ▶ making threatening gestures or statements, glaring or mean looks
 - ▶ taking or destroying someone's property
 - ▶ spreading rumors or lies
 - ▶ saying nasty, obscene or mean things, name calling
 - ▶ making unkind remarks about the person's family
- ▶ referring to homosexuality, race or things in a mean way meant to hurt.
 - ▶ If someone is harassing you, it might be tempting to be mean right back. Don't do it! Follow this plan instead:
 - 1.) First, tell the student/s to stop and that you do not like the behavior.
 - 2.) If it happens a second time, seek help from a staff member.
 - 3.) If the problem still does not go away, let the principal know. Involve your parents too, in seeking their advice.

Please refer to the Student Code of Conduct to read policies in their entirety. The complaint procedure is also outlined in the policies: #5150, #5150R, #5160, and #5160R.

BEHAVIOR CONSEQUENCES

When behavior of a minor nature occurs, teachers will utilize a variety of techniques to modify student behavior and resolve problems. Consequences that may be used include:

- ▶ Student/teacher conferences
- ▶ Recess lost
- ▶ Time-out in a buddy classroom
- ▶ Counselor referral
- ▶ Home contact
- ▶ Rule School

The intent of these strategies is to help students resolve conflicts or problems in an appropriate way. The emphasis will be to stress problem solving skills which relate to life-long learning.

STUDENT AND PARENT PROBLEM-SOLVING PROCESS

A student or parent who has a complaint concerning a classroom teacher or student should first bring the matter to the appropriate teacher.

If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days following the meeting with the teacher.

If the issue is still not resolved, the student or parent may file a written, signed complaint within 15 calendar days to enable further investigation concerning the complaint.

BEHAVIOR GUIDELINES

Please see our district *Code of Conduct For Students* for procedures and policy regulations concerning student behavior expectations. This may also be viewed on our district website at www.orecity.k12.or.us.

February 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Early Release Dismissal at 1:20pm	4	5	6 
7	8	9	10 Early Release Dismissal at 1:20pm	11	12	13
14 	15 No school Presidents day	16	17 Early Release Dismissal at 1:20pm	18	19 Bingo Night	20
21	22 Swim Week 3rd grade	23 2nd and 3rd grade Music Program 6:30pm	24 Early Release Dismissal at 1:20pm	25	26	27
28	29					

PHYSICAL EDUCATION AT GAFFNEY LANE

Children are expected to participate in our physical education program and recesses unless, for physical reasons, they are excused by your doctor. A signed statement from his/her doctor is necessary for exclusion or to have a child remain inside during P.E. or recess.

Students should wear tennis shoes with non-marking soles on P.E. days.

HOMEWORK POLICY

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

All children are encouraged to read at home and practice their math facts daily, whether it be assigned or not.

Grade Level Week	Daily	Per
Kindergarten	5-10 min.....	10-40 min.
First/Second	10-20 min.....	40-80 min
Third	15-30 min.....	1-2 hours
Fourth/Fifth	30-45 min.....	2-3 hours

HOURS TO REACH TEACHERS

Our staff welcomes your call concerning your students. You may call and leave a message with our office, email or use our voice mail at any time.

However, teachers are most easily reached from 2:30_{pm} until 3:15_{pm} daily.

CONFERENCES

Parent teacher conferences are held in the fall and the spring. Teachers will not wait until the scheduled conference time to contact parents if a child is experiencing problems. We hope that parents will call, email, or visit us when they have questions or concerns.

Students' report cards will be sent home with the student in November and in March. The end of the year report cards will be mailed in the middle of June.

ASSEMBLIES

During the year we schedule a variety of educational and entertaining assemblies. Some of our assemblies recognize student achievements and showcase student talent. Parents are invited to attend all assemblies.


SCHOOL PARTIES

The administration of Oregon City Schools feels that two or three classroom parties each year are an important part of the life of a child. Teachers and sometimes, in intermediate grades, students will plan these with the cooperation of room parents. Any holiday cards (Christmas, valentines, etc.) passed out in school are to be given to all children in the room or to none. Treats are discouraged.

Arrangements for birthday parties and other celebrations held at home or other facilities are to be made outside of school, unless the whole class is invited. Please do not hand out invitations at school. This is very hurtful to children not invited.



March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Early Release Dismissal at 1:20pm Read across America Dr. Seuss	3	4	5
6		8 <i>PTO 5pm</i>	9 Early Release Dismissal at 1:20pm	10	11 <i>No School</i> <i>Report card prep</i>	12
13	14	15	16 <i>No School</i> <i>Conferences</i>	17 <i>No School</i> <i>Conferences</i>	18 <i>No School</i>	19
20 	21 <i>Spring Break</i> <i>March 21-25</i>	22	23	24	25	26
27	28 <i>Swim Week</i> <i>2nd grade</i>	29	30 Early Release Dismissal at 1:20pm	31		

MEALTIME

Mealtime accounts are now available online. The district uses MealTime Online to provide the opportunity for you to make credit card deposits into your student's cafeteria account or view your student's purchase history via the internet. This is located on the district website. Go to Parents and Guardians-Nutrition-Pay for meals. You can call the school for your student's ID number. Visit www.mymealtime.com

1. Create a MyMealTime Online profile. Click on the "Create new profile" link and enter a Username and Password that you will use to login to MealTime Online. The Username and Password must be at least 6 characters. For example, Username: jsmith Password: pty845.
2. Add your student. Login to your MealTime Online account (using the Username and Password that you created in Step 1), click on "Meal Account Deposits" then click the "Add New Student" link and add your student by entering their first name and student ID number. Your student ID number is the one that has been assigned by eSIS or the school.
3. Make a Deposit. Click on the "Make Deposit" link to make a deposit into a school account. There is a transaction fee for making deposits. Click on the "View Details" link next to your student's name to view their cafeteria account balance and purchase history.

SCHOOL BREAKFASTS AND LUNCHES

Breakfast and lunch are served each day in the cafeteria. The menu is published monthly. Prices for breakfast and lunch will be found in the information distributed at the beginning of the year. If a student is allowed to purchase a 2ND breakfast or lunch during the same day, the school must have a note from home approving this. The second meal will be charged a slightly higher amount due to not being federally subsidized. All student lunches include milk or juice. Adult milk or juice is extra. Like all Oregon City schools, we participate in the Federal free and reduced lunch program. Forms with qualifying standards will be sent home with all students. You may apply at any time during the school year.

Each student will have an account for meal money. Money can be deposited any morning in the cafeteria before school. We encourage parents to send enough money for several weeks at a time. Account information can be requested by parents at any time.

Please be sure your children know whether they are allowed to buy breakfast. Sometimes students buy breakfast from money parents had intended for lunches. If a problem arises with your child, we will work with you to solve it.



I'm your reminder that a charge has accrued. Look for my stamp on your child's hand!

STUDENT REGISTRATION FORM

If your child gets injured at school it is very important he or she has current emergency information on file in the school office. The Student Registration Form provides numbers to call to contact you as well as the procedures to follow until you can be contacted. This form will be sent to you in our Fall packets for update and review. Please sign and return immediately.

Please do not list family members who live out of town as emergency contact persons on the Student Registration Form.

It is important that your child knows what to do and where to go if there is an emergency closure during the school day. Please take the time to discuss a family emergency plan with your child early in the year, and perhaps even rehearsing what to do in case of an emergency.



EMERGENCY SCHOOL CLOSURES

A school emergency alert service is available that will email you and/or text message your cell phone if any OC schools have to close or have a late start for any reason. Go to the OCSD web site (www.orecity.k12.or.us) and click on "Subscribe to FlashAlert School News and Emergency Information" found below the District Office information on the right sidebar. Click it and follow the directions from there.

In case of inclement weather or other such conditions, which would cause the closure of Oregon City Schools, you will be notified through the following radio and TV stations:

AM	FM	TV
KGW 620	KINK 101.9	KGW Ch. 8
KEX 1190	KKRZ 100.3	KATU Ch. 2
KUPL 1130	KXL 95.5	KOIN Ch.6
KXL 750	KWJJ 99.5	
KWJJ 1080	KUPL 98.5	

If you do not hear that Oregon City Schools will be closed, then expect that we will be open as usual.

April 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Book Fair</i>	2
3	4 <i>Book Fair</i>	5 <i>Book Fair</i>	6 Early Release Dismissal at 1:20pm Grand Event	7	8	9
10	11 <i>No School Teacher Inservice</i>	12	13 Early Release Dismissal at 1:20pm	14	15	16
17 	18	19 <i>Kinder and 1st grade Music Program 6:30pm</i>	20 Early Release Dismissal at 1:20pm	21	22	23
24	25	26	27 Early Release Dismissal at 1:20pm Jog a Thon	28 <i>School Assembly Talent show 1:20pm</i>	29 <i>No School Teacher Inservice</i>	30

BUS CONDUCT REPORT

The bus driver will issue students who violate bus rules a bus citation. Bus drivers give a verbal warning first, unless it is an extreme incident. After three bus conduct citations, the student will be suspended from riding the bus for three to five days. Continued violations of bus rules result in suspension from school or loss of further bus riding privileges.

NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS

A parent, or a student of 18 years or older, has the right to:

- ▶ Inspect and review the student's education records in compliance with the written request policy procedure.
- ▶ Request the amendment of the student's education record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- ▶ Pursuant to Oregon Administrative Rule 581-21-410, filed with the U.S. Dept. of Education, a complaint under 34CF B99.64 concerning alleged failures by the district to comply with the requirements of federal law; and
- ▶ Obtain a copy of the district student education records policy from the Superintendent's office.
- ▶ Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.

HEALTH and MEDICATION

Parents should not allow a child to come to school ill, with an undiagnosed rash, or with some other questionable condition. Your child needs to be free of symptoms (ie: fever, vomiting, diarrhea) for 24 hours before returning to school. When a problem occurs or a child becomes ill at school, parents are contacted.

When it is necessary for your child to take medication at school, the following procedure must be followed.

- ▶ Medication will be administered at school **only** if it is required for the child to remain in school.
- ▶ ALL medication, prescription and over the counter, is to be brought to school by the parent.
- ▶ ALL prescription medications are to be counted by the parent and school staff member accepting the medication.
- ▶ Medication, prescription and over the counter, is to be brought in the originally labeled container.
- ▶ The parent must complete an authorization form, allowing his/her child to be medicated at school.
- ▶ There are specific rules for which type of over the counter medication will be allowed at school. The list is mandated by state law and is available at your child's school.
- ▶ Dietary and herbal supplements are not allowed.

If you have any questions you can reach the district nurse at 503-785-8371.

PERFECT ATTENDANCE

Perfect attendance will be recognized at the end of each month for those students who have not been absent or tardy during that school month.

May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 	2	3	4 Early Release Dismissal at 1:20pm	5	6 <i>Family Game Night</i>	7
8	9	10 <i>PTO 5pm</i>	11 Early Release Dismissal at 1:20pm	12	13	14
15	16	17	18 Early Release Dismissal at 1:20pm	19	20	21
22	23	24	25 Early Release Dismissal at 1:20pm	26	27	28 
29	30 <i>No School Memorial Day</i>	31				



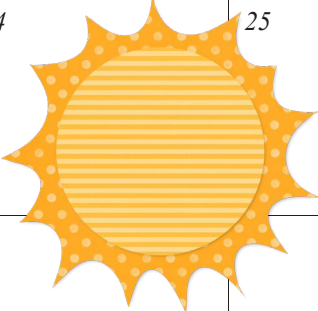
Gaffney Lane Expectations

Gaffney Lane students will behave safely and in ways that do not cause problems for themselves or anyone else.
Students are expected to be Respectful, Responsible, and Safe.



	Hallway	Assembly	Bus	Cafeteria	Bathroom	Playground
Be Safe	<ul style="list-style-type: none"> ✓ Walk at all times ✓ Allow others to pass ✓ Keep hands and feet to self ✓ Stay on the right 	<ul style="list-style-type: none"> ✓ Enter in an orderly fashion ✓ Wait for dismissal signal 	<ul style="list-style-type: none"> ✓ Keep hands and feet to yourself ✓ Sit with feet on floor, bottom on the seat, and facing forward ✓ See page 10 in Calendar. 	<ul style="list-style-type: none"> ✓ Walk at all times ✓ Keep food to self ✓ Sit with feet on floor, bottom on the seat, and facing forward ✓ Hold tray with two hands 	<ul style="list-style-type: none"> ✓ Keep feet on floor ✓ Keep water in sink ✓ Wash hands ✓ Put towels in garbage ✓ Keep towels and toilet paper off floor 	<ul style="list-style-type: none"> ✓ Walk to and from the playground ✓ Stay within boundaries ✓ Be aware of activities/games ✓ No play fighting ✓ What is on the ground, stays on the ground
Be Responsible	<ul style="list-style-type: none"> ✓ Use drinking fountains appropriately ✓ Hold the door open for the person behind you 	<ul style="list-style-type: none"> ✓ Stay in assigned seating area ✓ Listen for signal to be quiet 	<ul style="list-style-type: none"> ✓ Clean up after self ✓ Wait to be excused from bus ✓ Use appropriate voice and language. 	<ul style="list-style-type: none"> ✓ Raise hand to be excused ✓ Take only what you need ✓ Get all utensils, milk, etc. when first going through line 	<ul style="list-style-type: none"> ✓ Clean up after self ✓ Return to room promptly ✓ Use a pass 	<ul style="list-style-type: none"> ✓ Use hall/bathroom pass for leaving the area ✓ Return equipment to proper place after recess ✓ Use problem solving strategies before going to adults for help
Be Respectful	<ul style="list-style-type: none"> ✓ Be quiet ✓ Follow adult directions ✓ Yield right of way to younger students 	<ul style="list-style-type: none"> ✓ Use audience manners ✓ Sit on bottom 	<ul style="list-style-type: none"> ✓ Speak in quiet voice ✓ Allow anyone to sit next to you 	<ul style="list-style-type: none"> ✓ Allow anyone to sit next to you ✓ Wait patiently in line ✓ Use good manners ✓ Clean up your area ✓ Use quiet voices 	<ul style="list-style-type: none"> ✓ Knock on door ✓ Give people privacy ✓ Use quiet voices ✓ Follow adult directions 	<ul style="list-style-type: none"> ✓ Play fairly ✓ Include everyone ✓ Follow adult directions

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Early Release Dismissal at 1:20pm	2	3	4
5	6	7	8 Early Release Dismissal at 1:20pm Field day BBQ	9 <i>Volunteer recognition assembly 8:15am Last Day of School 11am dismissal</i>	10	11
12	13 	14	15	16	17	18
19	20	21	22	23	24 	25
26	27	28	29	30		

Oregon City School District

ELECTRONIC COMMUNICATION

The district has adopted guidelines for acceptable use of electronic communication networks in our schools. Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender's network privileges. Additional disciplinary actions may be taken at the building or district level. Law enforcement agencies may be involved as appropriate.

Acceptable uses of the network are activities which support learning and teaching. Students may only use the internet when a user agreement/parent permission form is on file and only under direct teacher supervision.

Unacceptable uses of the network include:

1. Using profanity, obscenity, inappropriate language or graphics.
2. Violation of copyright law.
3. Using the network for financial gain or for any commercial or illegal activity.
4. Attempting to degrade or disrupt the system or network. Sending or displaying offensive messages, including prejudicial or discriminatory material (such as one's race, religion, sex, culture, and national origin.)
5. Sending or displaying harassing or attacking material.
6. Using another's password, account, folders, etc. without permission.
7. Intentionally wasting limited resources.
8. Posting of personal information of themselves or others unless with permission.
9. Information if acted upon would cause damage or disruptions.
10. Plagiarizing works found on the Internet.

FIELD TRIPS

During the school year, it is possible to greatly broaden the child's education by showing him/her some of the things they have been studying. When this is possible, we will allow the members of a class to travel to a cooperating business or institution or special outdoor destination. Field trips are completely planned by the teacher well in advance. Since there are no school district monies available for such excursions, students may be asked to pay for the cost of some of these field trips.

No child may participate on a field trip without prior parent permission. Notification of a field trip will be sent home in advance with information outlining the purpose of the trip.

Teachers will notify parents if volunteer help is needed at that time also.





Closure Information and Snow Routes

Gaffney Lane Elementary



TWO HOUR DELAYED OPENING SCHEDULE (START/DISMISS TIMES ARE APPROXIMATE)

REGULAR SCHEDULE			TWO HOUR DELAYED OPENING		
7:55am	Start	Grades K-6	10:00 am	Start	No kindergarten Grades 1-6
10:30 am	Dismiss	AM Kindergarten			
2:20 pm	Dismiss	PM Kindergarten, Grades 1-6	2:20 pm	Dismiss	Grades 1-6

SNOW CLOSURE INFORMATION IS AVAILABLE AT:

			www.pdxinfo.net
KATU*	2	Portland	www.katu.com/closures
KOIN*	6	Portland	http://www.koin.com/koin/school_closings.shtml
KGW*	8	Portland	www.kgw.com/weather/schoolclosures.html
KPTV*	12	Portland	
KEX*	AM 1190	Portland	www.1190kex.com/news/weather.php
KFXX*	AM 910	Portland	
KDBZ	AM 620	Portland	
KXL AM*	AM 750	Portland	
KPAM*	AM 860	Portland	
KKRZ Z100	FM 100.3	Portland	
KINK	FM 101.9	Portland	
KKCW K-103	FM 103.3	Portland	www.k103.com/news/weather.php
KRSK Rosie 105	FM 105.1	Portland	
KOTK	AM 1080	Portland	
KLHT	FM 106.7	Portland	
KBBT Mix 107.5	FM 107.5	Portland	
KOPB	FM 91.5	Portland	
KGON	FM 92.3	Portland	
KNRK	FM 94.7	Portland	
KISN	FM 97.1	Portland	
KUPL	FM 98.7	Portland	
KWJJ	FM 99.5	Portland	
KFIS The Fish	FM 104.1	Portland	
KMUZ (Spanish)	AM 1230	Portland	

Please be sure to tune in to any of these radio stations or TV stations if you have questions regarding Snow Closure or Delays.

Please call the school only if you are not able to find the information using these resources.

Thank you!

SEVERE WEATHER/SNOW ROUTE CHANGES			
STREET	FROM/TO	FOR PICK UP, STUDENTS WALK TO	SCHOOLS
Kelmsley	All of Kelmsley	Oregon City Bible Chapel parking lot 20611 Hwy 213	Gaffney Lane
Quail Crest	All of Quail Crest	Oregon City Bible Chapel parking lot 20611 Hwy 213	OCHS, GR, GL

Note: All other routes will continue normally in the case of a snow route change.

**SCHOOL DISTRICT #62
BOARD OF EDUCATION**

School Board Meetings are open to the public. They are scheduled the 2nd Monday of each month at 7:30^{pm} at the Jackson Campus.

DISTRICT PERSONNEL

Superintendent Larry Didway
Business Manager..... Nathan Roedel
Director of Personnel..... John Ogden
Director of Curriculum..... Carol Sanders
Director of Special Services Cyndi Panko

SCHOOL DISTRICT PHONE NUMBERS

District Office-Main Line 503-785-8000
Eastham-Community Center 503-785-8520
Nutrition Services 503-785-8440
Special Services..... 503-785-8400
IMC / Printing..... 503-785-8405
Transportation 503-785-8540
Maintenance..... 503-785-8530
Gaffney Lane..... 503-785-8600
Gardiner Middle School..... 503-785-8200
Oregon City High School..... 503-785-8900

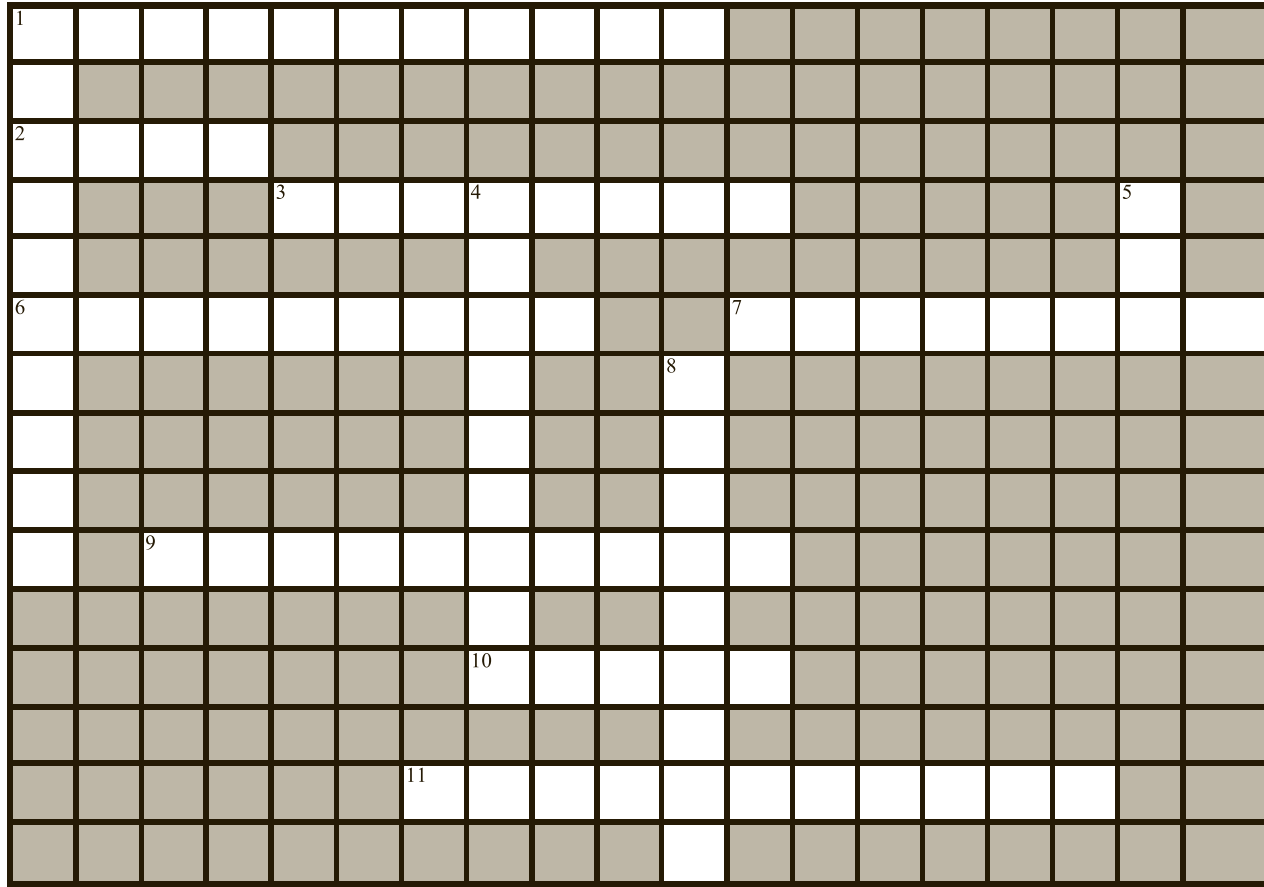
SITE COUNCIL

The Gaffney Lane Site Council addresses issues that affect the school's instructional program, student behavior, and staff development. The Council also acts as a communication link between home and school. The Site Council continues to refine and review our school improvement goal:

We will increase the number of students who meet and exceed the standards on statewide and off-grade reading and math assessments by addressing curriculum, school climate, and community and parental involvement opportunities.

ITEAM (INTERVENTION TEAM)

ITeam consists of the counselor, specialists, teachers, and the principal. The ITeams mission is to help struggling learners by developing, implementing, and tracking interventions designed to support the student with academics, and/or behavior.



ACROSS

1. One of our 3 school rules. An example would be remembering to carry a hall pass. "Be _____"
2. One of the 3 school rules. You can guess this! It only has four letters. Be ____!
3. You can earn one of these slips when you are caught being safe, respectful, or responsible.
6. A place in our school where we "hold our trays with two hands."
7. What do you need to carry when walking in the hallways? (2 words)
9. Your class can earn one of these by walking quietly in the hallways. (2 words)
10. "Start Making a Reader Today"
11. An activity where 4, 5, and 6th graders can play sports during recess.

DOWN

1. One of our 3 school rules. It has to do with how we treat others.
4. We are Gaffney Lane _____! It's the type of bear that is our school mascot!
5. The name of our attendance bear.
8. We have one of these drills every month. They can be VERY LOUD! (2 words)