Nancy Ryles Elementary School



Parent Handbook 2017-2018

(August 10, 2017)

10250 SW Cormorant Drive Beaverton, OR 97007 Phone: 503.356.2400 FAX: 503.356.2405

Attendance: 503.356.2401

Website: www.beaverton.k12.or.us/nancy_ryles
Twitter: https://twitter.com/NancyRylesElem

School Office Hours 8:00 am – 4:00 pm

NANCY RYLES ELEMENTARY SCHOOL

Mission

Nancy Ryles Elementary School provides a nurturing environment where WE are committed to instructing and motivating ALL students to reach their highest academic potential. WE teach children the skills to be creative thinkers and problem solvers so they are ready to thrive. ALL of our students will be prepared for the next steps on the ladder towards post high school success.

Collective Commitments:

At Nancy Ryles...

We are committed to **INNOVATION**

Therefore, we can learn from each other and current research to adapt and enhance our existing teaching strategies.

We embrace **EQUITY**

Therefore, we ensure that every student achieves and receives the support they need to learn.

We are committed to **EXCELLENCE**

Therefore, we set high standards by creating purposeful lessons that prepare students for the future.

We are **COLLABORATIVE**

Therefore, we work as a team to support all students in our school.

School Colors School Mascot

Teal (Classic Color) Green (Latest Edition) and Purple Crocodile

Nancy Ryles School History

Nancy Ryles School was named for Nancy Wyly Ryles, who was a vigorous advocate of education and equal rights for women and minorities. Mrs. Ryles touched the lives of people throughout the community. She served on the Beaverton School Board between 1972 and 1978. Voters sent Nancy Ryles to two terms in the Oregon House of Representatives, where she led the successful fight for a law requiring all Oregon school districts to provide kindergarten education for their students. Nancy Ryles was elected to two terms in the Oregon Senate before accepting a 1987 appointment as the first woman to serve on the Oregon Public Utility Commission. She died in 1990, after a battle with cancer. We are proud to have our school bear her name.

"The challenge then, is to do the best we can...wherever we are

...in whatever time we have." ~Farewell speech to the Oregon Senate - May 14, 1987

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2017-2018 Staff Roster

Nancy Ryles School

Principal Kayla Bell

Classroom Teachers

Kindergarten Carmen Anderson, Vickie Goldsmith

Amy Holland and Katie Swartwood & Janet Poulos

Grade 1 Jana Chun, Michele Cobain-Soto, Jocelyn Cubley

& Gretchen Miller

Grade 2 Christine Davenport, Hailey Nordstrom

Joanne Sage & Lindsay Steinke

Grade 3 Amber Burnett, Crystal Gittings (T4B), Kaitlin Elliott & Sarah Olson

Grade 4 Ashley Allan, Jennifer Butler, Tami Minnieweather & Ryan Scribner

Grade 5 Sam Beyrle, Victoria Fennell, Kristi Miller and Chelsea Putnam & Megan

Strickland

Specialists and Support Staff

Intervention Teacher Stephanie Malin

ELA Support Staff Amy Holland, Katie Swartwood, Kristi Miller &

Marci Reschke

Counselor Vicki Charbonneau

Music Elizabeth Lynch and Jessica Thompson

P.E. Ty Fogarty and Joe Hess

ESL Jennifer Miller and Marci Reschke
Special Education Briana Tresenriter -Speech & Langu

Briana Tresenriter -Speech & Language Page Nieslanik –Learning Specialist

Travis Laxton – Psychologist

Heath Support Nancy Altenburg –Nurse

Jami Lapp - Health Assistant

Office Queens Peggy Burg and Jessie Newton

Technology Support Specialist Arlene Steenkolk Innovation Strategist Carrie Kunert

Instructional Assistants

Intervention:

Wendy Bax, Joseph Chung, Julie Doran, Jane Roche, Laura Shepherd and

Sydney Krostoski

One on One: Anita Kurpiel Library: Erin Osborne

Technology lab: Andie Sangston

Custodians Sucha (Sam) Pannu and

Spence Johnson (Evenings) Sue Franco and Patty Fedr

Cafeteria Sue Franco and Patty Fedr Crossing Guards Liu (Mary) Huang & Patty Fedr

Each staff member has an e-mail address that follows this format: firstname_lastname@beaverton.k12.or.us

Parent Involvement and Leadership

Volunteering

A Volunteer Handbook is included in the First Day Packet for you to use as a resource for volunteer involvement during the school year. This handbook outlines numerous volunteer opportunities; explaining the position, responsibilities involved and the estimated time commitment. If you need additional information or clarification on any volunteer opportunity, please contact a member of the NRCO Executive Board or a Volunteer Coordinator. Be sure to complete and return the Volunteer Interest Form located in your child's First Day Packet.

Volunteer Coordinators

Cindi Gauthier 971.832.0810 <u>kcpgauthier@yahoo.com</u> Jennifer Vondrachek 503. 804.1535 <u>jennbernards@hotmail.com</u>

Get Involved: Nancy Ryles Community Organization (NRCO) / Community Partnership Team (CPT) / Site Council

The NRCO is a volunteer parent organization that exists to promote and enhance the educational opportunities at Nancy Ryles through fund raising, educational, social and community programs. All parents are automatically members of the NRCO. Elected Executive Board members serve one-year terms to plan and support membership directed programs and school related events. Also serving as non-voting members of the Executive Board are the school principal and the volunteer coordinators. All meetings are open to the public. Meeting dates will be published in the school newsletter and on the school website. Minutes of the meetings are available for review.

The Community Partnership Team consists of members of the NRCO as well as members from the community. We invite parents who may not have the time to participate in the NRCO monthly to consider joining the CPT. This team will work alongside the NRCO to support the school. NRCO and CPT committee members will be considered key communicators for our school at district functions. Members of the committee may also be designated to review building use applications to insure that our school is open equitably to the community at large. **We currently have openings for the CPT.** Please contact the principal if you are interested in participating.

Our NRCO along with the school Leadership Team serve as proxy to our Site Council.

NRCO Executive Board

<u>Title</u>	<u>Name</u>	<u>Email</u>	Cell #
President	Jennifer Fossatti	jenniferfossatti@hotmail.com	503.579.1431
Vice President: Program Liaison	Erin Mills	Erin.mills@gmail.com	503.784.9031
Vice President: Communicatons	Corrin Peterson	corrin.peterson@gmail.com	503.347-9940
Treasurer	Caralen Law	caralen@hotmail.com	971.770.8409
Co-Treasurer	Angie Kawaguchi	angiek@hotmail.com	253.209.9626
Secretary	Benedicte Balcher	bbalcher@sbcglobal.net	503.524.0727
Volunteer Coordinator	Cindi Gauthier	kcpgauthier@yahoo.com	971.832.0810
Co-Volunteer Coordinator	Jennifer Vondrachek	jennbernards@hotmail.com	503. 804.1535 650.255.5040
Historian	Christina Filiere	cfiliere@hotmail.com	

Communication

At Nancy Ryles, we are dedicated to open, ongoing and informative home/school communication. Communication between home and school is essential to the success of our students. You are encouraged to contact your child's teacher, the office or the principal if you have any questions or suggestions. Our goal is to keep you informed and involved and to be open to your questions and suggestions. Our communication systems include the following:

- CrocTalk, our school newsletter, is published regularly and distributed via e-mail or paper copy, by request.
- Classroom newsletters, blogs or website postings
- Twitter https://twitter.com/NancyRylesElem
- School web page www.beaverton.k12.or.us/nancy_ryles
- District web page <u>www.beaverton.k12.or.us</u>
- Back to School Night
- Parent Teacher Conferences
- Report cards at the end of each semester.

Staff can be reached via phone or email. Phone calls will not be forwarded to classrooms during the school day. However, messages can be left with the office staff. Please let the office know if you have an emergency situation. Parents may also communicate with staff via email. Each staff member has an email address that follows this format: firstname_lastname@beaverton.k12.or.us.

Student Records

Under the Federal Education Rights and Privacy Act, student files must be made available to any parent who wishes to see his/her child's record. If you wish to examine the contents of your child's file, please call the main office.

E-Mail

Each staff member has an E-mail address that follows this format: firstname_lastname@beaverton.k12.or.us

Student Telephone/Cell Phone Usage

Students are allowed to use school phones only to resolve emergencies or upon teacher request. Students may not use the phone to make social arrangements or to check in with family members. Students must have staff approval to use school telephones.

Students are discouraged from bringing cell phones to school as they may become a classroom distraction, lost or stolen. However, we understand that some families choose to provide their children with a cell phone to facilitate communication after school. **Our expectation is that while on campus, cell phones will be kept in back packs and turned off.** Cell phones will be taken from students who have them out or use them at school. They will be stored in a secure location until parents pick them up.

Student Arrival and Dismissal

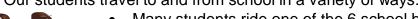
Adult supervision is provided before school beginning at 8:15 am. Students are not to arrive prior to 8:15 am as they will not be supervised.

Daily Schedule

M,T,Th, F Kindergarten through 5 8:30 am - 3:05 pm Kindergarten through 5 8:30 am - 1:35 pm

Transportation *To and From* School – Traffic Patterns

Our students travel to and from school in a variety of ways:



- Many students ride one of the 6 school buses serving our school.
- Some students walk or bike to and from school.
- Some students are transported by car to and from school.

To reduce traffic at arrival and dismissal times, we encourage students for whom bus transportation is an option to ride the bus. Riding the bus ensures timely arrival at school, and helps reduce car-related congestion and safety concerns at arrival and dismissal times.

If you do drive your child to and from school, please follow these procedures:

- a. Drop off/pick up students along the south curb of Cormorant Drive in front of the school. During arrival and dismissal, please travel one way on Cormorant, from west to east.
- b. Please stay in your car as students exit or enter the car.
- c. For safety reasons, please make sure students enter/exit on the sidewalk side (not street side) of the car.
- d. Please observe and follow the directions of the staff member supervising parent drop off and pick up. Please pull away as directed by this person, in a timely and safe manner.
- e. If you need to come into the school at dismissal or arrival times, please park in the neighborhood, avoiding pick-up and drop-off zone. Pay close attention to the no parking signage.
- f. To ensure student safety, cars are not allowed to enter the parking lot during arrival and dismissal times.
- g. And please be courteous of neighborhood homes. Please do not block driveways.

Morning Arrival

Students may not arrive at school prior to 8:15 am. Adult supervision is not available until that time. All students must arrive at school via the front entry doors. Students may enter classrooms at 8:25 am. Students who arrive before 8:25 am must report to one of the supervised areas listed below. These options may change.

Cafeteria: Students eat breakfast, deposit meal money, read, do homework,

chat with friends.

Gym: Students walk to music

Library: Kindergarten and first grade students will meet in the library for story time.

Students are to report directly to one area and remain there until it is time to go to class. <u>An exception</u> is made for students who eat breakfast at school or must go to the cafeteria to deposit meal money may choose another location after eating breakfast or depositing money. These students will be given specific directions about how to exit the cafeteria.

Students who eat breakfast at school must report to the cafeteria first to eat. Often, there is not enough time to both eat and go to the gym. Eating breakfast is the first priority.

Only students accompanied by a parent/guardian may wait in the entry area during the first week of school.

At 8:25 am a bell will ring indicating it is time to line up and proceed quietly to class.

Parents are welcome to escort their students to class during the first week of school. After that we ask that parents please say good-bye at the double doors inside the building. We are working to build independence for our students and your cooperation is needed. Staff will be on hand to gently nudge parents to say good-bye at the doors.

Parents who must take students to class after the first day are required to sign in at the main office and must have met the background check requirements. If you feel this is something you must do on a regular basis, please make an appointment with the principal and/or counselor. We will work together to make your child and you feel comfortable about saying good-bye at the door.

Afternoon Dismissal

Teachers escort students to the front of the school at dismissal time. Adult supervision is provided to ensure student safety on the sidewalk in front of the school, in the parking lot and at the parent pick up area on Cormorant.

Dismissal is a busy time. If you walk to school to pick up your child or park your car and meet your child, you will need to **wait outside the school near the portable building**. We thank you in advance for The increased number of parents in the front of and in the school creates congestion and makes it difficult to monitor students as they leave the building. It is a safety concern. Parents will also be asked to leave the main lobby and wait outside. Just remember to pick up in front of the portable. Students will have a safe route to meet you. A staff member will be at the portables to assist with supervision.

Student Dismissal Plans & Changes

At the beginning of the year, teachers ask parents to provide information about students' regular dismissal plans. Teachers work very hard to make sure students leave school according to these plans.

Any change to a student's regular dismissal plan requires a written note (dated and signed) from the parent/guardian. This note must be signed by both the teacher and someone from the office. The office staff keep track of these changes. Parents are encouraged to plan ahead and make changes to student dismissal plans before the child arrives at school. Students will not be allowed to arrange after school play dates during the school day. If there is a same day change, you may call the office prior to 2:30 pm. If we receive no written note or phone call, we will always honor the regular plan.

Student Attendance

Classroom instruction begins promptly at 8:30 am. Students are expected to be at school and on time every day that they are healthy. We appreciate your efforts to schedule appointments after school hours whenever possible.

Attendance is very important to student success!

We also appreciate your efforts to make sure students enter the school building no earlier than 8:15 am. and no later than 8:25 am. Arriving by 8:25 am allows students to calmly report to class and get settled before the school day begins at 8:30 am.

Student attendance will be monitored. The parents of students with excessive absences or tardies will receive a written communication from the principal alerting them to the problem. We will be following ORS 339.065 which states:

Eight unexcused one-half absences in any four-week period during which the school is in session shall be considered irregular attendance. Students who meet this criteria will be reported to ODE as truant. Excused absences are not to exceed five days in a term of three months or not to exceed ten days in any term of at least six months.

Absences

If your child will be absent or arriving late, please call the school's **24-hour attendance line at 503.356.2401** and leave a message regarding the absence or late arrival. Please call before 8:15 am the day of the absence. If it is not possible to report the absence before 8:15 am, please call the school office @ 503.356.2400.

If a student does not report to school and a parent/guardian has not called to report an absence or tardy, a courtesy call will be made to the student's home to verify the absence.

Please contact the school office when there is a change in your email address or home, cell phone, work, day care and/or emergency contact phone numbers. We want to make sure we can contact you, especially in case of an emergency.

Late Arrival

Students who have not reported to their classroom by 8:30 am are considered <u>tardy</u>. Tardies are recorded on student report cards. Students (and parents) who have excessive tardies may receive a letter of concern addressing this issue. When students arrive ON TIME they have the necessary time to settle into their day properly. Please help them arrive on time.

A student who is tardy must check in at the office before going to class to get a tardy slip. This procedure not only helps us keep track of student tardies, but also serves to maintain the accuracy of our attendance records. If a student arrives at school after attendance has been reported, office staff must change the status of the student from "absent" to "tardy." Thank you for your cooperation!

Leaving Early – Please Pick Up Before 2:45 pm

If you must take your child out of school before the end of the school day, <u>please send a note to</u> the teacher so your child will be prepared to leave school at the designated time.

If you are picking up for other reasons, please pick up before 2:45 pm. The end of the day can be hectic both in the office and in the classroom. If you arrive to pick up after 2:45 pm you may be asked to wait until dismissal at 3:05 pm.

When coming to school to pick up your child, <u>please report to the school office</u>. You must sign your <u>child out in the office</u>. The office will then call your child out of class to meet you in the office. Parents may not go directly to the classroom to get their children.

If your child returns to school on the same day, she/he must report to the office before returning to class.

Student Withdrawal

It is important that a parent or guardian contact the school either by note, telephone or in person if planning to withdraw a child from Nancy Ryles. We request this notice at least two days in advance in order to prepare transfer papers.

Special Programs and Resources

Resource Program / Croc Cove

Our Nancy Ryles resource program staff assists students who have special learning needs and who meet federal, state and district qualifications for Special Education. Instruction can be provided in reading, writing, math and organizational/study skills. All referrals for the resource program are generated by the Special Education Team process. If you have questions, please contact the principal.

Speech/Language Services

This program provides services to students with communication disorders. The range of communication problems includes speech (articulation, stuttering, voice), hearing impairments, and language-learning disorders. All referrals for speech/language services are generated by the special education team process.

School Counselor

A full time counselor is available to consult with parents, teachers and students. Our school counselor supports the academic and social/emotional growth of our student via classroom lessons and small group instruction. Lessons are taught throughout the year.

Talented and Gifted (TAG)

Talented and gifted services are provided individually in the classroom to identified students. Eligibility for the program is determined using a case-study approach and includes the use of standardized test scores. Students can be identified as gifted in up to three areas: reading, math and intellectually gifted.

English as a Second Language (ESL)

Students who speak a language other than English in the home are assessed by the District ESL Welcome Center to determine eligibility for ESL services. Eligible students in grades K-5 attend daily classes taught by an ESL teacher to improve their English language proficiency. The goal of the program is to ensure that English language learners become proficient in English so they can achieve the same high academic standards required of all Beaverton School District students.

Student Leadership - Croc Crew, Green Team and DigiCrocs

Fifth grade students have the opportunity to apply for the Croc Crew and the Green Team. Croc Crew members assist Nancy Ryles students with safety, help foster school spirit, work cooperatively with teachers and staff to encourage safe, respectful and responsible behavior, and develop community service projects. Green Team members work together and with our school community to conserve our resources. They are actively involved in recycling and other programs to encourage the improvement of our school environment and maintain our status as a "Merit" Green School.

Fifth grade teachers will work with students in the fall and students will self-assess to see if they have the qualifications for the programs. The principal, teachers and specialists will review the child's self-assessment and make a list of students who are ready to serve. Seven students per classroom are then selected at random if the number of applicants exceeds 7 per class. Students will have a chance to reapply at various times throughout the year.

This year our fourth grade students will become our DigiCrocs. They will be assisting with technology needs in the building. More details to be rolled out in the fall.

Positive Behavior Interventions and Supports Program

PBIS is a school-wide system where staff members consistently teach and reinforce appropriate student behavior in order to create a positive environment where all students can learn and succeed. This system helps students understand what is expected of them and gives teachers a framework for rewards and consequences. When appropriate behaviors are not chosen, staff members focus on re-teaching the expected behavior. The goal is to help all students behave in a manner that is safe, responsible and respectful. If you student is struggling with appropriate behaviors they may be asked to fill out a Think Sheet and bring it home for your signature. This is an opportunity for you to talk to your child about the choices they are making at school. It is also an important step in our intervention system. It lets you know that we have some behavioral concerns that we are working to correct.

Technology Guidelines

Nancy Ryles students are now using the Internet in addition to textbooks, books, and magazines. To support proper use of the Internet by students, the district subscribes to a filtering service and teachers students about acceptable uses of the Internet.

A staff member always directly supervises Internet use by students.



Clothes Closet

The Beaverton School District provides free clothing for students from families with a limited income via the Clothes Closet. Located in a portable building adjacent to the west side parking lot at the BSD Administration Building and administered by the District Volunteer Services Coordinator, the center is open for operation every Wednesday during the school year from 10 am until 8 pm, and is staffed solely by parent volunteers from District schools. The majority of the

items available in the Clothes Closet come from the Lost & Found of District schools and from school organized clothing drives. Pick up a request form in the school office to access the Clothes Closet. The principal must approve the form.

Lost and Found

The lost and found is located in the cafeteria exit hallway. Labels in articles of clothing, backpacks, lunch boxes, etc., help us return lost items to their proper owners.

Articles left at school will be donated to the Beaverton School District Clothes Closet periodically throughout the school year. If something is missing, please come and take a look. Each year hundreds of items go unclaimed.

Child Care

A list of private childcare providers in the area is available in the office. Neither the Beaverton School District nor Nancy Ryles School endorses any of these services.

School Safety and Security

School Visitors

To ensure the safety and well-being of all Nancy Ryles students, we must know who is in the building at all times. All visitors and volunteers must check in at the school office and obtain a temporary or volunteer ID badge to be worn whenever you are in school.

School volunteers and classroom visitors are required to complete a BSD background check and receive District approval to visit any area within the school where children are present. A brief, confidential form is available online https://www.beaverton.k12.or.us/depts/CCl/volunteer-engage/Pages/default.aspx. You may complete this on your home computer or you may come to the school office and use one of our computers. The approval process may take a few days (or up to a few weeks at the beginning of the school year) so you are encouraged to complete this form as soon as possible. School volunteers, please use the computer check-in system in the work room and wear your picture ID badge whenever you are in the school.

We invite and encourage you to visit school and/or your child's room to share in his/her experiences; however, an approved background check (see above) is required and must be completed prior to these visits. Please know that NR staff do not have access to ANY information that is shared in the background check. This is done through our Public Safety department. We only have a list of names that have been approved. We do not receive a list of names of those who did not receive approval. This is a confidential system.

Volunteers are encouraged to make arrangements for child care for their pre-schoolers while helping at school. Pre-schoolers in the classroom are a distraction to students, teachers and the learning process. We ask that you please keep your pre-schooler at home, but we also understand that at times other arrangements fall through. In this event, if you must bring a child, please make sure you have your child with you at all times. Pre-schoolers are not allowed on the playground due to safety concerns.

Occasionally, you may have friends or relatives staying with you during times when school is in session. Students not attending Nancy Ryles School will not be allowed to visit during school hours. Student visitors may come for lunch if accompanied by an adult with an approved

background check. School-age alumni may only visit on days when their school is not in session. Alumni who want to visit previous teachers may do so after school hours if arranged with the teachers and must check in at the office, wear a name badge and limit their visit to a specific classroom where prior approval was given.

Please do not bring dogs to school during arrival and dismissal as they create a safety risk to students.

Parent Classroom Visitation and Observation

Parents who wish to monitor their child in the classroom may do so under certain circumstances. For example, the child is experiencing difficulties in the classroom and the parent is working with the teacher and the student to improve the educational experience. The visitation is limited to up to one hour and must be prearranged with the principal and the classroom teacher. During the visitation the principal will accompany the parent.

Fire, Earthquake and Other Emergency Drills –

Nancy Ryles School will conduct a monthly evacuation drill. Prior to the first drill in September, students will be instructed on procedures.

In addition, all schools within the Beaverton School District conduct other emergency drills, such as a "Lock Out Drill" and a "Lock Down Drill" to ensure safety in many situations:

Lock Out: A Lock Out is announced when a potentially threatening situation is happening off school grounds in the neighborhood. The school wants to prevent the danger from entering the school by locking exterior doors and monitoring traffic flow.

Lock Down: A Lock Down is a response to an incident inside the school building that presents itself as a threat to students and staff. To reduce exposure to the threat, movement within the building is minimized and all interior and exterior doors are locked.

Crossing Streets with the Crossing Guards

Students crossing 160th/ Cormorant Drive or 160th/155th before or after school **MUST USE THE GUARDED CROSSWALKS**. Bike riders follow the same procedure.

Students are protected at two intersections by crossing guards.

Students must:

- 1. Wait for the crossing guard on duty to give the signal that it is safe to cross the street.
- 2. Walk, not run across the street.
- 3. Always obey the crossing guard, even if other adults or parents are giving you different directions.
- 4. Leave school promptly at dismissal time so that you have the help of a crossing guard.

Emergency School Closure/Delayed Opening/Early Release/Snow Routes / Building Evacuation/Oh My! (MUST READ!!)

When school closures and delayed openings affect the entire School District, they are announced, beginning at 5:30 am on television and radio stations. This information may also be obtained from the Beaverton School District website [www.beavton.k12.or.us]. It will not be posted on our website. If you do not hear the news report anything about Beaverton School District, then schools are open.

There may be times when Beaverton schools close early due to inclement weather. When weather is threatening and you suspect a closure, please obtain your information as listed above. We will not call parents but will follow the emergency dismissal plan you gave us at the beginning of the school year. Please make sure you and your child know your emergency plan.

We will relay information through SchoolMessenger as allowed. We will send info about early release, but may not always be able to send out communication about delays or SNOW ROUTES announcements. Please watch your local news and check the BSD page.

On a delayed opening schedule, school will open two hours late and busses will be on snow routes. Which means, there will be no bus service for Nancy Ryles and there will be no morning breakfast service. This means our doors open to students at 10:15 am and school beings at 10:30 am.

If you hear that **busses are on snow routes**, this means **NO BUS SERVICE** for Nancy Ryles students. Parents are responsible for pick up and drop off on these days.

<u>Dismissal Procedures for Snow Route Days</u>

The following procedures will be followed in the event that we DO NOT have bus service at Nancy Ryles; this is also known as the district announcement that "busses are on snow routes".

Please note the following changes to dismissal:

- * All students that would normally ride the bus will be dismissed to parents and or guardians at 3:05 pm. Parents will need to come to the building to pick up their child. Students will NOT locate you or walk up to the parent pick up line.
- * Students will wait for parents and remain with their classroom teachers in the designated locations (see below). Once you arrive to pick up your child you will need to physically check in with the classroom teacher. The teacher will then have you sign the child out and will then release your child.
- * Students who are normally picked up by parents each day will also follow these procedures and will need to be picked up from the classroom teacher.
- * Students who normally walk down the street to meet a parent will also need to follow these procedures and be picked up by a parent on these days. Streets may be icy and unsafe and students will not be allowed to travel alone.
- * Students who normally dismiss to day care busses will follow their normal procedures. Students will gather in the music room and wait for the day care busses to pick them up.

Pick up locations:

Kindergarten – Please meet your child's teacher at the **outside door**s near the kindergarten rooms. Students will be dismissed to this location.

Fifth Grade – Please meet your child's teacher outside at the main entrance to the building.

First through Fourth Grade – Please meet your child's teacher outside under the covered playground. Signs will be posted to help you locate your grade level.

Note:

If you are unable to pick up your child and you are sending someone in your place you must notify the main office two hours prior to the end of the school day. When you call please be sure to provide the front office staff with the person's name and phone number. Then let your pick up person know that identification will be checked and that students will not be released without this confirmation.

** Building Evacuation / Student and Parent Reunification **

In the event we must evacuate the building and we are unable to return due to safety concerns, all staff and students will report to the Murray Hills Christian Church @ 15050 SW Weir Road. This church would be our staging area as we await further directions from the school district and/or police department. This will NOT be our final location for parent pick up (reunification). These details will be sent to you via the school's Public Safety Office and Community Involvement through SchoolMessenger. We will be sure to take extra care of children during this transition and reunification process. Please know that we take this very seriously and that your students will be our number one concern in the event of a crisis. Please allow us to exercise our plan. We promise to communicate.

Student Dress

We believe appropriate dress and good grooming foster poise and self-assurance. Student clothing should not disrupt the educational process or threaten the safety of self or others. Clothing that bares the midriff or exposes undergarments is inappropriate at school. Pants should fit securely at the waist and should not drag on the floor. Tops or shirts are to be worn during all school activities. Shirts may not have inappropriate messages or images. Halter tops, spaghetti strap tops and tops that tie may not be appropriate. Tank tops with large arm openings should be worn with another shirt underneath. Shirts with put-down jokes are not appropriate. Shirts and tops marketed as underwear may not be worn as outerwear. All clothing must be age appropriate, and shorts may be worn if they are age level appropriate and are not too tight or too short. Shorts should meet fingertip length. Hats and head scarves (except as part of religious observance or illness) are not to be worn during the school day except at recess time.

We ask parents to consider the appropriateness of words/phrases and designs on clothing before allowing children to wear them to school. Students are not allowed to wear clothing that communicates profanity, violence, gang affiliation, drug or alcohol use or products, or other forms of substance abuse.

We encourage students to always wear shoes that allow them to safely and fully participate in PE and recess activities (flip-flops, aqua socks and heelys are inappropriate). For PE class, students are to wear athletic shoes without black soles. If girls wear dresses, they should plan to wear shorts or pants under the dress for PE class. In the event a student's dress is inappropriate parents/guardians will be notified. Parents will receive information about which are their children's

PE days at the beginning of the school year. Our specials calendar and days 1-8 calendars are posted.

<u>Outerwear should be labeled with student's names for easy identification</u>. Volunteers responsible for the Lost & Found look for students' names and make an effort to return these lost items to their owners. Please be sure to label lunch boxes/sacks, as well.

Bicycles

Students may ride bikes to and from school (with parental permission) but not on school grounds. Once bike riders approach the school driveway or sidewalk, they must stop riding and walk their bicycles. Please review bicycle safety rules with your child. Students are required to wear helmets. Be sure that your child's bicycle can be securely locked to the bike rack to prevent theft. We recommend that each bike be individually locked. The school is not responsible for lost, stolen or damaged bikes or bike related items.

Roller Blades, Scooters and Skateboards

Roller blades, scooters and skateboards should not be used as a means of transportation to school. Nancy Ryles classrooms do not have areas to safely store them during school hours. These items are considered toys and should be left at home. Skateboards may not be ridden on school grounds.

Personal Property and "Toys" at School

We ask that students only bring items to school that directly relate to schoolwork. Personal possessions, valuables and toys should remain at home so they will not disrupt learning or get lost, damaged or stolen. This includes personal sports equipment and electronics. While exceptions may be made with teacher permission for activities such as sharing, it is strongly recommended that items other than toys or valuables be chosen for these special occasions. We are not able to lock up or otherwise secure electronics and other valuable items. The school will not be responsible for items students bring to school. Toys resembling weapons are never to be brought to school. (See District's Student Parent Resource Handbook for consequences for bringing weapons or weapon look-alikes to school.)

Pets at School

The general policy is that animals are not allowed in school or on school property. Exceptions can be made for sharing and other educational activities, as long as certain safety guidelines and criteria are followed. Please check with your child's teacher or the school office for more information. Animals cannot be transported on school buses. Dogs are not allowed on school play areas at arrival or dismissal areas.

School Health Issues

Medication

NO MEDICATION, whether prescription or over-the-counter, will be given to any without a Medication Record and Authorization Form completed by the parent. (includes commonly used medications such as Tylenol, cough syrup and cough drops.) Prescription drugs also require written instructions from the child's physician.

- Medication must be **brought to school by a parent or guardian and must be in the original container.**
- Pharmacists will provide two containers for medication, one for home and one for school. The label on the container must state the student's name, the dosage, time, prescription number, and the physician's name.

Student Illness or Accident

A sick child needs to be at home to protect the child and prevent exposing other students. A child needs to be free of fever for 24 hours before returning to school. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time.

When a student becomes ill or hurt at school, every effort is made to contact the parents or guardians or a person designated by you. If we are unable to contact anyone concerning a sick or injured child, we may call 911 if we believe it is urgent. It is of utmost importance that you notify the office of any changes to your emergency numbers and e-mail addresses, in case we need to contact you. If it is difficult to reach you at an office location, a cell phone number is helpful.

The office calls parents/guardians for any serious injuries, bee stings, or illnesses as a matter of routine. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and/or receive medical attention.

If the child is ill with a communicable disease, a report from a doctor or Health Department is necessary for re-admittance to school. If you think a child has a communicable disease, please let the office know immediately.

Sending A Child Home

For security reasons, parents must come into the office to pick up their children and sign them out when leaving early for illness/appointments. Students will not be allowed to wait outside in front of the school for their parents.



School Nurse

A District school nurse or health assistant is available on call. Our nurse manages student health plans and provides support to families.

Health Problems

If your child has a health problem or condition that needs to have school considerations, please contact the school.

Hearing and Vision Screening

All students in grades K-3 will have their vision screened for distance acuity and stereopsis. An optional screening of near point visual acuity and PediaVision Auto-refraction may also be conducted with students of concern. Additionally, all students in grades K-3 will have their hearing screened.

Immunizations

Under Oregon law any student under 14 entering school in Oregon for the first time, including kindergarten, must show proof of full immunization against polio, MMR (measles, mumps, rubella), DPT (diphtheria, pertussis, tetanus), hepatitis B and varicella (chicken pox). Washington County enforces the exclusion of students whose immunizations are incomplete. Immunizations may be obtained from your physician or from Washington County Health and Human Services. The phone number is 503-648-8851.

Oregon state law requires students entering Oregon schools for the first time to have the following immunizations:

DPT - 5 Doses

Polio - 4 doses

MMR (Measles, Mumps & Rubella) - One injection after 12 months of age or proof of disease and second dose before Kindergarten entry.

Varicella (Chicken Pox) one dose received on or after 12 months of age

Hepatitis A – 2 doses

Hepatitis B – 3 doses

Restricted Activity at School for Health Reasons

If a student is well enough to come to school, he or she is expected to participate in all regular daily activities, including recess. If a student is healthy enough to come to school, but has an injury, condition or disability that will prevent full participation in daily activities, a doctor's written directions stating the child's situation and also the degree of allowable activity inside and outside the building will be honored.

Cafeteria

Meals & Nutrition

Nutritious Breakfasts and Lunches are available for all students to purchase each day. In addition, individual components of the meal, e.g. milk, entrées, or salad bar items are sold separately. New USDA guidelines now require that students choose a ½ cup fruit or vegetable as part of their school lunch. A wide variety of fruits and vegetables is available each day for students.



Menu

Breakfast and Lunch Menus for the current month are posted on the Nutrition Services Website at: http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/

Meal Prices

The prices for the 2017-2018 school year will be available online after August 29 at https://www.beaverton.k12.or.us/depts/nutserv/Pages/meal-price-info.aspx

Free & Reduced Price Meal Benefits

If a family is experiencing financial need, then parents may complete one application for free or reduced price meals for all students in their family. *Meal benefits applications and instructions are available on-line* at http://www.beaverton.k12.or.us/home/departments/nutrition-services/national-lunch-program/, and a paper copy will be available in the school office, the cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are *completely confidential*.

Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, <u>a new application is required for each school year</u>. For more information please contact the office.

Student Meal Accounts

Each student is assigned their own individual meal account which they can access using a Personal Identification Number, (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- Sending cash or a check made out to the school cafeteria. When making a payment, please indicate your student's first and last name along with her PIN, on the memo line of the check, or insert cash in an envelope with the your student's first and last name and PIN on the outside. It's best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. A basket for collecting lunch payments is located next to the cafeteria computer or you may drop off your lunch payment envelope in the school office.
- Making payments either online or by a toll free number. Parents can register and log onto www.mealpayplus.com or call 800-816-6425 to deposit funds with a nominal fee. They can also monitor account balances and set-up low-balance emails <u>at no charge</u> online or via the toll free number. More information is available on the Nutrition Services website: (http://www.beaverton.k12.or.us/home/departments/nutrition-services/), or by calling 503.356.3955.

When account balances get low, e-mail and/or phone messages will be sent to parents/guardians. Please see the information above regarding easy ways to track your student's meal balance.

When your student graduates to the next grade level or transfers to another school within BSD, her/his account balance will transfer with her/him.

Meal Etiquette

Health department regulations stipulate that students should wash their hands before eating and are not allowed to share any portion of their meals.

Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste.

Nut Free Table

At Nancy Ryles we want all of our students to experience lunch in a safe environment. In order to ensure the safety of our students with nut allergies, a nut free table is provided.

Lunch Guests

Parents are welcome to eat lunch with their child at school once they have completed their background checks. Adult lunch tickets do not include milk, but beverages may be purchased separately. Please check in at the office upon arrival.

Student Learning and Reporting

Nancy Ryles is on a semester system. Report cards are issued twice a year. Parents are also invited to attend parent/teacher conferences. Interpreters will be provided for parents who request this service. Between grading periods and conferences, teachers continue to communicate with parents regarding student progress and/or concerns and successes as appropriate. Parents are encouraged to initiate communication with teacher as questions or concerns arise.

Homework Policy

At Nancy Ryles Elementary School, we believe that homework is an important compliment to the learning process, which takes place during the day at school. Students who learn to study at home on a daily basis early in life develop organizational and work habits, which can help throughout a lifetime. Children who develop effective homework habits experience more success in school.

Homework is out of class preparation or practice in a given subject area which is assigned by a student's teacher. The objectives of extended learning activities are: to supplement and support classroom experiences; reinforce learning through practice, integration and application; develop initiative, responsibility and self-direction through independent effort; and foster parents' awareness of child's learning activities.

Assignments may be one or more of the following four types:

- Practice -- helps students master specific skills taught in class.
- Preparation -- prepares students to gain maximum benefit from future lessons.
- Extension -- helps students transfer a skill or concept to another situation.
- Creative -- challenges students to integrate skills and concepts taught at school by producing a response or product which allows students to express themselves creatively or explore topics of their own interest.

When children are absent because of illness or family emergency, teachers will provide work that is possible to do at home. Students or parents are responsible for requesting homework for absences.

When parents choose to take their children out of school for extended periods, they assume all responsibility for their children's education during their absence. **Teachers are not expected to provide homework to make up for missed classroom work.** The majority of students' learning in elementary school occurs as the result of the teacher's instruction and learning activities that occur in the classroom. When children are absent for extended periods, they miss these learning opportunities and may, as a result, not be able to complete some of the requirements missed.

Forget your homework? Homework serves many purposes and one of the purposes is to teach responsibility. Students who forget homework at the end of the day will not be allowed back in the classrooms unless they have arranged this with their classroom teacher before returning to school. We believe that forgetting homework and accepting the consequence is an opportunity to learn one of life's lessons. The safest place to make a mistake is in elementary school, where we can work with students to learn how to be responsible. We appreciate your support with this effort.

School Bus Procedures

Bus Route Information

Bus route information for the Nancy Ryles attendance area is available in the school office or on the Nancy Ryles School website. If you have questions or concerns about your child's bus, please call the Transportation Office at 503.356.4200



Students wishing to get off at a stop other than their own must bring a dated, parent-signed note to school. The note must be initialed in the office, reviewed by the classroom teacher and then given to the appropriate bus driver by the student.

Only Beaverton School District students may ride on school buses. However, during field trips, parent chaperones may accompany the class on the bus. Parents accompanying classes on field trips must have completed a BSD background check and be approved by the Public Safety Department.

Because of District insurance policies, we cannot include preschool children on school buses for a field trip. In addition, due to space limitations on the bus and/or at field trip venues, the number of chaperones allowed on field trips may also be limited.

The Nancy Ryles Bus Rider Pledge is:

I understand that my school bus driver is responsible for my safety, and for the safety of others on my school bus. I understand that I am to follow the bus driver's instructions and the State of Oregon safety rules as listed here:

- 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 the case of emergency.
- 4. Pupils shall be on time for the bus both morning and afternoon.
- 5. Pupils shall not eat on the bus.
- 6. Pupils shall not bring animals, firearms, weapons, **balloons** or other potentially hazardous materials on the bus.
- 7. Pupils shall remain seated while the bus is in motion. (No leaning over seats or legs aisles.)
- 8. Pupils may be assigned seats by the bus driver.
- When it is necessary to cross the road, pupils shall cross in front of the bus, or as instructed by the clear signal of the bus driver. WAIT FOR THE SIGNAL!!
- 10. Pupils shall not extend their hands, arms, or heads through the bus windows.
- 11. Pupils shall have written permission to leave the bus at other than their regular stop.

- 12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without the permission of the bus driver.
- 14. Pupils shall keep the bus clean and must refrain from damaging it,
- 15. Pupils shall be courteous to the driver, fellow students, and passersby.
- 16. Pupils shall keep hands, feet, and objects to selves.
- 17. Pupils will select a seat quickly and remain seated at all times. Pupils must be willing to share a seat with at least one or two other students.
- 18. Pupils who refuse to obey promptly the directions of the bus driver, or refuse to obey regulations may forfeit their privilege to ride the buses.

Bus Stop

Students riding the school bus will arrive at the bus stop five minutes prior to the scheduled pick up time. Students will load and unload the bus in a safe and orderly fashion. Parents at bus stops are greatly appreciated.

Riding the Bus is a Privilege

Those not following bus rules may lose their right to be transported to and from school. Four things can happen if a child does not follow safety rules:

Bus driver reminds child of the proper behavior and child follows direction

Child could be assigned a seat for the trip or for the day

Child could be assigned a seat for a period of time

Child could be given a citation

A student who receives a bus citation must have it signed by both the school principal and the parents. A child who receives three citations will receive a one-week bus suspension. Additional citations may result in the permanent loss of bus riding privileges.

Playground

All community members are welcome to use the grounds when school is **NOT** in session. During regular school hours, the school and our students have priority use of the fields and playground equipment. The Tualatin Hills Park and Recreation District schedule use of the grounds and gym much of the year. If you interested in our facilities, please contact the main office.

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Remember: The school grounds are not supervised before 8:15 am or after 3:05 pm on school days and NO SUPERVISION is provided on days when school is not in session.

Playground Expectations: While on the Nancy Ryles playground, students will behave responsibly, safely and respectfully.

Show Respect

- 1. Students will follow all game rules.
- 2. When the whistle blows to end recess, students will freeze and await further instructions. If the whistle is blown again students are to quickly place all recess equipment in the ball cart and line up.
- 3. Students will follow the directions of the teacher on duty.

- 4. Students will respect others and equipment (use the equipment for its designed purpose).
- 5. Students will cooperate with others.
- 6. Students will share all equipment and take turns on all equipment.
- 7. When playing a game, the next person in line is the judge. Students must abide by the judge's decision.

Be Responsible

- 1. Students will contact the duty teacher when concerned about something or someone.
- 2. Bullying will not be tolerated. Students are encouraged to ask for help from an adult on the playground if bullying occurs.
- 3. When students cannot resolve a problem with others, they will ask for help from a staff person.

Stay Safe

- Students resolve problems with words.
- 2. Students will run only on the field or track.
- 3. Rough play is not allowed on the playground.
- 4. Students will stay within the fenced playground area.
- 5. On wet days, students will stay away from puddles, mud, and the play structure.
- 6. Students will not eat food or chew gum on the playground.

Personal Property on Playground

The school provides students with sports equipment to use during recess and PE. Students are not to bring their own sports equipment or toys to use on the playground or during PE classes. We ask students to leave personal possessions and toys at home so they will not get lost, damaged, stolen, or disrupt learning.

Personal Property and Toys at School

Students may only bring items to school that directly relate to their schoolwork. We ask that students leave personal possessions and toys at home so they will not get lost, damaged or stolen, or disrupt learning. While exceptions may be made with teacher permission for activities such as sharing, we suggest items other than toys or valuables be chosen. Cap guns, water guns or similar toys are never to be brought to school. (See Student Family Handbook for consequences for bring weapons or weapon look-alikes to school.)

Snow Accumulation

Snowballing is prohibited on school property. On snowy days, decisions will be made at the time concerning play on the grassy area.

Celebrations and Snacks at School

Birthday Celebrations at School

In order to maximize instructional time, birthday celebrations at school are not allowed. Food items, balloons, or flower arrangements are not to be delivered to school. If items are delivered to school, they will remain in the office until the end of the school day. Students cannot bring these items home with them on bus and you may be called to come and pick them up.

Invitations to private parties are not to be distributed at school unless every child in the class is included.

Classroom Parties

The NRCO will provide treats for two classroom celebrations each school year. At this time our NRCO provides Krispy Kreme donuts. If you would prefer that your child not participate due to allergies or health concerns, please notify the child's teacher in writing and provide your child with an alternative snack.

Classroom Snacks

Classroom teachers may allow students to bring snacks to school to eat either before or after lunch. Snacks must follow the district's healthy food policy. Some classrooms may ask that you do not bring foods that contain peanuts or nut products due to the high number of students with allergies. We ask that you please be respectful of the and not send these snacks with your child. We want all of our students to be safe!!

Healthy snack ideas include: juice, water, milk, fresh fruit, yogurt, vegetables, whole –grain crackers, pretzels, low-fat popcorn, rice cakes, bread sticks, graham crackers, whole-grain bagels, granola bars, trail mix, and low-sugar cereals. For more information, please visit http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Healthy_Celebrations.pdf

Gifts

Gifts to staff are discouraged. However, letters expressing commendation, gratitude or appreciation are always welcome. If you do feel the need to send a gift, please be sure your gift does not exceed fifth dollars in value. Oregon ethics laws state staff may not receive gifts in excess of fifth dollars from any individual on an annual basis. Thank you for your understanding.

2017-2018 BEAVERTON SCHOOL DISTRICT CALENDAR

Calendar is subject to change based on resource availability.

After the first 2 days of Inclement weather/emergency closure, each subsequent day thereafter will be restored in June.

JULY 2017					
М	T	W	T	F	
3	4	5	6	7	
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31					

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	SEPTEMBER 2017					
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				PS		
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	OCTOBER 2017						
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16	17	18	19	20			
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				(22)			

	NOVEMBER 2017				
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G	28	29	30		
				(17)	

	DECEMBER 2017				
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SC	SC	SC	SC	SC	
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	JANUARY 2018					
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	FEBRUARY 2018					
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	MARCH 2018					
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APRIL 2018				
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	JUNE 2018				
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					(13)

- **G** Grading all schools/no students (4)
- **SC** Schools closed due to holiday or break periods (23)
- **F/L** First/last day for students. Note: First day dates may be modified for some grade levels (2)
- **SLD** Seniors' last day (1)
- **SD** Staff dev/workday/no students (2)
- **PS** Pre-service/no students (3)
- () Total student contact days per month

Student days: Semester 1 = 92; Semester 2 = 89

2018-2019 BEAVERTON SCHOOL DISTRICT CALENDAR

Calendar is subject to change based on resource availability.

After the first 2 days of Inclement weather/emergency closure, each subsequent day thereafter will be restored in June.

JULY 2018					
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AUGUST 2018					
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	SEPTEMBER 2018				
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OCTOBER 2018				
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NOVEMBER 2018					
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DECEMBER 2018					
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SC		·	•	(15)	

	JANUARY 2019				
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MARCH 2019						
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APRIL 2019							
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MAY 2019							
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SC	28	29	30	31			
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JUNE 2019							
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10	11	12	13	F/L			
G	18	19	20	21			
24	25	26	27	28			
				(10)			

- G Grading all schools/no students (4)
- **SC** Schools closed due to holiday or break periods (23)
- **F/L** First/last day for students. Note: First day dates may be modified for some grade levels (2)
- **SLD** Seniors' last day (1)
- **SD** Staff dev/workday/no students (2)
- **PS** Pre-service/no students (3)
- () Total student contact days per month

Student days: Semester 1 = 94; Semester 2 = 90