

# GATES ELEMENTARY

*“We are committed to provide, for our community, the best educational opportunities.”*

## A Lifetime of Learning



Santiam Canyon School District 129J  
Gates Elementary School  
PO Box 457  
Gates, OR 97346  
503-897-2191

Dear Parents,

# WELCOME

We look forward to working with your child during the coming school year. In preparing for this school year, the Gates Elementary staff has carefully designed this student handbook.

We believe the characteristics listed below will help each student experience success and positive self-esteem at school by learning the skills necessary to assume **responsibility** for their behaviors. We expect students to understand and be responsible for the choices they make.

**Please read and discuss this handbook with your child. Then, sign and return the back page entitled “Parent/Student Acknowledgment Letter”.** This booklet will provide information that will:

1. give students a clear understanding of school expectations.
2. give students a clear understanding of the consequences of their behaviors.
3. teach students the skills that are needed to make responsible choices.

**We have high expectations of the students and ourselves.**

With your help, we'll give students attending Gates Elementary School the support they need to grow and succeed.

**CHARACTERISTICS THAT BUILD SUCCESS**

Students with these skills will benefit more from school.

CARING: To show/feel concern

COMMON SENSE: To think it through

COOPERATION: To work together toward a common goal

COURAGE: To act according to one's beliefs

CURIOSITY: To investigate & seek understanding

EFFORT: To do your best

FLEXIBILITY: The ability to alter plans

SENSE OF HUMOR: To laugh, be playful without hurting others

FRIENDSHIP: To make & keep a friend

through mutual trust and caring

INTEGRITY: To act according to what's right & wrong

INITIATIVE: To do something because it needs to be done

ORGANIZATION: To work in an orderly way

PATIENCE: To wait calmly

PERSEVERANCE: To keep at it

PROBLEM-SOLVING: To seek solutions

RESPONSIBILITY: To do what's right

**GATES ELEMENTARY SCHOOL**

# TABLE OF CONTENTS

## GENERAL SCHOOL INFORMATION

Personnel Directory, Faculty .....	1
Support Staff .....	2
Mission Statement .....	2
Philosophy .....	2
Clothing .....	3
Daily Schedule .....	3
Labeling Students Clothing and Materials .....	3
Library .....	3
Lost and Found .....	4
Parties .....	4
Report Cards .....	4
Supply Lists .....	5
Cafeteria .....	6
Encouragement/Recognition Programs .....	6
Expectations .....	7&8
Conduct Report .....	9
Discipline Ladder .....	10
Signature Page .....	11

## HEALTH AND SAFETY

Building Security .....	4
Health Appraisal .....	4
Health Examinations .....	4

## GATES ELEMENTARY PERSONNEL DIRECTORY

## ADMINISTRATION

Brad Yates..... Superintendent  
Jack Thompson .....Principal  
Myra Mumey .....Secretary/Registrar

## FACULTY

Boyce, Amanda – Special Ed..... Eastern Oregon University/Oakland University, Michigan  
Brown, Connie – Kindergarten..... Oregon State University  
Crowston, Kerry –PE..... Eastern Oregon University  
Gleason, Joyce – ELL & District Coordinator ..... University of Oregon/Simon Fraser College  
British Columbia/University of Hawaii  
Grenbemer, Stephanie – First Grade.....Oregon State University  
Hansen, Alisha – First Grade.....Oregon State University  
Hugenberger, Judy – Kindergarten.....Western Oregon University  
Kent, Sabrina – Third Grade.....Western Oregon University  
Longfellow, Jennifer – Second Grade..... Western Oregon University  
McCarley, Moon – Third Grade.....Western Oregon University  
Moberg, Terri – Second Grade.....Willamette University  
Moreno, Angela – Fourth Grade.....Western Oregon University  
Plotts, Garry – Fourth Grade.....Willamette University  
Rader, Tom – Speech/Language.....State of Oregon Speech & Audiology Board

## SUPPORT STAFF

Adams, Anita .....SpEd Instructional Assistant  
Bassett, Noreen .....Instructional/Office Assistant  
Cole, Dunell .....Library/Media Instr. Assistant

Damon, Rosie .....	Head Cook
Ekstrom, Ellen .....	Custodian
Hoover, Cathy .....	Instructional Assistant
Juhola, Kelly .....	Head Custodian
Lolkema, Kim .....	SpEd Instructional Assistant
Martinez, Maria .....	Instructional Assistant
Murrell, Maureen .....	Instructional Assistant
Nordmo, Stacey .....	Instructional Assistant
Ohrt, Carla .....	Reading/Instructional Assistant
Podrabsky, Patti .....	Cook's Assistant

## MISSION STATEMENT

We are committed to provide, for our community,  
the best educational opportunities.

## PHILOSOPHY

*“Challenging and encouraging the individual to develop skills for a lifetime of learning.”*

AT GATES ELEMENTARY WE BELIEVE ....

- 1 The primary focus for all our decisions should be in the best interest of children.
- 2 Trust between the student and teacher must be developed.
- 3 In a flexible environment which adapts to the needs of the individual.
- 4 That the safety of children is important.
- 5 Community involvement is invaluable.

AT GATES ELEMENTARY WE BELIEVE....

## GENERAL SCHOOL

- 1 Love of learning is important.
- 2 Physical and mental wellness is essential to learning.
- 3 The partnership of the child, the parent and the teacher is vital to successful learning.
- 4 There is no greater motivation than success.

AT GATES ELEMENTARY WE BELIEVE....

## INFORMATION

- 1 That the staff is supportive of each other.
- 2 In a commitment of professional development.
- 3 In encouraging each other to take new challenges.
- 4 In empowering staff and providing time for them to assist in decision-making that focuses on the mission
- 5 of the school.

## CLOTHING

Gates students comply with the District Wide Handbook under “Dress Code”.

**DAILY SCHEDULE** – This schedule is subject to change.

8:00 AM Instruction Begins

\*8:40 – 9:35 1st & 2nd Grade Reading Block

9:15 – 9:30 3rd & 4th Grade Recess (Monday, Tuesday, & Thursday only)

\*9:50 – 10:45 3rd & 4th Grade Reading Block

9:45- 10:00 Kindergarten Recess

10:00 – 10:15 2nd Grade Recess

10:20 – 10:34 1st Grade Recess

\*10:45 – 11:30 3rd & 4th Grade Math Block

10:45 – 11:15 Lunch – Kindergarten

11:15 – 11:25 Recess – Kindergarten

11:15 – 11:35 Lunch 1st Grade

11:35 – 11:55 Recess – 1st Grade

11:35 – 11:55 Lunch 2nd Grade

11:15 – 11:35 Recess – 2nd Grade

11:55 – 12:15 Lunch 3rd Grade

12:15 – 12:35 Recess – 3rd Grade

12:15 – 12:35 Lunch 4th Grade

11:55 – 12:15 Recess – 4th Grade

\*12:30 – 1:30 1st & 2nd Grade Math Block

2:30 Dismissal

\* Math & Reading Blocks are “protected” times. No Interruptions are permitted except for an emergency.

## LABELING STUDENTS CLOTHING AND MATERIALS

Children tend to leave personal items and garments (lunch boxes, backpacks, sweaters, jackets, gloves, T-shirts, hats, etc.) out at recess, in the cafeteria and gym. Labeling of your children’s clothes and personal articles assist in their return. Unmarked clothes are placed in the lost and found for a period of time.

## LIBRARY

The library is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for all grade levels. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. Each student may check out one or two books for a period of one week. There is no fine for overdue books, but lost or damaged books must be paid for.

Gates Elementary’s library collection is continuously updated and expanded. Books are chosen for either their educational or recreational value.

## LOST AND FOUND

Lost and found articles are usually taken to a special location near the gymnasium. An attempt will be made to return items to the rightful owner. You can help this process by **marking all the articles your child brings to school**. We encourage you to check the lost and found area when you visit the school.

## PARTIES

The regularly scheduled parties for Christmas and Valentine's Day are held in the classrooms. The classroom teacher sets up all parties with assistance from parent/volunteers. All food served to students must be prepared commercially and in its original container.

## REPORT CARDS

Parents may expect four grade reports during the school year. The first and third are parent/teacher conferences held in November and April. The second conference, held in February, is for those parents who have students that are being placed on a Personal Education Plan (PEP). The fourth report is a written evaluation of progress, unless the teacher or parent requests other conferences.

The conferences will be scheduled ahead of time, allowing you an opportunity to make necessary plans.

We encourage you to schedule conferences at any point you see a need during the year.

Our staff is eager to keep you informed of your child's progress. We will keep you informed by occasional notes, phone calls and through other announcements.

## HEALTH AND SAFETY

### BUILDING SECURITY

To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

1. All parents/visitors **MUST report to** the office every time they are on school property. Badges will be issued and must be visible when worn to help students and staff recognize them as authorized guests. Volunteers may use their volunteer badge to identify themselves.
2. Anyone on school property will be questioned if they do not have a visible visitor's badge.

We recognize that these procedures may cause some inconvenience, but the safety of the children is our main concern. We appreciate your compliance with these procedures.

### HEALTH APPRAISAL

Periodic health screening programs are held to identify students who may have remediable defects, which may affect educational performance. Current screening tests include vision, hearing, height and weight. Parents will be notified if their child is identified as having a possible problem.

### HEALTH EXAMINATIONS

A physical examination is suggested for all children entering school for the first time. This should be obtained from your physician. A dental check-up is encouraged for all first time students, as well.

## KINDERGARTEN

- 2 Side Pocket Folders
- 4 Regular **wooden** pencils size #2
- 1 Box of **16 regular** size **CRAYOLA** brand crayons
- 3 LARGE** boxes of Tissue
- 1 Small 4 oz. bottle of **WHITE** Elmer's school glue
- 1 Pencil Box
- 1 Box of 12-15 TRASH BAGS **HEAVY DUTY with DRAWSTRING** (13 gallon kitchen size)
- 1 WELL LABELED BACKPACK** large enough to hold a full size folder and some books
- 2 Large** Container Clorox Disinfecting Wipes

## 1<sup>st</sup> GRADE

- 2 PeeChee Folders
- 3 Dozen #2 **wood** pencils – sharpened, labeled w/name\*
- 3 Pink Pearl erasers \*
- 1 Box crayons (24 or more)
- 1 Set of WATER COLOR PAINTS (8 count)
- 1 Bottle Elmer's white school glue – 4 oz. size
- 2 LARGE Boxes of tissue
- 1 Small Pencil Box
- 1 BACKPACK (or similar) to carry belongings to and from school
- 1 Pair of **FISKAR SCISSORS** (other brands do not work)
- 1 Set of 8 watercolor broad tip **MARKERS**, washable
- 1 Set of 8 colored pencils
- 3 Glue sticks \*
- 2 Wide rule spiral notebooks

## 2<sup>nd</sup> GRADE

### **Label ALL Supplies!**

- 1 Set of Crayola Water Color Paints
- 3 Dozen #2 pencils \*
- 4 **PINK PEARL** erasers\*
- 1 Box of **CRAYOLA** crayons (24 or more)\*
- 1 Pkg. Notebook paper – wide ruled (Mrs. Moberg's class only)
- 2 LARGE boxes of tissue
- 3 Glue sticks \*
- 1 Set of 24 **CRAYOLA** colored pencils \*
- 1 Pencil Box (Moberg's Class only)
- 1 Pair of **FISKAR SCISSORS**
- 1 Box 12-15 TRASH BAGS – **HEAVY DUTY with DRAWSTRING** (13 Gallon kitchen size)
- 1 White Glue
- 4 Spiral notebooks
- 1 Folder
- 1 Set of 10 watercolor markers

**Something sturdy to take home books and papers.**

**\*More as needed throughout the year**

## 3<sup>rd</sup> GRADE

### LABEL ALL SUPPLIES

- 1 Box of crayons
- 1 Box of colored pencils
- 1 Personal pencil sharpener with shavings collector
- 2 Spiral notebooks
- 1 Box of water colors w/Brush
- 1 set of water-based markers (not permanent)
- 2 PeeChee folders
- 1 Sturdy backpack (or similar)
- 4 Pink Pearl Erasers
- 1 Box of 12-15 TRASH BAGS **HEAVY DUTY with DRAWSTRINGS** (13 gallon)
- 2 Large Glue sticks
- 3 Dozen #2 Regular yellow pencils
- 1 Pair of scissors (Fiskar brand work best)
- 1 Pencil box or pouch (regular-sized, no bigger than about 5"x8")

### **NO THREE RING BINDERS, PLEASE**

**Please check monthly throughout the year to make sure your child has a supply of paper and pencils.**

## 4<sup>th</sup> GRADE

- 2 Pink Pearl erasers
  - 2 Large glue sticks
  - 1 Box of washable water-based markers
  - 1 Pair **FISKAR BRAND** Scissors, children's version
  - 3 or 4 **DRY** erase markers
  - 1 Solar Calculator
  - 3 PeeChee Folders
  - 1 Box Colored pencils
  - 1 Box CRAYOLA Crayons
  - 1 Box of watercolors with paintbrush (Crayola or Prang only)
  - 1 Sketchbook (notebook with unlined blank paper)
  - 1 Set MULTIPLICATION Flashcards
  - 2 LARGE Boxes of tissue
  - 3 Dozen #2 pencils
  - 4 Packages of looseleaf notebook paper
- Please check monthly throughout the year to make sure your child has a supply of paper and pencils.**
- 1 9 ¾" x 7 ¾" Composition Book – 60 pages
  - 1 STURDY BACKPACK to take home books and papers.
- DO NOT** bring trapper keepers or large three ring binders. They will not fit in your desk.  
**NO** pens, gel pens or spiral binders

**ALL STUDENTS - PLEASE LABEL SUPPLIES and COATS**

## CAFETERIA

### **THIS DISTRICT HAS A NO CHARGE POLICY**

#### **PLEASE KEEP MONEY IN YOUR CHILD'S ACCOUNT!**

Students are expected to:

1. pay for meals before school in the cafeteria
2. bring money in an envelope with the following information:
  - ⇒ Student's First and Last Name
  - ⇒ Student's account number
  - ⇒ Amount Enclosed
3. pay for milk when they bring a sack lunch even if they're on the Free/Reduced Meal Program

## **ENCOURAGEMENT/RECOGNITION PROGRAMS**

In order for children to assume responsibility, the following encouragers will be rewarded to children:

### **SCHOOL-WIDE RECOGNITION**

1. **Attendance** [Classroom & Individual]
  - a. Classroom – weekly certificate
  - a. Individual – perfect attendance certificate + a quarter (25 cents) for each 9 weeks.
2. **White Glove** [Classroom]  
**Classroom certificate + wall plaque**  
Given by the custodians once a month to the cleanest room, with emphasis put on the students being responsible for how their room looks.
3. **Quiet As A Mouse** [Classroom]  
**Classroom certificate + wall plaque**  
Given to the class who transitions the most quietly throughout the halls to and from lunch, library, PE and other locations on the school grounds.
4. **Zero Conduct** [*Individual*]  
Recognition each 9 weeks  
*Acknowledgments of those students who have received no conduct reports or bus citations.*
5. **Self-Manager Program** [Individual]  
Badge; Special Privileges – varies per classroom teacher
6. **Caught Being Good** [Individual]  
“Caught Being Good” tickets are given. Tickets can be traded in for prizes/privileges.
7. **Semester Bicycle Drawing**  
Students caught doing the “right thing” in any environment. **TWO** bicycles are given away during the year, one after each semester using “Caught Being Good” tickets for the drawing.

### **CLASSROOM RECOGNITION**

Each classroom teacher has their own variety of “encouragers” that they use. For more information, contact your child's classroom teacher.

## EXPECTATIONS

In order for students to know and understand the school expectations and assume responsibility for themselves, the following guidelines address the most common concerns for a positive and safe school environment. Everyone has the responsibility to create a safe environment where all people have the right to work, express ideas, develop their potential and be treated equally.

Common Areas	Be Safe	Be Respectful	Be Responsible
Common Areas	<ul style="list-style-type: none"> <li>-walk facing forward</li> <li>-keep hands, feet and objects to self</li> <li>-get adult help for accidents and spills</li> <li>-use all equipment and materials appropriately</li> <li>-stay within boundaries</li> <li>-use handrails</li> <li>-stay with your group</li> </ul>	<ul style="list-style-type: none"> <li>-use kind words and actions</li> <li>-wait for your turn</li> <li>-clean up after yourself</li> <li>-follow adult directions</li> <li>-wait in line patiently</li> </ul>	<ul style="list-style-type: none"> <li>-follow school rules</li> <li>-remind others to follow school rules</li> <li>-take proper care of all personal belongings and school equipment</li> <li>-be honest</li> <li>-ask permission to leave any area</li> <li>-personal items must remain at home [toys, cards, etc.]</li> </ul>
Hallways, Stairs, Sidewalks, Doorways	<ul style="list-style-type: none"> <li>-stay to the right</li> <li>-allow others to pass</li> <li>-use each step and handrails</li> <li>-walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>-hold the door open for the person behind you</li> <li>-no talking</li> <li>-keep hands by your sides</li> <li>-yield to class groups</li> </ul>	<ul style="list-style-type: none"> <li>-stay on sidewalks and in walking areas</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>-sit with feet on floor, bottom on bench and facing the table</li> <li>-keep all food to self</li> <li>-hold trays with both hands</li> <li>-walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>-use inside voices at all times</li> <li>-allow anyone to sit next to you</li> <li>-wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-get all utensils, milk, etc., when going through the line the first time</li> <li>-clean up your space</li> <li>-stop talking when lights go out</li> </ul>
Playground	<ul style="list-style-type: none"> <li>-walk on blacktop</li> <li>-use equipment appropriately</li> <li>-be aware of activities around you</li> <li>-what belongs on the ground stays on the ground</li> <li>-remain within designated play area</li> <li>-keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>-play fairly</li> <li>-be considerate of others</li> <li>-arguments and fighting may cancel games</li> </ul>	<ul style="list-style-type: none"> <li>-ask permission if you need to leave playground</li> <li>-take care of equipment</li> <li>-play by the rules of the game</li> <li>-line up quickly and quietly when the whistle blows</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>-keep feet on the floor</li> <li>-keep water in the sink</li> <li>-wash your hands with soap</li> <li>-put used towels in garbage can</li> <li>-use bathroom correctly</li> </ul>	<ul style="list-style-type: none"> <li>-give people privacy</li> <li>-use quiet voices</li> <li>-be clean</li> </ul>	<ul style="list-style-type: none"> <li>-flush toilet/urinal after use</li> <li>-go to and from the bathroom promptly</li> <li>-attend to personal business promptly</li> </ul>
Library	<ul style="list-style-type: none"> <li>-walk at all times</li> <li>-keep hands, feet and objects to self</li> <li>-stay within boundaries</li> <li>-push in your chair</li> </ul>	<ul style="list-style-type: none"> <li>-listen for directions</li> <li>-use quiet voices</li> <li>-keep library neat and orderly</li> <li>-respect all items on display</li> </ul>	<ul style="list-style-type: none"> <li>-take care of books</li> <li>-ask permission to leave area</li> <li>-return materials on time</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>-be aware of the cords</li> <li>-use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>-use equipment properly</li> <li>-share and take turns patiently</li> <li>-keep hands on your own computer</li> </ul>	<ul style="list-style-type: none"> <li>-wait for instructions</li> <li>-inform adult when machines don't work</li> </ul>

## EXPECTATIONS

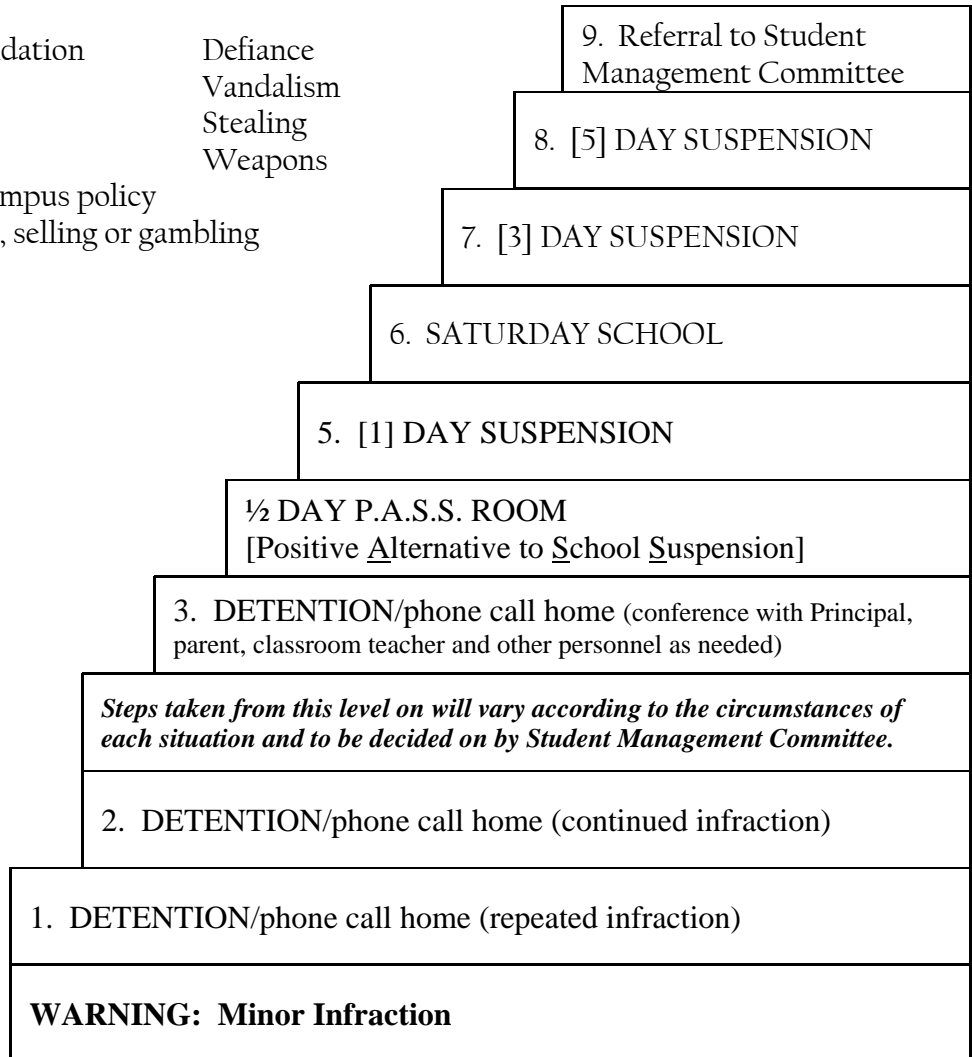
Common Areas	Be Safe	Be Respectful	Be Responsible
Before School and Recess Time in the Gym	<ul style="list-style-type: none"> <li>-Sit and visit or walk in clockwise direction</li> <li>-keep hands, feet and objects to self</li> <li>-use equipment properly</li> <li>-watch out for other's safety</li> </ul>	<ul style="list-style-type: none"> <li>-use quiet voices</li> <li>-use kind words and actions</li> <li>-share and give turns with equipment</li> <li>-clean up after yourself</li> <li>-follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>-follow school rules</li> <li>remind others to follow school rules</li> <li>-take proper care of all personal belongings and school equipment</li> <li>-be honest</li> <li>-enter gym through west door</li> <li>-leave gym through assigned door</li> </ul>
Assemblies or Other Special Presentations	<ul style="list-style-type: none"> <li>-stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>-use audience manners</li> <li>-sit on bottoms</li> <li>-enter and exit quietly</li> <li>-respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>-follow adult directions</li> <li>remind others to follow directions</li> </ul>
Arrival and Dismissal Time	<ul style="list-style-type: none"> <li>-walk at all times</li> <li>-stay within yellow lines</li> <li>-keep away from entrances to the buildings</li> </ul>	<ul style="list-style-type: none"> <li>-be polite to others</li> <li>-keep hands, feet and objects to self</li> <li>-follow adult directions</li> <li>-wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>-go to cafeteria if not riding bus</li> <li>-adult supervision is needed when leaving school grounds other than on the bus</li> <li>-pay for your meals in the cafeteria</li> <li>-sign in or out at the office when arriving late or leaving early</li> <li>-go to breakfast first</li> </ul>
School Bus Loading at the Bus Stop	<ul style="list-style-type: none"> <li>-stay 10 ft. from the bus</li> <li>-follow the directions of the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>-clean bus stop</li> <li>-follow the directions of the bus driver</li> <li>-leave private property at or near bus stop as you found it</li> <li>-if you see something on the ground, leave it there</li> <li>-leave rocks, sticks &amp; cones on the ground.</li> </ul>	<ul style="list-style-type: none"> <li>-be at the bus stop 5 minutes early!</li> <li>-follow the directions of the bus driver</li> </ul>
School Bus Riding on the Bus	<ul style="list-style-type: none"> <li>-4 B's [Bottom to bottom, Back to back]-face forward</li> <li>-keep feet from the aisle</li> <li>-keep all body parts inside the bus</li> <li>-quiet at railroad crossing</li> </ul>	<ul style="list-style-type: none"> <li>-hands and feet to self</li> <li>-courtesy to others</li> <li>-help younger students</li> <li>-appropriate language; voice level and topic</li> </ul>	<ul style="list-style-type: none"> <li>-clean bus</li> <li>no food or drink</li> <li>follow the directions of the bus driver</li> <li>-quiet when lights are on</li> </ul>
School Bus Unloading at the Bus Stop	<ul style="list-style-type: none"> <li>-watch the driver before crossing</li> <li>-cross in front of the bus</li> <li>-stay 10' in front of the bus</li> <li>-walk across the street</li> <li>-Use the emergency exit only in an emergency</li> </ul>	<ul style="list-style-type: none"> <li>-clean bus stop</li> <li>-follow the directions of the bus driver</li> <li>-leave private property at or near bus stop as you found it</li> <li>-if you see something on the ground, leave it there-</li> <li>leave rocks, sticks &amp; cones on the ground</li> </ul>	<ul style="list-style-type: none"> <li>-take care of your belongings</li> <li>-follow the directions of the bus driver</li> </ul>

## DISCIPLINE LADDER

The teacher is responsible for classroom management and establishes the rules of conduct in the classroom. Major problem areas that interfere with the education of students will result in direct administrative involvement [Step 4 or above on the Discipline Ladder]. None of the following will be tolerated.

Harassment or Intimidation  
 Tobacco or Drugs  
 Fighting  
 Truancy  
 Violation of closed campus policy  
 Unsupervised buying, selling or gambling

Defiance  
 Vandalism  
 Stealing  
 Weapons



*Note: Any or all of these may be omitted at the discretion of the Principal*

# GATES ELEMENTARY SCHOOL CONDUCT REPORT

LOCATION

Name: \_\_\_\_\_

Grade: K    1    2    3    4

Referring Staff: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_ Playground

\_\_\_ Library

\_\_\_ Cafeteria

\_\_\_ Bathroom

\_\_\_ Hallways

\_\_\_ Classroom

\_\_\_ Arrival/Dismissal

\_\_\_ Other

## BE SAFE ~ BE RESPECTFUL ~ BE RESPONSIBLE

Problem Behavior	Possible Motivation	School Response
<p style="text-align: center;"><b>Minor*      Major</b> (circle one)</p> <p>Check specific Major problem behavior.</p> <p>___ Inappropriate language ___ Fighting/physical aggression ___ Overt defiance ___ Harassment/tease/taunt ___ Other _____</p> <p>* Three minor behaviors of any type equals one major infraction.</p>	<p>___ Obtain peer attention ___ Obtain adult attention ___ Obtain items/activities ___ Avoid Peer(s) ___ Avoid Adult ___ Avoid task or activity ___ Don't know ___ Other _____</p> <hr/> <p style="text-align: center;"><b>Others Involved</b></p> <p>___ None            ___ Peers ___ Staff           ___ Teacher ___ Substitute    ___ Unknown ___ Other</p>	<p>___ Conference with student ___ Loss of privilege ___ Parent Contact ___ Individualized instruction ___ Detention, after school    [Date _____ Time 2:30-3:00] ___ In-School Suspension    [Date _____ Time ____] ___ Out-of School Suspension    [Date _____ Time ____] ___ Alternative Solution    _____ ___ Referred to Principal</p>

Other Comments:

---



---



---



---



---

I need to talk to the student's teacher.

I need to talk to the administrator.

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

White – Sign & Return    Yellow – Parent Copy    Pink – Office    Goldenrod – Teacher

# Gates Elementary

## PARENT/STUDENT ACKNOWLEDGMENT LETTER

We have read the Gates Elementary Handbook with our child and understand the basic rules and expectations of the school. We will support the rules of being “Safe – Respectful – Responsible”.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Please sign and return this page to the school this week and keep the other sections for your reference.**

If you have any questions or concerns, please call the school at 503-897-2191.