

BANKS  
Elementary  
School



Parent/Student Handbook  
2023-2024



Dear Parents/Guardians and students,

Welcome to Banks Elementary School! The teachers, staff, and I are all anticipating an enriching, successful, and fun year! We have all been working hard to prepare our school for the arrival of our students. This is a very exciting time of year!

Adjusting from a summer schedule to a school schedule can be difficult. It is important for your child to get to bed early and eat a good breakfast in the morning. This will help them to start the year feeling successful! Two critical components of student success are starting the day by being present (on time and all day) and being positive (great things happen at BES every day).

Banks Elementary School has a highly qualified staff committed to seeing each child as an individual and meeting their social, emotional, and academic needs. As the parent, you know your child the best. It is important that we work as a team to anticipate and prepare for your child's needs while keeping expectations high. Open communication about strengths, needs, concerns, or questions will be our goal to ensure positive growth and future success.

We work hard to communicate important events to our parents and community. Please check our school website, our BES Facebook page, as well as your child's Friday folder each week. If you ever have questions, concerns, or celebrations, please feel free to contact the classroom teacher or myself. We want to work as a team to provide an environment of success for each child.

This is my 5th year as an elementary school principal but my 23rd year in education here at Banks Elementary School. I am extremely fortunate to be leading this incredible staff and I look forward to conquering challenges and celebrating successes to come. I see an exciting and bright future for all of our students and am grateful for this opportunity to spend the year with your child!

Sincerely,

Marjorie Salter  
Principal, Banks Elementary School



## **Parent and Student Acknowledgement of Handbook Access** **2023-2024**

**(Important - Please print, sign, and return this form)**

Parent Name \_\_\_\_\_  
(Please print)

Student Name \_\_\_\_\_  
(Please print)

Banks Elementary School provides the Student-Parent Handbook in electronic form to reduce printing costs and to provide more convenient access for parents and students. The handbook is available on the elementary school website: [Banks Elementary School](#)

A printed copy of the handbook will be provided to all parents who request one. These copies are available in our school office.

**Please sign below and return to the school office.**

My child and I have access to the Student-Parent Handbook. I have read and reviewed the content of the handbook with my child/student. We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

Parent/Guardian signature

\_\_\_\_\_

Student signature

\_\_\_\_\_

Date \_\_\_\_\_ Grade \_\_\_\_\_



## Daily Schedule

Staff Arrive	8:00
Doors open to students	8:10
School begins	8:25
Doors open to students on	
Late Start Wednesday:	8:55
Wednesday's school Start time	9:10

Kinder/1st Lunch	10:50-11:10
4/5 Lunch	11:15-11:35
2nd/3rd Lunch	11:40-12:00

End of Day Dismissal 2:45

1. Students should arrive at school between 8:10 and 8:25.
2. **We DO NOT have supervision before 8:10.** Parents will be contacted if students arrive before 8:10.
3. All students should be picked up no later than 3:00 each day.
4. We do not have supervision after 3:00, which means **we do not have any supervision for students who have to wait for middle or high school siblings; please make other arrangements.**



## Attendance and Truancy

Oregon compulsory education laws require that children attend school. We understand that children do become ill and there are times when coming to school is not an option. Please ensure that if your child is ill, or there are family emergencies, that you call absences into our office before 9:00 a.m. on the day of the absence. Please also provide any doctor's notes excusing absences or documentation of any doctor's appointments, and these documented absences won't count against a student's attendance record. The Oregon Revised Statute 339.065 makes a distinction between unexcused, excused absences, and any absences with a doctor's note. According to the law, eight unexcused one-half day absences (or four full days) in any three-month period shall be considered irregular attendance. Excused absences are not to exceed five days in a term of three months or 10 days in any term of at least six months. Absences that exceed these limits will result in a letter with a reminder of the truancy laws and the obligation to ensure that your child attends school. We are also required to report to the Truancy Enforcement Officer if absences continue to exceed the limits. Subsequent absences will result in a visit from the Truancy Officer and possible citation requiring a court appearance. Our goal is for students to receive a quality education.



### Teacher Contact List

Grade	Teacher	Extension	Room	E-mail
K	Becca Freeman	2105	105	beccaf@banks.k12.or.us
K	Alexis (Koogler) Ruiz	2106	106	alexisk@banks.k12.or.us
K	Pam Brown	2104	104	pamb@banks.k12.or.us
1	Bobby Tabb	2107	107	bobbyt@banks.k12.or.us
1	Tasha Blatner	2108	108	tashab@banks.k12.or.us
1	Jo Schilling	2109	109	jos@banks.k12.or.us
2	Leslie Curran	2101	101	lesliec@banks.k12.or.us
2	Pamela Bailey	2102	103	pamelab@banks.k12.or.us
2	Chris McOmie	2112	112	chrism@banks.k12.or.us
3	Liz Stark	2204	204	lizes@banks.k12.or.us
3	Rebecca Wallace	2205	205	rebeccaw@banks.k12.or.us
3	Mackenzie Peters	2206	206	mackenziep@banks.k12.or.us
4	Kaylin VanDomelen	2207	207	kaylinv@banks.k12.or.us
4	Anne Foley	2208	208	annef@banks.k12.or.us
4	Jasmine Kiefer	2210	210	jasminek@banks.k12.or.us
5	Jonathan Pearson	2201	201	jonathanp@banks.k12.or.us
5	Bethany Exline	2202	202	bethanye@banks.k12.or.us
5	Christy Losli	2203	203	christyl@banks.k12.or.us
Special Ed	Karin Bueffel	2150	150	karinb@banks.k12.or.us



SLC	Marissa (Reichard) Mosier	2110	110	marissar@banks.k12.or.us
Title I	Bobbie Gregg	2103	103	bobbieg@banks.k12.or.us
PE	Jason Tufts	2909	Gym	jasont@banks.k12.or.us
Music	Janine Smith	2908	177	janines@banks.k12.or.us
Library	Melissa Fuhrman	2910	Lib.	melissaf@banks.k12.or.us
Behavior Specialist	Katie Roy	2154	154	katier@banks.k12.or.us
SLP	Jill Rulis	2153	153	jillr@banks.k12.or.us
Assistant Principal	Lara McCabe	2904	155	laram@banks.k12.or.us
Principal	Marjorie Salter	2901	163	marjories@banks.k12.or.us



# Important Things to Know About our School

## School Breakfast and Lunches

**\*\*School lunches/breakfast are NOT free of charge.**

Sodexo is our food service provider for school breakfast and lunch. You may now pay online and manage your account online @ [My MealTime](#). You may also bring in money for your child's account. Please put your child's lunch/breakfast money in an envelope and label the envelope with your child's name. The money can be given to the office or cafeteria worker. Families should not carry a negative balance. You will be notified immediately if your child has a negative balance. If you find yourself unable to afford breakfast or lunch for your child, please stop by the office to obtain a free/reduced lunch form. You will be notified if you qualify for free /reduced lunch, once your form has been processed.

## Lost and Found

Student names should be clearly marked on all personal belongings. When you have a lost item, please check the clothing racks in the hallway. Please bring any items you find to the main office. Approximately every 12 weeks, unclaimed items will be given to a charitable organization.





## Student Birthdays, Valentine's Day and other Occasions

Please do not have flowers, balloons or other items brought to the school on your special occasions with the expectation that these items will be delivered to the classroom. Flowers will be left in the office for your child to pick up at the end of the day. Balloons will also be left in the office until the end of the day and will remain in the office if your child rides the bus. **Balloons are not permitted on school buses.**

Due to the increased number of students with gluten intolerance, food allergies, and sensitivity to food dyes we are requesting that parents DO NOT bring food treats to school for student birthdays. We recently spoke as an entire staff and agreed that this has become an issue of inequity, safety, and emotional distress.

## Invitations at School

Our first priority is always your child's well-being while at school. Birthdays are exciting and we would like to support this, with a few guidelines, to make sure that students do not get their feelings hurt.

1. If you send invitations with your child, please include an invitation for all students in the classroom or for a specific gender in the classroom (all boys or all girls)
2. The invitations should be given to the teacher in the lower grades to be handed out at the end of the day. Students in 4th and 5th grade can hand them out at the end of the day at a non-disruptive time.
3. If you are wanting to invite only a few students, please do not send those invitations to school with your child.

Violation of these guidelines places the teacher in a very difficult position of not wanting to go against your wishes, not wanting to hurt



the child's feelings, but also knowing the school guidelines are not being followed. Thank you for your cooperation!

## **Social Media and Confidentiality**

Parents and guardians are welcome in our school. We love volunteers! However, we have had an increase in the number of parents/guardians who are taking pictures while at the school and sharing these pictures on social media. **Student information of any kind and student photos cannot be taken/shared at school or outside of school. If you are taking pictures without permission or sharing information about other students on social media, you will not be allowed to continue to volunteer at our school.** Banks Elementary School is a place of safety and respect. Thank you for keeping our students safe.

## **Parent Input Forms**

Each year, our staff works very hard to create balanced classes for the following school year. **Because of this, we ask that you do not request specific teachers for your child.** However, we appreciate your knowledge and expertise regarding your child! We welcome you to fill out a parent input form that we have available during the month of April. Please fill out these forms between April 1st and April 30th.

## **Change in Residence**

Please notify the school immediately if you have a change in residence. If you move outside of Banks School District boundaries, you will need to provide transportation to the district for the remainder of the current year if you wish to stay, or promptly enroll your child in the district in which you are now living. At the conclusion of the school year, your child will need to be enrolled in the district in which you live. The district has the right to ask for proof of residency. If you are



concerned about moving your child, we can help by communicating with the school your child will be attending.

## **Medication**

If your child requires medication, prescription or non-prescription, during the school day, he/she is required to have a completed permission form on file that includes instructions from the doctor. All medication must be in the original container. An adult must bring all medication to school. Medication will be kept in the office and administered by designated school personnel. All medications are to be picked up by parents at the end of the school year or when the child withdraws. Medication not picked up from school will be destroyed.

## **Student Visitors**

To avoid distractions and disruptions and as a safety precaution, friends or relatives of Banks Elementary School students may not attend class with Banks students or visit school grounds during school hours unless special arrangements have been made with the principal.

## **Picking Children Up From School During School Hours**

Parents are required to come to the office and sign their child out of the building when picking them up from school for any reason prior to the school's regular dismissal. Should the child return to school before dismissal time, he/she needs to check back in at the office and sign in.

## **Picking Children Up After School**

We utilize Driveline for our dismissal procedure for students getting picked up by a vehicle. Students stay in their classroom until the



driveline number associated with their family has been entered. Once their name appears on the screen in the classroom they will be dismissed to come out and wait for their vehicle at the assigned colored cone. For the safety of your child and to expedite the process, parents are asked to wait in their cars in the turn around during dismissal.

Children who are walking home will be dismissed at 2:45 and should leave the school immediately and proceed with their normal walking route or go to our "Meet and Greet" area in the cafeteria where they will be dismissed to a parent/guardian once they arrive or with an older sibling with parent permission.

Children who are riding the bus will also be released from their classroom upon the arrival of the buses.

## **Volunteers**

Parents and community members wishing to volunteer at BES must fill out a background check **each school year**. You can submit your information for a background check at the following site:

<https://www.banks.k12.or.us/elementor-1613/>

## **Cell Phones**

Student use of cellphones during school hours (including before and after school), without permission from a staff member, is prohibited. Cell phones and other electronic devices, if brought to school, must be powered off and remain in the child's backpack upon arrival at school as well as throughout the school day. If students use these items or their personal play-type items during the school day, they will be confiscated and taken to the office. The principal will call the parents to pick up the items.



## **No Toys at School**

One of our school rules indicates that toys are not to be brought into the school. Generally speaking, students are good at complying but more often than not, violations of our "No Toy" policy involves the following items: electronics, trading cards, stuffed animals, and cosmetics. Please be sure to discuss with students that these items are to be left at home. Staff has been directed to confiscate these items if they are visible during instructional times of the day or before/after school on campus. The **ONLY** exception to this is if a classroom is having a special reward day where stuffed animals are allowed.

## **Closure Due to Inclement Weather**

Hazardous weather or unexpected emergencies may require changes in school and bus schedules. If schools are forced to close during the school day, every effort is made to contact parents. Notification will be posted on local television and radio stations and also on the district website. You can also receive information by subscribing to **FlashAlert**. To sign up for notifications, please go to [www.flashalert.net](http://www.flashalert.net)

## **Riding the School Bus**

Mid Columbia Bus Company is our provider for bus services. Their phone number is 503-324-2736.

Students need written permission to get off at any bus stop other than their own. The written permission should be given to the front office and a change of destination form will be given to the student to give to the driver.



If your son or daughter is NOT picked up by the bus during inclement weather in the morning, they will not receive a ride home at the end of the day. Keep this in mind if you give your child a ride to school when the buses do not run to your home in the morning. You will need to give them a ride home at the end of the day.

## **PBIS**

Banks Elementary School uses a program called Positive Behavioral Intervention and Supports (PBIS) to teach and reinforce positive behaviors at school. This program emphasizes three key rules for students to follow: Be Safe, Be Respectful, and Be Responsible. A PBIS Team, consisting of BES teachers and specialists, reviews Brave Major and Brave Minor data each month to highlight areas of concern and celebration. This information is used to plan behavior interventions, such as class competitions, re-teaching groups, and individual student supports.

**Brave Minor** - Students receive Brave Minors for behaviors that can be handled with reteaching and practice.

- A copy of the Brave Minor will be emailed to you. Please review the problem-solving portion with your child at home.

**Brave Major** - Students receive Brave Majors for behavior that is continued minor behavior or a higher level of misconduct.

- You will receive a call from school administrators if your child receives a Brave Major.

## **What does PBIS mean for my student?**

Students will learn what it means to be safe, respectful, and responsible in the classroom, at recess, and all other areas of the



school. Students will earn Book Bucks when teachers and staff observe them following these rules. Students will be able to visit our used bookstore, "Starbooks," during their library check-out days to "purchase" books to keep or school experiences with their earned book bucks! Students can also earn school wide rewards when a schoolwide goal is met.

### **How can I learn more about PBIS?**

If you are interested in learning more about the PBIS program at Banks Elementary School, please ask your student's teacher or visit this website: [PBIS.org](https://PBIS.org).

We are looking forward to a successful 2023-2024 school year with your child/children!