

CULVER

ELEMENTARY SCHOOL

2026-2027 Student & Family Handbook

Cassandra Loreda, Principal
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www.culver.k12.or.us

Teaming up to invest in every kid, every day.

Welcome to Culver Elementary!

Welcome to a new school year! We are excited to partner with you and your child. This handbook brings together the routines, expectations, and information families need most often. It is organized to align with our Culver Middle School handbook while keeping the language, supports, and expectations developmentally appropriate for elementary students.

At Culver Elementary, we believe children learn best when they feel safe, known, supported, and connected. We use Positive Behavioral Interventions and Supports (PBIS) to explicitly teach school expectations, celebrate positive choices, and provide additional support when students need it. Our goal is not simply to give consequences, but to help children learn, repair, grow, and be successful.

This handbook is a general guide for students and families. Culver School Board policies, administrative regulations, and the district Student Rights and Responsibilities Handbook take precedence if there is a conflict.

Culver School District Mission

Teaming up to invest in every kid, every day, to equip students with:

- Real-world, life, social, and career-ready skills
- Attentive, mindful communication
- Integrity, character, and confidence
- A driven purpose

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1. School Information & Staff

School Contact Information

Principal	Cassandra Loreda
Address	310 West E Street, Culver, OR 97734
Phone	541-546-6861
Fax	541-546-7522
Website	www.culver.k12.or.us
School Hours	8:00 a.m.-2:30 p.m.
Office Hours	7:30 a.m.-4:00 p.m.

Faculty & Staff

Role / Grade	Staff
Kindergarten	Shelli Nanez & Jamie Fritz
First Grade	Shelby Link & Maria Bautista
Second Grade	Laura Peterson & Bailey Mitchell
Third Grade	Carolyn Herringshaw & Artesha Ballard
Fourth Grade	Darby Ivie & Katlin Ishaug
Fifth Grade	Becky Brouillard & Jahnne Hellickson
Title 1A	Barbara Garland
Behavior Intervention	Tasha Harding
ESOL K-12	Carino Bautista
ILS K-12	Abby Chapman
Nurse	Kara Nielsen
Student Support Services	Dawn Kessi Foss
Library	Nancy Sanabria
Administrative Assistant	Molly Phillips

Parents may request teacher recommendation forms from the office. Forms must be completed by May 1.

2. Daily Schedule & Nutrition

School Day

The student school day is 8:00 a.m.-2:30 p.m. School supervision is provided from 7:40 a.m. until 2:45 p.m. Students should not be on campus outside those supervision hours unless they are participating in a supervised school activity.

Breakfast After the Bell

Breakfast and lunch are available through the district meal program. Breakfast After the Bell remains available for students who arrive after the regular breakfast period. Students should check in with the office and let the secretary or teacher know they need breakfast. Only one school breakfast per student per day is allowed.

Lunch Schedule

Grade	Lunch Time
Kindergarten	10:25
1st Grade	10:40
2nd Grade	10:50
3rd Grade	10:55
4th Grade	11:00
5th Grade	11:05

3. Learning & Academic Expectations

Academic Responsibility

Learning is a partnership among students, families, and school staff. Students are expected to participate, complete assigned work, ask for help when needed, and take increasing responsibility for their learning as they grow.

Homework & Reading

Homework may be used to reinforce classroom learning, build responsibility, and provide additional practice. Expectations increase with age and grade level. Regular reading at home is encouraged.

Library & School Materials

Students are responsible for books, technology, and other school materials checked out to them. Families may be responsible for reasonable repair or replacement costs when district property is lost or damaged.

Artificial Intelligence

Teachers may use district-approved generative artificial intelligence tools to support instruction. Student use is allowed only when directed by a teacher and must follow district technology expectations. Students should never share passwords, login information, or private personal information in AI tools.

Feature Films & Videos

Feature films or videos rated G may be shown with principal approval. PG or PG-13 feature films require prior parent consent. When possible, families will be given an opportunity to preview a feature film or video.

4. Campus Expectations & Procedures

Attendance

Being at school every day and arriving on time helps children feel connected and keeps learning on track. Parents/guardians should notify the school office by 8:00 a.m. when a child will be absent. Students arriving late must check in at the front office. Students leaving early must be checked out through the office.

Tardies & Truancy

Promptness builds strong school habits. When attendance or tardiness becomes a concern, school staff will partner with families to identify barriers and provide support. School or district attendance interventions may be used when needed.

Visitors & Volunteers

We love having families involved in our school. For student safety, all visitors and volunteers must check in at the front office, follow school safety procedures, and wear required identification. Adult volunteers must complete the district's required background verification before volunteering.

Field Trips

Field trips extend classroom learning and are an important part of the elementary experience. Students are expected to follow adult directions, stay with their group, and demonstrate safe, respectful behavior. Significant safety or behavior concerns may require an individualized plan or may affect participation.

Recess

Recess is an important part of the elementary day. Students are expected to play safely, include others, use equipment appropriately, and follow staff directions. When concerns occur, staff may reteach expectations, provide a reset, adjust an activity, or use another appropriate support while continuing to provide opportunities for movement.

Messages & Changes to Going-Home Plans

Please communicate transportation or dismissal changes to the office as early as possible so we can help every child get home safely. Written parent permission is required before a student may ride a different bus or get off at a different stop.

5. Technology & Electronic Devices

Personal Electronic Devices

Phones, smartwatches, earbuds, tablets, cameras, and other personal electronic devices must remain off and stored in backpacks during the school day unless a staff member gives specific permission for an instructional, medical, or approved purpose.

If a device becomes a distraction, a staff member may hold it for the remainder of the day and contact the family. Repeated concerns may result in an individualized plan for the device to remain at home or be checked into the office.

Responsible Technology Use

District technology is provided to help students learn. Students are expected to use devices, accounts, networks, and digital tools safely, kindly, respectfully, and for educational purposes. Students should protect passwords and personal information, follow staff directions, and use only approved applications and websites.

Personal Property & Lost and Found

Please leave expensive, disruptive, unsafe, or unapproved toys and valuables at home. The school is not responsible for lost or stolen personal property. Lost and found items are kept near the front office; families are encouraged to label belongings.

6. Positive Behavior, PBIS & Discipline

Our Approach

Elementary students are still learning how to manage emotions, solve problems, make safe choices, and repair mistakes. Culver Elementary uses PBIS to explicitly teach expectations and respond to behavior in a way that is predictable, supportive, and appropriate for a child's age and individual needs.

We want students to understand what happened, how their choices affected others, what they can do differently next time, and how to successfully return to learning.

Tier I - Minor Behavior

- Pink slip or other family communication when appropriate
- Student reflection or brief reset
- Reteaching and practicing the expected behavior
- Conference with the student
- Natural or logical consequence
- Schoolwide Tier I behavior supports

Tier II - Moderate or Repeated Behavior

- Referral and/or behavior communication with the parent/guardian
- Student reflection and conference
- Targeted reteaching and practice of schoolwide expectations
- Movement or activity-based opportunity to practice expectations
- Natural or logical consequences
- Additional schoolwide or targeted Tier II supports

Tier III - Severe or Persistent Behavior

- Office referral and parent/guardian communication
- Student and family conference
- Individualized behavior supports or behavior plan
- Loss of a privilege when directly related and appropriate
- In-school or out-of-school suspension when warranted and consistent with district policy

Behavior That Requires Immediate Adult Support

Behavior may require an immediate office or administrative response when it involves:

- Fighting, assault, violent behavior, or threats of harm
- Bullying, harassment, intimidation, hazing, or menacing
- Weapons or dangerous items
- Theft or intentional property damage
- Tobacco, alcohol, drugs, or prohibited substances

- Serious or repeated disruption, defiance, or unsafe behavior
- Violation of transportation rules, Board policy, school rules, or law

Consequences are determined by the circumstances, severity, developmental level, student needs, prior interventions, and applicable district policy. Families will be contacted when significant behavior concerns occur.

7. Health, Safety & Student Support

Medication at School

A parent/guardian must complete the required district medication form before school staff can administer medication. Medication must be brought to school by a parent/guardian in its original container. Changes to instructions must be provided in writing. Self-medication is allowed only when required permissions and written instructions are on file.

When Students Are Sick

Please keep students home when they are ill or have symptoms that make school attendance unsafe or may spread illness. Families should follow the district's current Student Illness Protocol. A fever of 100.4°F or higher requires the student to remain home until fever-free for 24 hours without fever-reducing medication.

Dress & Personal Hygiene

Dress and hygiene are primarily the responsibility of students and families. Clothing should be appropriate for active elementary learning and school activities. Staff may intervene when clothing or appearance creates a health or safety concern or substantially disrupts learning.

Bullying & Harassment

Every child deserves to feel safe and included at school. Students should tell a trusted adult when they experience or witness bullying, harassment, threats, or repeated unkind behavior. Staff will respond, gather information, support the students involved, and follow district procedures.

Safe & Secure Campus

Students and families should report safety concerns promptly to a staff member or administrator. The school practices required safety drills and follows district emergency procedures. Families should keep emergency contact information current.

School Delays & Closures

During inclement weather or hazardous conditions, the district may delay, close, or dismiss school early. Families should monitor ParentSquare and the district website for official updates.

8. Transportation

Bus Expectations

School bus transportation is an extension of the school day. Students are expected to follow the driver's directions, remain seated as directed, use appropriate voices and language, keep hands and belongings to themselves, and help keep the bus safe.

Changes in Transportation

Please notify the school office as early as possible when a child's normal transportation plan changes. Written parent/guardian permission is required for a student to ride a different bus or get off at a different stop.

Bikes, Scooters & Similar Items

Students who ride bikes, scooters, or similar equipment to school should follow family safety expectations and school directions. These items should be walked on busy campus areas and stored in the designated location during the school day.

9. Family Partnership & Communication

Communication

Strong family-school communication helps children thrive. ParentSquare is used for school and district announcements. Families are encouraged to contact the classroom teacher when questions first arise and to reach out to the office when additional support is needed.

Working Through a Concern

1. Start with the staff member closest to the concern.
2. If the concern is not resolved, contact the principal or immediate supervisor.
3. If additional support is needed, contact the superintendent or designee and follow district complaint procedures.

Student Photographs & Video

Students may be photographed or recorded during classroom activities, school events, or special programs for educational, informational, or promotional purposes. Families who do not want their child's image or name shared publicly should notify the school office in writing.

Birthdays & Classroom Celebrations

We enjoy celebrating our students while protecting learning time. Please coordinate with the classroom teacher before sending treats or celebration items. Balloons, party invitations, or other potentially disruptive items should not be delivered to classrooms unless approved.

Food Brought to School

Food provided for school or school-sponsored group activities must follow district and health requirements. Please check with the classroom teacher or office before bringing shared or homemade food.

10. District Policies & Student Rights

Student Rights & Responsibilities

This handbook highlights the procedures and expectations most relevant to Culver Elementary. It does not replace Culver School Board policies, administrative regulations, or the Culver School District Student Rights and Responsibilities Handbook.

Non-Discrimination & Federal Compliance

Culver School District does not discriminate in providing education or access to educational services, activities, and programs on the basis of protected status under applicable federal and state law. Families should refer to the district website and current Board policies for the district's complete nondiscrimination statement, Title IX information, Section 504 information, and current compliance contacts.

Where to Find Current District Information

- Culver School District website: www.culver.k12.or.us
- Culver Elementary school page
- Culver School District Student Rights and Responsibilities Handbook
- Culver School District Online Policy Manual
- ParentSquare for school and district announcements
- PowerSchool for student information as applicable

Because district policies, legal requirements, staff assignments, schedules, and annual notices can change, families should use the district website and ParentSquare for the most current information.

Handbook Acknowledgment

Families are encouraged to review this handbook with their student. By working together, communicating early, and keeping expectations clear, we can keep Culver Elementary safe, welcoming, and focused on learning for every child.

Student Name: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Student Signature (as appropriate): _____ Date: _____