

STUDENT – PARENT – STAFF

# HANDBOOK

2010-2011



## FALLS CITY ELEMENTARY SCHOOL

177 PROSPECT STREET  
FALLS CITY, OREGON 97344  
(503) 787-3521  
[WWW.FALLSCITYSCHOOLS.ORG](http://WWW.FALLSCITYSCHOOLS.ORG)

MR. AARON HALE,  
PRINCIPAL/DEPUTY SUPERINTENDENT

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SECRETARY/PARENT VOLUNTEER  
COORDINATOR

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# A HIGHLY QUALIFIED STAFF

Mrs. Shanda Yother—PreK / Educational Assistant  
Ms. Debra Hutchins – Kindergarten & Resource  
Mrs. Katie Waugh – 1<sup>st</sup>/2<sup>nd</sup> Grade  
Ms. Jocelyne Labrie – 3<sup>rd</sup>/4<sup>th</sup> Grade  
Mr. Micke Kidd – 5<sup>th</sup>/6<sup>th</sup> Grade  
Ms. Lynn Bailey – 7<sup>th</sup>/8<sup>th</sup> Grade  
Ms. Betty Sledge—School Counselor  
Mrs. Susan Christensen - Educational Assistant  
Mrs. Billie Davis - Educational Assistant  
Ms. Bethany Walton – Educational Assistant  
Mrs. Jeanie Lambert – Educational Assistant  
Mrs. Amy Houghtaling – FACES Program Director  
Mrs. Jennifer Drill – FACES Administrative Assistant  
Mrs. Jami Kidd—FACES Child Development Center  
Mrs. Pam Hassler - Food Service  
Mrs. Judy Scheet – Secretary/ Parent Involvement Coordinator  
Mr. Aaron Hale - Principal

## FOR YOUR INFORMATION

*No Child Left Behind* is a federal law that was passed in 2001. Among its many requirements is a stipulation that schools inform parents of their right to ask about the training and experience of personnel. If you'd like information, please contact our school office at 503 787 3521.

# General Information

## Overview of Daily School Schedule

7:45 5<sup>th</sup>-8<sup>th</sup> class begins; preK/K can begin checking in to classrooms; 1<sup>st</sup>-4<sup>th</sup> supervised recess

8:00 PreK-4<sup>th</sup> class begins

10:00 Primary recess runs until 10:15.

11:00 5<sup>th</sup>-8<sup>th</sup> grade lunch/recess\*

11:20 preK lunch in the classroom until dismissal

11:30 K-4<sup>th</sup> grade lunch/recess\*

11:40 5<sup>th</sup>-8<sup>th</sup> grade classes

11:50 PreK/Kindergarten dismissal  
FACES (Child Development Center) for kinders begins

*\*Students may not leave campus at lunch unless in the company of a parent or parent designated care giver.*

1:30 Primary recess (k-3) runs until 1:45.

2:50 School Dismissal

FACES program begins at dismissal and runs through 5:15

All students will also participate in PE, library and computer lab classes.

## Telephone

Our telephone number is (503) 787-3521. The office phone is for school business calls. When it is necessary for a student to use the phone, s/he needs a note from the teacher.

## Home Cooperation

*We will appreciate your cooperation with the following:*

For your child's protection, **provide the office with names of people who are allowed to pick him/her up** from school (e.g., car pool drivers, emergency contacts, etc.) and their **current contact information**.

Please **send a note or call the office when there is a change in your child's normal routine for going home**. Without a note or phone call, your child will go home in accord with your usual directions. The office will allow children to leave school **ONLY** with those people you have named on the Enrollment Card, or when you provide specific instructions.

If your child must leave school early for some reason, **send a note or call the office to state the reason for an early dismissal**. The school will determine if this absence from class will be "excused" or "unexcused." Also, please come into the school office when picking up your child and sign him/her out.

**If health reasons require that your child must stay indoors** during recess, or should be excused from physical activity, please **send a note** of explanation. Students who must remain indoors will have a quiet activity while being supervised.

**A youngster who rides a bike or scooter to school MUST wear a helmet.**

Please check with your child's teacher concerning treats for birthdays or special occasions. Surprises such as balloon or flower bouquets should be delivered to your child **at home**. These become a distraction in the classroom, and if delivered to school, will remain in the office.

Balloons and glass containers may not be transported on a school bus.

## Gum

Our staff agrees that **students will not be permitted to chew gum while school is in session, at school related activities, or on a school bus**. There may, however, be a special occasion when an individual teacher may allow students to chew gum in the classroom as an earned privilege.

## Food Policy

To prevent possible health problems, **only foods provided through Food Service, those purchased and commercially wrapped, or those prepared under close supervision of Falls City School District staff will be served at school**. For everyone's protection, children will not be allowed to share foods from home.

In addition, recent federal law now requires all districts to adopt a Nutrition Policy, which adheres to national guidelines. Schools are to provide healthy foods, encourage healthy habits, and discourage offering unhealthy food and drink. You may ask the office for a copy of FCSD's Nutrition Policy.

## Student Dress

Careful grooming and proper dress help us to feel good about ourselves. Assist your child in developing proper grooming and dressing habits. Each morning, take time to talk with your youngster about the day's

weather and school activities. Then you can help make a decision about clothing and shoes that would be appropriate.

Children are appropriately dressed for school when they are wearing clothing and shoes that are clean and comfortable. For example, in warm weather, clean, mid-length shorts may be the choice for an active day at school. Pajamas are not school appropriate clothing. In general, shoes like sneakers are more appropriate for school wear than cowboy boots, slippery-soled party shoes, or flip flops. For safety reasons, students are not permitted to wear skates or shoes with wheels while at school.

Students are expected to remove hats when entering the school building and they may not wear hats or hoods while in class.

Clothing with pictures or symbols that depict smoking, drugs, alcohol, or violence, and garments that are sexually suggestive are not appropriate dress for school.

A student's appearance should not be a distraction to others. On the few occasions that a child's appearance (e.g., unusual hair color, revealing dress, etc.) has not been appropriate for school, staff has called parents to pick up the student, or bring a change of clothing. It really hasn't been an issue, because parents want school to be an orderly learning environment, too. We appreciate everyone's cooperation in this regard.

Students at Falls City Elementary School are not allowed to mark on their clothes, or on their skin.

For health reasons, students should not share hats, jackets, etc.

## **Personal Property**

Be sure to mark all coats, hats, backpacks, etc. with your child's name.

A class supply list is available in the office. We ask that students leave other personal property at home. The school will not be responsible for loss of or damage to personal property brought to school.

Student desks and other storage areas are school district property. Desks and storage spaces may be inspected at any time.

Staff may withhold an inappropriate object(s) until it is reasonable to return the item(s) to the student or parent.

## **Electronics and Cell Phones**

If misused, laser pointers may cause damage to the retina and loss of vision. Therefore, laser pointers are not allowed at school. Electronics, such as video games, MP3 players and cell phones, can present a distraction to the learning environment. We encourage these to remain at home. If brought to school, students should turn the item in to the office. If brought to school and not turned in:

- First Offense: Student picks up item at the end of the day.
- Second Offense: Student's parents will be contacted to come and get the item.
- Third Offense: Parents and student conference with the administrator.

## **Respect for Public Property**

We expect that all students will be respectful of public property, including the school building, grounds, equipment and materials.

Students will experience positive consequences for being respectful as they use public property. They are also setting a good example for other students.

Students will have negative consequences for careless use and/or willful destruction of public property. Consequences may include: a referral to the principal, parent contact, restitution through payment and/or work, or referral to legal authorities.

## **Student Directory Information Disclosure**

Falls City School District intends to classify as directory information available for release pursuant to ORS 336.195 and 20 USC Sec. 1232g, the following:

Student's name, parent's name, address, telephone number, date and place of birth, participation in activities or athletics, weight and height of athletic team members, illness and accident information as required in health and safety emergencies, honors, degrees and awards received, most previous school attended, student's social security number, and photographs appropriate to class or school activities.

Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information will not be released without administrative direction and will not include detrimental information. Directory information will not be released over the telephone.

## **Educational Records**

Education records are those records maintained by the District that are directly related to a student.

The primary reason for keeping and maintaining education records for students is to help the individual student in educational development by providing pertinent information for students, teachers, and parents. These records also serve as an important source of information to assist students in seeking productive post-high school employment and education.

It is the policy of the district to keep education records for students to conform to state and federal laws and regulations.

It is expected that information recorded on official education records should be carefully selected, accurate and verifiable, and should have a direct and significant bearing upon the student's educational development.

The District has developed regulations for the maintenance, access and release of education records as well as for preserving confidentiality and for challenging the content of those records. Those

regulations may be reviewed in the Superintendent's office.

The District may withhold the grade reports, diploma or other records of students who owe fees, fines, or damages until those fees, fines, or damages are paid. Students or parents will receive written notice at least ten days in advance stating the District's intent to withhold records. The notice will include an itemization of the fees, fines, or damages owed and will notify parents of their right to request a hearing. The District may waive fees, fines, and charges if the student or parent cannot pay.

Records requested by another school district to determine a student's appropriate placement may not be withheld.

The District shall give full rights to education records to either parent, unless the District has been provided legal evidence that specifically revokes those rights. However, once the student reaches age 18, rights transfer to the student.

A copy of this policy and administrative regulations shall be made available upon request by parents and students 18 years or older. This statement also applies to persons who have been emancipated as provided by law.

## **Board Policy JO**

### **Academics**

Common sense tells us a lot about the content knowledge, skills and independent habits students need to learn for their well being and success in the present and throughout their futures. In addition, state and federal laws set expectations regarding academics.

In Oregon, as in many other states, we have an outline for curriculum content that is to be taught in all schools. This is so students in tiny, remote places like French Glen, Oregon, and those attending huge educational systems like Portland Public Schools, all learn similar essential content.

Additionally, there are "Standards" in all curriculum areas. Think of Standards as measures for **how well** a student understands, or can perform in a certain area. In Oregon schools, we work every day to have students meet specific sets of Standards by the end of third, fifth, eighth and tenth grades. Students who meet those Standards have met a "Benchmark" along their educational paths. Some students may need extra help or more time to meet Benchmarks. Some students may pass Benchmarks more quickly than most children. Of course schools are judged, in part, by how well their students do in meeting Benchmarks, and state testing helps to provide that information.

A relatively new federal law, "No Child Left Behind," is even more directive than our state's requirements for instruction. Educators have earnestly studied "NCLB" to understand the details of what's now required by federal law, and to implement programs that will meet its specifications. This includes annual testing to assess student progress, with reports to parents.

As a parent thinking about your child's academic progress, it's important to understand that there are two broad types of educational "assessments." One tests to see what a youngster currently

understands and is able to do, so that his/her teacher(s) can *plan the next steps for instruction*. Another tests to see what groups of students understand and can do *at the end of an instructional period*, for information to assist in designing educational programs for the future.

## **Talented and Gifted**

The Falls City School District is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.

Additionally, other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

District policy regarding the talented and gifted program is available from the Principal.

## **Special Education**

Children between the ages of 5 and 21 living in the district, who have been evaluated by qualified educational and/or medical personnel and found eligible for services or programs for children with disabilities, shall be provided a free and appropriate public education.

For those children who are eligible for services, an Individual Education Program (IEP) will be developed. Related services and an educational program will be provided to meet each student's needs as specified in that child's IEP.

Whenever appropriate, children will be educated with non-disabled students. Special placements or separate schooling will be provided only when the nature of the student's disability prevents some educational benefit for that student in the regular classroom.

When a student receives services outside the regular classroom, s/he will be served by resource personnel on the basis of skill needs rather than according to a particular disability.

Resident disabled students and their parents will be provided the procedural safeguards and provisions of all district student policies as provided in Oregon Special Education Laws (Chapter 343), Administrative Rules (581-15-025) and Federal Law and Regulations (PL 94-142 and PL 99-457).

In addition to conducting a comprehensive ongoing "Child Find" program with the intent to locate, identify and evaluate all resident disabled children under the age of 21, the district is obligated to evaluate and identify qualified preschoolers and for subsequent payment of transportation costs under ORS 343.363.

Questions regarding referral and evaluation of children for Special Education Services may be referred to Dr. Peter Tarzian, (503) 787-3521.

The Falls City School District ensures that information in student records is kept confidential.

## Alternative Education

The Falls City School Board is dedicated to keeping all students enrolled in the regular education program. It is recognized however, that there will be students in the district who may benefit educationally in an alternative program.

Alternative programs will consist of instruction only or instruction combined with counseling. These programs may be public or private. Alternative programs must meet all the requirements set forth in OAR 581-21-045.

The District shall pay the actual alternative program cost or an amount equal to 80 per cent of the District's estimated current year's average per student net operating expense, whichever is less. The District is not obligated to provide or pay for transportation. The District will enter into a written contract with the program. If the student is not successful in the alternative program, there is no obligation to propose or fund a second alternative. **Board Policy Code: IGBHA**

**Home schooling by the parent is not alternative placement. The parent is responsible for enrolling the student through ESD, (503) 588-5330.**

## Alternative Education Notification

Individual notification to students and parents regarding the availability of alternative education programs will be given semi-annually or when new programs become available under the following situations:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems are defined as those behaviors which have resulted in repeated suspensions, or may result in possible expulsion.);
2. When attendance is so erratic the student is not benefiting from the educational program (Erratic attendance will be defined on a case-by-case basis.);
3. When an expulsion is being considered;
4. When a student is expelled; or
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification will be hand-delivered by the principal or designee or sent by certified mail. Parents shall receive individual notification prior to an actual expulsion.

Notification shall include:

1. the student's action;
2. a list of alternative program proposals for the student;
3. the program recommendations based upon the student's learning style and needs; and
4. procedures for enrolling the student in the recommended program.

## **Alternative Education Programs**

In addition to the regular curriculum and courses offered at Falls City Elementary School, it is possible for students to obtain credit from the following activities with approval of the principal:

The student may request tutorial instruction and/or counseling and guidance on a regular one-on-one basis. Contact the principal or counselor at Falls City Elementary School, telephone (503) 787-3521.

**Notification of change of placement due to expulsion, lack of attendance, or failure to gain benefit from the school program:** A student who has a placement changed because of the items listed above will be offered alternative educational settings as provided for in state law and Falls City School Board Policy.

## Student Behavior Expectations and Discipline

The staff of Falls City Elementary is focused on working with students and their families to promote positive behavior in all school settings.

When the school rules are followed students have an opportunity to be recognized for their efforts by receiving a Caught in the Act.

### Caught in the Act Falls City Elementary

Name of person recognized:

\_\_\_\_\_

- Be Safe \_\_\_\_\_
- Be Respectful \_\_\_\_\_
- Be Responsible \_\_\_\_\_

Signature: \_\_\_\_\_

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



Go Mountaineers!!!

According to Webster's New Collegiate Dictionary, the word "discipline" means:

1. instruction
2. a subject that is taught
3. training that corrects, molds, or perfects mental faculties
4. punishment
5. control gained by enforcing obedience or order
6. a rule or system of rules governing conduct or activity.

Every parent wants his/her child to be safe and go to an orderly school where students can focus on learning. Therefore, the staff at Falls City Elementary School has actual lessons for behavior expectations in each area of our school. We teach behavior expectations as surely as we teach readin', 'riting' and 'rithmetic. We re-teach and reinforce those expectations with both positive and negative consequences. Some positive consequences are praise, good grades, Self Manager status, special privileges, and public acknowledgement at Morning Meeting or in the school newsletter. A

negative consequence may happen quite naturally, or it may be a specific punishment intended to stop that child's problem behavior from occurring again. A punishment needs to fit the problem, and it needs to be a real deterrent for the individual(s) involved.

In a highly disruptive, disrespectful or unsafe situation, a staff member may need to be loud to get attention, or need to intervene physically. In fact, Oregon law and **COMMON SENSE** dictate that school staff does maintain control, obedience and order, even though some students might object. Speaking legally, there are four "**Compelling State Interests**" that take precedent over a student's, "**You can't make me...**"

**"Compelling State Interests"**

**"You can't make me"...**

Legitimate Education Purpose  
"learn that stuff"

"go to school"

"pay attention"  
etc.

"study"

Health and Safety  
"fight and defend myself"  
"dress like that"  
etc.

"because I can" ...

Protecting Public Property

"pay for it, just because I tore it"  
"clean it, just because I marked on it"  
etc.

Disruption of the Educational Process

"stop"  
"do what you say"  
"do anything"  
etc.

Most inappropriate behaviors can be handled with an oral redirection from staff, or a simple consequence. Repeated or more serious behaviors will be recorded on an "Incident Report" form and tracked in a computer data base.

A copy of the Incident Report will be sent home to inform the parents. It is the student's responsibility to take the Incident Report home for a parent signature, and to return it to the teacher on the next school day. The teacher will monitor to insure that the student is taking the Incident Report home and returning it to school with a signature.

Often, when an Incident Report has been written, parents will also be called by the teacher or office staff.

Staff will always attempt to contact parents about a detention or suspension. Sometimes the only way parents can be reached is with a letter.

**Ultimately, the goal of discipline is to help students accept responsibility for:**

**a) academic progress,**

**b) positive relationships with peers and adults, and**

**c) meeting school and classroom expectations.**

## **Consistency in Student Management**

Our behavior expectations are consistent for all students. They are to behave safely, respectfully and responsibly.

Adults at Falls City Elementary School will consistently teach behavior expectations, provide opportunities for practice, and reinforce choices.

We know that most students strive to be good citizens. We also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes necessary to be successful at school. Therefore, just as we vary instructional strategies to help individuals learn skills for reading and math, we will use varied strategies to assist students in learning behavioral skills, and developing appropriate social attitudes.

Strategies that can be effective include: explicit teaching about behavior expectations, using the Second Step social skills curriculum, nurturing individual interventions, involvement of parents and the home, and professional judgments of our teachers and counseling staff. Depending upon the age of a child, behavior of concern, and specific details of a situation, consequences such as time out, a problem-solving activity, loss of a privilege or recess, detention, or suspension may be warranted.

If inappropriate behavior continues or problems escalate, our staff will use a team approach. At this point it is essential that the student's parents work with staff to determine the "function" behind a child's problem behavior(s), and to develop a "Positive Behavior Support Plan."

Please review the information contained in this brochure with your child(ren).

- Ask your child to tell you the school rules
- Ask your child to discuss examples of ways that he or she can use these rules to help them to learn and participate at school.
- Discuss ways that these rules can be used at home and in the community.

**Falls City Elementary School's Behavior Expectation Chart**  
(revised August 2010)

	Be Safe	Be Respectful	Be Responsible
Arrival, Dismissal			Be on time.  Stay in supervised area.
Hallways	Walk at all times.  Stay to the right.  Keep hands and feet to yourself.	Use kind words and actions.  Use a quiet voice.  Respect property, yours and others.	Use drinking fountains appropriately.
Restrooms	Keep water in the sink.  Wash hands.  Put towel in trash.	Give people privacy.  Use a quiet voice.	Flush toilet after use.  Return to class promptly.  Report problems.
Cafeteria	Walk.  Stay seated while eating.	Use good manners.  Wait your turn patiently.  Use a quiet voice.	Raise your hand to be excused.  All food and drink stays in cafeteria.  Clean up your area.
Playground, Recess	Walk to and from the playground.  Stay within boundaries.  Be aware of activities around you.  No play fighting.	Play fairly.  Include everyone.  Be a good sport.  Take turns.	Obtain permission from an adult before leaving the playground.  Return equipment.  Line up on time. In line prepare to reenter the building, i.e. voice off
Library	Keep hands, feet, and objects to yourself.  Be safe in chairs.	Listen to the speaker.  Use a quiet voice.  Follow directions.	Handle books/materials with care and return them on time.  Clean up after yourself.  Use shelf marker and check-out procedures.
Computer Labs	Protect personal safety.  Keep yourself and your chair in front of your computer.  Use computers in labs under staff supervision ONLY.	Positive comments only toward self and others—verbally and via technology.  Keep voices at an appropriate level.  Keep food, candy, and drink out of the lab.  Handle all equipment w/ care.	Leave your area in better shape than you found it.  Use the computer for school/educational purposes.  Report malfunctioning equipment to a staff member.  Follow directions and stay on the assigned task.

## **Bus Policy**

- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- The driver shall enforce local school bus regulations.
- Pupils shall be on time for the bus, both morning and afternoon.
- Pupils shall use the emergency door only in case of emergency.
- Pupils shall remain seated while bus is in motion.
- Pupils may be assigned seats by the bus driver.
- The bus driver shall instruct pupils how to cross the road.
- Pupils shall not extend their hands, arms or heads through bus windows.
- Pupils shall have written permission from parents if it is necessary to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, fellow pupils, passengers, and to passers by.
  
- Pupils who refuse to obey the directions of the driver or refuse to obey regulations promptly may forfeit their right to ride buses.

### **Disciplinary Procedures For Bus Rule Violations**

**First Citation—Warning**—The driver verbally re-states behavior expectations and issues a warning citation.

**Second Citation**—Parents contacted. Written citation signed by Principal and parent. Conference with student, parent, driver, and Principal may be required.

**Third Citation of the Year**—Two day suspension from riding the bus. Conference with student, parent, driver, and Principal before riding privilege will be restored.

**Fourth Citation of the Year**—Five day suspension from riding the bus. Riding privilege may be restored following a conference with student, parent, driver, and Principal.

**Fifth Citation of the Year**—Indefinite suspension from riding the bus. This citation may result in a transportation suspension for the rest of the year.

#### **NOTE:**

- 1. CONSEQUENCES MAY BE ASSIGNED OUT OF THE ABOVE ORDER IF THE INFRACTION IS SEVERE.**
- 2. SEVERE INFRACTIONS MAY RESULT IN SUSPENSION FROM SCHOOL.**

## Behaviors that May Result in a Referral to the Principal

**Any inappropriate behavior  
may be recorded on an Incident Report form.**

**Some behaviors may also result in a referral to the Principal for additional consequences deemed appropriate, and/or as required by Board Policy or law. Examples of those behaviors follow:**

- a. Failing to comply with specific directions given by teachers or other staff members. Parents will be contacted.
- b. Leaving an area or school grounds without permission. Parents will be contacted.
- c. Skipping school. Parents will be contacted.
- d. Inappropriate displays of affection. Parents will be contacted.
- e. Inappropriate sexual contact with another student while at school or engaged in a school activity. Parents will be contacted.
- f. Lying. Parents will be contacted.
- g. Cheating. Parents will be contacted.
- h. Smoking during school hours either on school property or adjoining property. Student may be referred to legal authorities. Parents will be contacted.
- i. Alcohol or drug abuse. Student will be referred to legal authorities. Parents will be contacted.
- j. Vandalizing or stealing school property, including school physical facilities, textbooks and library books, computers and computer programs, and personal student and teacher possessions. Student may be referred to legal authorities and be responsible for any monetary considerations. Parents will be contacted.
- k. Physically, mentally, sexually or racially harassing or bullying of fellow students. Student may be referred to legal authorities. Parents will be contacted.
- l. Fighting, intimidating or threatening. This includes hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member. Student may be referred to legal authorities. Parents will be contacted.
- m. Using profane language (barnyard or four-letter commonly recognized profane words) and/or obscene gestures.
- n. Repeated wearing of hats in the building and/or use of gum.
- o. Such other events or activities as may fall under the serious nature of those items listed in this section.

## **Sexual Harassment**

Falls City School District is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical contact of a sexual nature made by a member of the staff to a student, or by a student to another student.

Any student who is subject to, or knows of sexual harassment should immediately notify a staff member, counselor or administrator.

### **Sexual Harassment Complaint Procedure**

Any student who believes she/he has been subjected to sexual harassment should immediately report the incident to a staff member, counselor, or administrator. All reported incidents will be documented and forwarded to the Superintendent.

The Superintendent will investigate the complaint and respond to the complainant by scheduling a conference within seven calendar days. A written response will be issued. If this reply is not acceptable to the complainant, she/he may file a formal complaint according to the steps below.

STEP 1. If the complainant is not satisfied with the decision of the Superintendent, s/he may submit a written appeal to the Board. The appeal should be filed within seven calendar days of receipt of the Superintendent's decision.

STEP 2. The Board will consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within fourteen calendar days after the Board meeting.

STEP 3. If the complain is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, US Department of Education, Office of Civil Rights, Region X, 915 2<sup>nd</sup> Avenue, Room 3310 Seattle, WA 98174-1099.

Changes to the above procedure may be made if an administrator is named in the complaint.

Confidentiality will be maintained and no reprisals or retaliation will be allowed.

## Search and Seizure

The Falls City School Board expects that our school climate is fitting for an institution of learning and assures the safety of students and personnel.

If necessary to maintain an orderly and safe environment, school officials have authority to search persons, personal property, the facility, and/or property provided by the school (e.g., desks, lockers, etc.). School officials may seize any property deemed injurious or detrimental to the safety or welfare of students or personnel, if school officials have reason to believe that an illegal act or a violation of school rules and regulations is being committed.

The following procedures will be followed:

1. A search of the student's person may be conducted when there is reason to believe the particular student is concealing evidence of an illegal act or school violation.
2. School officials may seize illegal items (e.g., firearms, weapons, narcotics, fireworks, etc.) or other possessions determined to be a threat to the safety or security of others.
3. Items which may be used to disrupt or interfere with the educational process, may be temporarily removed from a student's possession.
4. General search of school properties, including but not limited to desks or lockers, may occur at any time. Items which belong to the school, which are unlawful, or are in violation of school policy may be seized. Students will be notified that a search of school property has occurred and will be notified of any items seized.
5. At the time school equipment is assigned to students for their use, students will be informed of conditions for the use of such equipment.

## **IT ISN'T A JOKE!!!!**

Under Oregon law, any student who says s/he is bringing a weapon, bomb or any other deadly device to school, or who in any way threatens violence, must be referred to a police agency immediately. There is no room for negotiation or consideration that, "It was a joke." Such threats must and will be taken very seriously.

## **IT ISN'T A JOKE!!!!**

## **Weapons**

Students shall not bring, possess, conceal or use a weapon on or at district property, or at activities under the jurisdiction of the district. An incident with a weapon will be reported to the student's parents and will be referred to law enforcement agencies for prosecution. An incident can result in disciplinary action, up to and including expulsion from school for a period of one year.

Weapons shall include but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or anything fashioned with the intent to harm.

## **Investigations**

When law enforcement officials find it necessary to question a student during the school day, or during a school sponsored activity, the school principal or designee will be present **when permitted by the law enforcement officials**. An effort will be made to contact the student's parents, so that the responsible adult may be notified of the situation.

However, in suspected child abuse cases, Services for Children and Families and law enforcement officials may exclude school personnel from investigation procedures, and prohibit school personnel from contacting the parents.

If custody or arrest is involved, the principal or designee should request that law enforcement officials observe all procedural safeguards prescribed by law.

## **Police Involvement**

School officials have the option to notify police authorities, and in cases of major violations, may press charges. If police authorities are notified about a student, legal guardians will be contacted. As required by law and district procedures, school official will cooperate with police authorities during legal investigations.

Any action taken by police authorities will be in addition to action taken by the school.

## **Attendance**

Punctual and regular school attendance is important. Attendance patterns and lifelong habits are established when children are in elementary grades. Those students who are frequently late or absent miss valuable instructional time and often fall behind. In fact, research shows that students who miss excessive days of school at the elementary level are at risk for dropping out of school altogether.

Please make sure that your child arrives on time and attends school regularly, unless s/he is ill, or there is another valid reason for the absence.

## Falls City Elementary School's Recording for Punctuality and Attendance

Students are expected to arrive at school punctually and to remain at school for the full day, unless there is illness, or some other excused circumstance.

If a student arrives late (after 8:05), yet missed less than two hours of school (arriving by 10:00), s/he will be recorded as **tardy**.

If a student must leave before afternoon dismissal (at 2:55), yet misses less than two hours of school (leaving after 1:00), s/he will be recorded as having attended for the afternoon.

If a student is sent home from school due to head lice, s/he will be recorded as **excluded**, not **absent**, for up to one day, for each occurrence. An absence from school that exceeds one day will be recorded as **truancy**.

If a student arrives after 8:20 s/he should go directly to the Office and check in. The student will be admitted to class with the following form:

### Admit to Class Form

Date \_\_\_\_\_ Office Staff \_\_\_\_\_

Student \_\_\_\_\_

Arrived at school (time) \_\_\_\_\_,

(circle) with / without a written note and is to be admitted to class.

### **Legal Responsibility for Student Attendance**

ORS 339.010 requires all children between the ages of seven and eighteen to regularly attend school unless they have completed the twelfth grade, or have been legally exempted from attendance. Violations of the attendance law are punishable by a fine of not more than \$100, or by a jail sentence for not more than thirty days, or both.

If your child has an irregular attendance pattern (e.g., missing each Monday, absent two days each week, etc.), the school will contact you.

Students may be excused on a limited basis from a particular, pre planned classroom activity, or from selected portions of the established curriculum, due to personal, religious, or ethnic reasons. A student who is excused must still fulfill the school's requirements.

## **Absences**

When it is known that a student will be absent from school due to illness or some other major event, parents/caregivers are asked to call the school office at (503) 787-3531 between 8:00 and 8:30 each day of the absence. When we have not heard from adults, our school will call the student's home.

## **Excused Absences**

The school Principal is responsible for assessing and acting upon requests for students to be excused from school. Under ORS 339.065, absences **may** be excused for the following reasons: illness, illness or death of a family member, medical or dental appointments, emergency, authorized school activity, or approved, pre-arranged absence.

To be considered for an excused absence, a written request must be presented when the student returns to school. The request should include the following information: date of the request, date(s) of the absence(s), reason for the absence, and signature of the parent, guardian or adult student making the request. Students who have been absent five consecutive days may be asked to bring a doctor's excuse.

If, within three days of a student's return to school, the office has not received a note requesting that the absence be excused, the absence will be recorded as **unexcused** and parents will be so notified.

The following absences will be deemed **unexcused**: those not stated in the ORS unless pre arranged, when no note has been presented within three days, truancy or cutting class, oversleeping, hair appointments, family vacations not approved by the school in advance, and birthdays or other celebrations.

## **Pre Arranged Absences**

Before a planned absence, we expect that parents or caregivers will contact the classroom teacher regarding the student's work. Students are expected to turn in assignments and make up tests.

## **Tardiness**

Teachers may have classroom consequences for tardiness and excessive tardiness could result in further disciplinary action. A student who has been delayed by the office or a staff member will be considered late, not tardy, and typically will be given a note to inform the teacher of circumstances.

# Student Health Matters

It is essential that you inform school personnel if your child has any health problems such as bee sting allergy, asthma or diabetes.

## Injury or Illness at School

If a student is injured or becomes ill while at school, we will call parents or emergency person(s) listed on the registration form. **PLEASE KEEP THIS INFORMATION CURRENT.**

Staff members will arrange for a student who is injured, or who has become ill while at school, to go to the office “Health Room” area to receive First Aid or wait until a parent arrives. The Health Room, however, is a small and sometimes busy area, not a place where an ill student can wait until s/he is feeling better.

In the Health Room, an injured student will receive first aid. A wound may only be washed with soap and water. A staff member may NOT apply any ointment or peroxide.

All visits to the Health Room are recorded in a confidential log.

## Illness

There will be some mornings when your child says that she does not feel well. Please ask yourself, “Is she ill enough to stay home today?” The following information may be helpful:

**Fever:** Do not send your child to school if fever is present. S/he may return to school 24 hours after fever has subsided.

**Cold, Sore Throat:** If your student has a chronic cold with frequent coughing and nose blowing, please keep him/her home and consult your physician.

**Headache:** If it’s associated with an injury or is severe and/or persistent, consult your physician.

**Stomach Ache, Vomiting, Diarrhea:** Consult your physician if this condition is persistent. Encourage good hand washing after restroom use to prevent possible spread of contagious disease.

**Ear Ache:** Keep your youngster at home and consult your physician.

**Rash:** Do not send your child to school with a skin rash until your doctor has checked him/her. A rash may indicate a contagious condition.

**Eyes:** If the “white” of the eye is red or there is itching and/or drainage present, keep your student home and consult your physician.

**Tooth Ache:** Consult your dentist.

**Head Lice:** Please inform the office, as we may need to do a head check with other children in the class. Keep your child home until properly treated and nits have been removed. A youngster who has been treated for head lice is checked in the office when s/he returns to school. (Note: We do regular head checks in classrooms.)

We mentioned the above health concerns only as a guide. Consult your doctor or dentist for medical advice.

Please call the school when your child is ill and staying home, so that we will know that s/he is safe at home.

## Medications

“Medication” means any prescription or over-the-counter drug, including but not limited to: vitamins and food supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, aspirin, cough drops, and antacids, etc.

If your child needs to take medication while at school, we will have you complete a “Permission to Administer Medication” form.

Under Oregon law ORS 336.650, all **prescription medication** brought to school must be:

- in the original container,
- with the student’s name, the doctor’s name and directions
- clearly marked on the pharmacy label.

**Over-the-counter medications** may be administered ONLY when:

- the school has written instructions from the child’s physician,
- parents provide the school with written permission to administer,
- and medication is in the original container.

**ALL** medications **MUST** be delivered to the office by the parent or guardian. Students are not allowed to have **ANY** medications on their person, or in backpacks, etc. Parents will be notified if medications are found.

**Over-the-counter medications will not be stored at school for occasional use.**

## Our Students’ Well Being

### Breakfast and Hot Lunch

A cold breakfast and hot lunch program is available to all students at no cost to families. This service is provided through a federal program, which requires that every family fill out an income eligibility guideline application.

Please check with the office to find out details about prices for adult meals.

## **Counseling Services**

Falls City School District provides a variety of counseling services to students and their families. Through an agreement with Polk County Mental Health Services, a counselor works in our building on a part-time basis.

The major goals of the counseling program are to:

- Promote social and emotional development
- Address psychosocial and mental health problems that affect learning
- Provide social/emotional support for students, families and staff

Students may be seen individually, in groups, or with family and teachers. Typically students on a counseling plan are seen for 30-60 minutes per week. Others may be seen only once, or a few times for short-term problem solving. Sometimes classroom presentations are an effective way to address social or emotional issues.

Students may be referred for counseling by parents, teachers, IEP teams, self, or a mental health agency or physician. A signed counseling permission form is obtained before students are seen for on-going counseling.

In addition, as needed, consultation services are provided by a behavior specialist, or school psychologist from the Willamette Education Service District.

## **Abuse of Children**

Oregon law requires that school staff report information about possible child abuse to police authorities and/or representatives of Services for Children and Families.

# Safety Procedures

## Delayed Opening or Cancellation of the School Day

Emergency conditions may occur during the night or prior to the beginning of the school day. If such circumstances indicate hazardous road conditions for school busses, the school administration will usually make one of two decisions:

1. Cancel the total school day including all bus transportation.
2. Delay the opening of school and bus service for one or two hours.

If road conditions do not improve at that time, the remainder of the school day will also be cancelled. Listen to radio and television stations for special announcements.

## Emergency School Closure and Sending Students Home Early

Due to extreme weather conditions or other emergencies, it may be necessary to send students home from school earlier than the normal dismissal time. Keeping students safe during an orderly early dismissal process is essential. Therefore we urge parents and caregivers to do the following:

1. Choose a “second home” in the neighborhood where your child could stay in the event that you are away and school is cancelled or students are sent home early.
2. Turn your radio to the stations noted elsewhere in this book. These stations have agreed to broadcast emergency school information.
3. If parents wish to come to school personally to pick up their children, they should always check in the school office first before going to the classroom.

## Radio and Television Announcements

The following radio and television stations have offered to provide free public service announcements during severe weather times. We urge you to keep radios and television sets tuned to these stations for school conditions during potential or announced emergency circumstances.

<i>Call Letters</i>	<i>Frequency</i>	<i>Call Letters</i>	<i>Frequency</i>
1. KSLM	1390 AM	9. KINK	102 FM
2. KBZY	1490 AM	10. KKCW	103.3 FM
3. KWBY	94 AM	11. KCCS	1220 AM
4. KUPL	1330 AM	12. KYKN	1430 AM
	98.5 FM	13. KWIP	880 AM
5. KRKT	990 AM	(Spanish Language)--14.KCKX	1460 AM
	99.9 FM	15. KATU-TV/Channel 2	
6. KXL	750 AM	16. KGW-TV/Channel 8	
7. KEX	1190 AM		

### **Lockdown, Fire and Earthquake Drills**

Lockdown, fire and earthquake drills are conducted under the direction of the Principal. Safety drills will be held monthly to ensure that all staff and students know procedures for evacuating the school in case of emergency.

Every student should know the location of all primary and secondary escape routes. Students are to move quickly and quietly to the exit and out to the designated area. Students are not to run. Teachers will see that all doors and windows are closed, and the lights are off before leaving the classroom.

In order to make sure that we are accounting for all students, roll will be taken by each teacher. At the end of the drill, students and teachers will return to the classrooms.

## **Visiting School**

We encourage parents and others in the community to visit and be involved, whether it's just to observe, for a specific activity, or as a regular volunteer.

In the interest of safety for everyone and orderly educational programs, district and building policy require that visitors follow these procedures:

1. Check in at the office and sign the "Visitors' Log."
2. Ask for a Visitor's badge.
3. Office staff will announce your arrival to the person you will be visiting, and guide you to that location.
4. Teachers' work is to be supported by visitors.
5. Visitors may not interrupt instruction.
6. Visitors are NOT to contact individual students, except as authorized by the Principal or designated staff.

### **Visiting Your Child's Class**

Children in elementary grades love to have parents visit them at school. They're also learning to be somewhat independent. For this reason we recommend that parents visit in the classroom only once a week for one hour. Of course, you will need to speak with the teacher a day or so beforehand and arrange a time that's convenient.

If you're interested in spending more time at Falls City Elementary School, our staff will also appreciate having you visit and volunteer in other school settings,

## **Volunteering – We Want YOU!**

There are many ways that your time, energy and talents can help the students and staff at Falls City Elementary School.

Talk with office personnel about applying to volunteer. For students' safety, all schools require a Background Check as part of their volunteer application process.

We ask that volunteers always sign a "Visitors' Log" so that we know who is present in the building and we can keep track of time that people contribute to our school.

Please ask for a Visitor's badge.

When volunteering, make arrangement for preschoolers to stay with family members or a sitter.

Reading through this Handbook is a good way to become familiar with expectations at our school.

We have three basic rules that you can help us to model and reinforce with our students. ***Be safe. Be respectful. Be responsible.***

If you have any questions, please ask!!!!

Thank you  
for considering the possibility  
of being a volunteer  
at Falls City Elementary School!!!!!!