
**HARRISON ELEMENTARY SCHOOL
2019-2020**

PARENT/STUDENT HANDBOOK



*1000 Taylor Avenue
Cottage Grove, OR 97424
Phone: 541-942-3389
Attendance Line: 541-767-5134
Fax: 541-942-1316
<http://harrison.slane.k12.or.us>*

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J C T T K U Q P ' U V C H H

Principal

Heidi Brown

Vice Principal

Amy Aguero

Office Personnel

Alyssa Eggen, Office Manager

Carolann Morelock, Secretary

Kindergarten

Ambyr Hankins

Amanda McMicheal

Sarah Parsons

Amy Swearengin

First Grade

Kelsey Dimock

Courtney Johnson

Tina West

Second Grade

Stephanie Black

Laurie Hammond

Scot Hoffman

Shannon Kelly

Third Grade

Deedra Huff

Molly Northrup

Ryan West

Fourth Grade

Sarah Drew

Lori Looney

Jessica Wells

Fifth Grade

Ruby Davey

Larissa Leavitt

Allison Lillard

Physical Education

Joe Randall

District Behavior Support

Brian Middleton

South Lane Mental Health

Ali Canino

Allison Rausch

Owls' Nest

Thomas Frojen (Teacher)

Anna Coop- EA

Jennifer Klansnic - EA

Haylie Morales-EA

Chistie Nicholls-EA

Shelli Whisler-EA

Librarian

Misty Moore

Custodians

Melody Schueller- Plant Manager

Sami Layng

Mirena Ballard

Educational Assistants

Stacy Campbell

Terri DeGarlais

Jessica Grimes

Misty Moore

Jamie Owens

Kathy Putman

Lynn Raade

Juliette Voelkel

Darci Wood

Angie Yates

Cafeteria Manager

Kristi Wittmer

Specialists

Rachel Franklin, Psychologist

Kimber Johns, Speech and Language

Jennifer Rohman, Reading

Chris Stober, SPED

Amy Struthers, SPED

Music

Claire Savin

School Nurse

Bill Bartram

**UQWJ 'NCPG'UEJ QQN'F KVTKEV
CFO K KVT CVKQP**

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677'Cf co u'Cxg0
Eqwei g'I tqxg.'Qt gi qp''; 9646
*763+; 64/55: 3**

Superintendent
Larry Sullivan

Assistant Superintendent
Brian McCasline

Director of Personnel
Tracy Ollivant

Director of Special Education
Chad Hamilton

Technology Supervisor
Jesse Baber

Transportation Supervisor
Theresa Bischel

Maintenance Supervisor
Trevor Smith

Food Services Supervisor



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Dear Harrison Families:

Our staff is excited to welcome you to another great year at Harrison Elementary School. We have prepared a year full of fun, excitement, growth, and learning. Please go to our school website (<http://harrison.slane.k12.or.us>) for a current school calendar and supply list.

This handbook has been prepared to provide information on school policies and procedures. The beginning of the year is an excellent time to review the school rules and expectations with your child. Please keep the handbook as a resource during the school year to answer questions that may arise. There is also a link for the handbook and an updated school calendar is available on our school website.

The talented, dedicated staff at Harrison is looking forward to partnering with you to create a special year for your child. Please consider participating in our school community by exploring our many opportunities for involvement through our office, your child's teacher or by accessing our school website. We are happy to have you with us!

If you have any questions or concerns, please feel free to contact us.

With warmest regards,

Heidi Brown
Principal

Amy Aguero
Vice Principal

FUETKO KPCVKQP'CPF'J CTCUO GPV'RQNE[

South Lane School district does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

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** There is no supervision for students prior to 7:45 AM

7:45	Building Open to Students – Breakfast Serving Begins
8:05	1 st Bell, Students Report to Class
8:15	2 nd Bell, School Begins
11:00	4th grade lunch
11:10	1st grade lunch
11:20	5th grade lunch
11:30	Kindergarten lunch
11:40	3rd grade lunch
11:50	OWL’s lunch
12:00	2nd grade lunch
2:30	Student dismissal
<u>PLEASE NOTE 1:30</u>	<u>**STUDENT DISMISSAL EVERY WEDNESDAY</u>
2:35	Bus Leaves – End of Student Supervision

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providing staff professional development and building planning sessions.

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Classrooms are closed to students until 8:05 AM to allow teachers time to prepare for instruction. Breakfast is served in the cafeteria from 7:45 – 8:05 AM. We DO NOT offer supervision for children before 7:45 AM. For your child’s safety, please DO NOT send or bring your child to school prior to 7:45AM.

Please remember that classes are dismissed every Wednesday at 1:30 PM. Classes are dismissed all other days at 2:30 PM. Students are expected to leave school at dismissal time. Your child is to be picked up by you or your designee no later than 10 minutes after school is out. If a child is to remain after school, we will contact you in advance for your permission.

Students shall not be released from school at times other than regular dismissal hours except with the principal’s permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. Students WILL NOT be released to any person without the approval of his/her parent or as otherwise provided by law.

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Parking is in the front (east end) of the building and enter through the front doors. Guest parking is located on the north side of the parking lot, accessible through the main entrance lane. South lot is designated for staff and bus parking. Bus parking is to remain vacant for bus use only.

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We ask that each parent provide us with a “daily after-school plan.” At the beginning of each school year, we ask each parent to complete a new registration form, which includes this information. If there is to be a change in your child’s after school plans, please send a written note to the office informing us of

the changes. Having this information in writing avoids confusion. If your plans change during the day, please call us before 2:00 (1:00 on early release days) so that we have sufficient time to notify your child of your change in plans. CHILDREN WILL NOT BE ALLOWED TO CALL HOME TO ARRANGE AFTER SCHOOL PLANS.

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F tqr 'Qh'icpf 'Rlenlpi 'Wt 'Uwf gvu< For both drop off and pick up, families will enter the parking lot at the "Student Pick-Up and Drop-Off Area" located off Taylor Avenue. The first part of the driveway has red curbsides indicating that it is a fire lane and all traffic must keep moving. Please do not stop to load/unload in the red curbside area. Once the curb color changes from red to yellow, the right lane is for stopping to load or unload. The left lane is for moving vehicles only. Please do not double park. In order to keep traffic moving and not bottle-neck at the entry, we need drivers to pull as far forward as possible along the yellow curbside before stopping. This curb extends around to the south side of the parking lot. Once done loading/unloading, follow the exit signs.

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Due to unusual circumstances, weather, or building mechanical failure, we may be forced to send students home early without prior notice. It is impossible to call all of the parents in such an event. The information you provide in the "emergency contact information" and "elementary daily release plan" sections on the back of the registration form will be followed. A copy of this form is provided to every classroom teacher for easy reference. Emergency announcements will be broadcast over radio stations KNND (1400 AM), KCGR (100.5 FM), KPNW (1120 AM), KODZ (99.1 FM), or KUGN (97.9 FM or 590 AM). Important information will also be published in the Cottage Grove Sentinel and the Eugene Register Guard and on the school website (<http://harrison.slane.k12.or.us>).

For up-to-the minute school closure/emergency information or to subscribe for automated updates please go to Flash Alerts Web page for South Lane School District (<http://www.flashalert.net/news.html?id=141>).

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In the event of an emergency, the school will attempt to contact the student's parent or guardian. If the parent or guardian cannot be reached, we will attempt to contact the emergency contacts listed on the registration form. If neither can be reached and/or the emergency is serious in nature, we will contact 911/Emergency Services. *PLEASE NOTE: Only the persons listed in the "Emergency Contact Information" section of the Student Registration form will be contacted in the case of an emergency.*

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The "Authorization" section of the Student Registration form indicates whether or not you give your standing permission for your child to go on a planned field trip, publication of information about and photos of your child within the school (bulletin boards, hallways, etc.) , and/or outside the school (newsletters, websites, local news, etc.). In addition you may indicate in this section if you wish to have your child excluded from certain school/holiday celebrations for religious reasons.

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Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

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Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

A Student’s personal information (name, telephone number, social security number) will not be collected, disclosed, or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student’s parent(s), or the student, if age 18 or older.

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The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student’s education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

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Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student’s parent;
- Mental or psychological problems of the student or the student’s parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with who respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

Instructional materials used as part of the student’s curriculum may also be reviewed by the student’s parent(s). Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

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Teachers regularly monitor and assess student progress toward instructional goals. Grade books, student portfolios, anecdotal records, and other necessary information to track student learning are maintained by teachers. Teachers report student progress at parent conferences and through report cards. Parents are encouraged to contact teachers concerning their children’s progress at any time during the year.

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Parent conferences are scheduled for the middle of the first two trimesters: October and February. Progress reports are sent home at the end of the three grading periods in December, March, and June.

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Our monthly newsletter, the Harrison Hotline, will keep you informed about current and upcoming events and activities. Special notices and reminders are sent home on an as needed basis. Most teachers send home a weekly newsletter that addresses specific classroom news and activities.

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All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, is biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias; materials that include advertising in conflict with public school laws, rules and/or board policy; deemed inappropriate for students; or may be reasonably perceived by the public to bear the sanction of district approval.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent; material not approved by the Superintendent within 3 days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

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The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met. Responsibility for dress and grooming of a student rests primarily with the student and his/her parents or guardians. Students should wear clean, modest, and appropriate clothing at all times as defined below:

Student's dress and grooming shall be clean and in keeping with health, sanitary, and safety practices. Because of health and safety considerations, students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property. For safety reasons, we discourage flip flops.

When a student is participating in the educational program or a school-sponsored activity, dress and grooming should not disrupt the activity or constitute a threat to the health and safety of the student or others. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity. Clothing with alcohol, tobacco, drug, obscene, profane, or offensive references are prohibited.

The wearing of a hat is a privilege that may be revoked at any time if distracting or disrupting the learning environment. It is up to each classroom teacher to determine a hat wearing policy in his/her classroom. At all times, with hoods or hats, school personnel must be able to see the students face and recognize the student.

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An effort is made to limit the use of the school telephone to school business only. Students may only call home for reasons relating to a school activity, as they will be using the phone in their classroom.

Arrangements for one child to go to another's home after school should be made before the child comes to school. Sending a note to school with your child is best. Please have them bring the note to the office.

If you are planning to call the school in regards to a change in your child's go home routine, please call

the school before 2:00pm (1:00 on Wednesdays) to ensure we can get the note to them before the school releases for the day. CHILDREN WILL NOT BE ALLOWED TO CALL HOME TO ARRANGE AFTER SCHOOL PLANS.

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The general school policy regarding cell phone use is they may not be used at school and are to be kept out of sight in a backpack and turned off. The following consequences will apply to students who are in violation of this policy:

3rd qhhgug<Teacher warning

4th 'qhhgug<Cell phone will be confiscated and given to the administrator for the remainder of the day.

An administrator will also speak with the student and a parent regarding the cell phone policy.

After the 2nd offense the phone will need to be kept in the office and picked up by a parent/guardian at the end of the day.

The school is not responsible for lost or stolen electronic devices.

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With increasing safety risks for students, we ask parents/guardians, that no photos be taken within the school that would include any other children besides your own. This would include posting pictures of school activities to sites such as: Facebook, Instagram, Twitter, etc. It is recommended that you first check with your child's teacher and the office before sharing any school photos.

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Students should walk their bicycles, scooters, and skateboards on school grounds. Bike racks are provided and padlocks are advised for security. Students will carry their scooters and skateboards to their classroom. All students need home instruction concerning bicycle safety and driving laws before riding in traffic. Oregon law requires children to wear bicycle helmets.

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We encourage you to mark all articles of clothing that might be taken off at school. During the year, unclaimed clothing can be found in two vestibules that connect the playground to the main hallway. At each trimester and at the close of the year, any clothing that is not reclaimed is laundered and either used as emergency clothing at school or given to charitable organizations.

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Room parties are generally held in October, December, and February, however, may be held throughout the year to celebrate a child's birthday. **F wg'vq'vj g'J gr cvskul'cngt vlp'Ncpg'Eqwpv{ .cmlhqqf 'wugf 'hqt "**
ercut qgo 'rct vgu'b wv/dg'eqo o gtelecm 'r wtej cuqf 0 Costs of the parties are left up to the individual classroom. If you do not wish your child to participate in room parties, please let your child's teacher know and the child may go to the library or office during party time.

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Play equipment is furnished to all grades, and students with identified needs have sensory items provided. Play items from home can potentially cause a great deal of trouble at school, so please discourage children from bringing them. The school collects personal items that may be harmful or disruptive (e.g. fidget spinners). If confiscated, parents will be contacted and asked to pick up items from school. We cannot assume responsibility for lost or damaged personal items.

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For safety reasons, no glass water bottles or any kind of glass containers are allowed on the school bus or on school grounds.

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For the safety of Harrison students, staff, and visitors security cameras are located on school grounds. These cameras are monitored by office staff throughout the day. Questionable activity will be reported to school authorities, and if necessary law enforcement.

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The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco are strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district’s drug, alcohol and tobacco policy will be subject to disciplinary action and referred to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct.

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Hci 'Ucnwg<'

Students will be provided an opportunity to salute the United States flag at least weekly by reciting *The Pledge of Allegiance*.

Rt go qvlpi 'J gcnj { 'J cdku

SLSD is joining with school districts across the country to establish policies for schools that promote and support the development of healthy habits for all children. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential.

Eggdt cvkpu<'

Birthday Gifts – In an effort to keep classroom disruption to a minimum and for safety concerns on school buses, large balloon bouquets, stuffed toys, flowers in glass vases, and gift packages are not encouraged to be sent/delivered to school. Invitations to home parties must include each student in your child’s classroom or will not be delivered at school, in order to be sensitive to all other students.

Uwf gpvI qqi ig' Ceeqwpw

According to the agreement with ODE the district will suspend Google applications for education services for students no longer being served by the district immediately upon departure and remove access within a reasonable time period which allows for users to transfer their content from their account. The district may not provide services to former students unless they are employees of the district. If more information is needed, please contact your student’s school.

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All students between the ages of 5 and 18, who have not completed grade 12 and are enrolled, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by a truancy officer for the student’s failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court-imposed fine as provided by ORS 339.925. To call the school to report your child’s absence dial 541-767-5134.

Vtwcpe{<'

Oregon school law requires a school to take action for truancy. A student/guardian who meets truancy standards will be subject to disciplinary action and/or legal consequence.

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To excuse an absence, please call the office prior to 1:00pm on the day the absence occurs. If it is not possible to call, please send a note to the office on the first day your child returns to school stating the reasons for the absence. An absence that is not excused within 24 hours will remain an unexcused

absence. Students with chronic absenteeism may be required to provide a medical statement to excuse absences.

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A pre-arranged absence will be excused when collected assignments have been completed and submitted to their teacher upon return to school.

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Parents need to make a request (to the office) as early as possible the day of the absence, allowing teachers enough time to gather all materials needed. Homework packets need to be picked up from the office after 2:30 and before 4:30 pm the day of the request. Work must be completed and returned to their teacher in a timely fashion.

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Children need to be on time for the start of the school day at 8:15 AM and remain in school until school is dismissed at 2:30 (1:30 on Wednesdays). Instruction begins promptly at 8:15 AM and continues until the end of the school day. When children arrive late or are picked up early it is disruptive to the teacher, other students, and the classroom-learning environment. Teachers use the early morning and end-of-day time to communicate important information to the children. When a child frequently arrives late or leaves early it is difficult for the child to keep up with the rest of the class. Students who are tardy may be asked to make-up missed work during free-choice/recess time. A combination of eight tardies or early release (each count ½ day absence) or 8 half-day absences within 20 school days will result in a referral to the district attendance officer. **CNN'ej kf tgp'y j q'tg'lcvg'v'lej qqrñ wu'ej genlp'cv'vj g'qhlleg'v'q'qdvlp'c'' vctf { 'lkr 0'Rct gpv'f lenpi 'wr 'vj gk 'ej kf 'r t lqt 'v'f ko kucrO WUV'eqo g'v'vj g'qhlleg'r t lqt 'v'f qlpi '' v'vj g'brut qgo 0**

O GF KE CVIQP IKNNP GUU'HK'UV'CF "

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It is advisable for parents of students with medical concerns to discuss the child's condition with the school nurse and teacher. We ask that you keep the school informed of any changes in the condition or new concerns that develop after the child starts school.

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Children who are ill should be kept home until free of symptoms of the illness. Children with elevated temperatures (100 or more) need to be kept at home until 24 hours after the temperature returns to normal, without the aid of medication. Conditions for which a child should remain out of school include: severe head colds, persistent cough, sore throats, vomiting, undiagnosed skin rashes, inflamed eye(s), and communicable diseases. If a child is injured at school, staff will administer minimum first aid. If the staff considers the injury to be serious, an attempt will be made to reach parents first, and then the emergency contact person will be notified. In extreme cases 911 will be called.

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Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with specific contagious diseases may not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. The restriction may also be removed by a school nurse. These diseases include: chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parents with questions should contact the school office.

J gcf 'Nleg

The South Lane School District's head lice policy has evolved with the recommendations of both the American Academy of Pediatrics and the National Association of School Nurses. Evidence has shown

that excluding children from school because of head lice is ineffective in the treatment and the risk of transmission is very low in everyday school settings. With these recommendations, the traditional “no nit” policy has been abandoned and the following guidelines are in place;

- The school nurse or office staff will contact parents/guardians when signs of head lice have been discovered.
- Only students with “active” infestations (live louse found on scalp) will be sent home at the time of diagnosis. Other cases, such as signs or evidence of nits or previous infestations will be encouraged to remain in class and parents/guardians will be notified to discuss treatment options.
- Students who have been identified with a case of active or inactive head lice will be monitored daily until no signs of infestation remain.
- In cases that involve head lice, as in all school health issues, the student’s privacy, confidentiality and emotional well-being will be of the highest priority.

Please feel free to contact your school nurse to discuss the policy in detail.

O gf lecvkqp<'

Parents/guardians are encouraged to work with physicians to develop schedules that will permit home administration of medication whenever possible. When a student is required to take medication during school hours, school personnel may administer medication if all of the following conditions are met:

All medication MUST be in its original container properly labeled with the name of the student, drug dosage, and time interval that the medication is to be taken. Prescription medication MUST be in the dispensing pharmacy container.

The parent or guardian requesting the school district to administer medication to their child must complete a South Lane Medication Dispensing form, which provides the school with the parent’s authorized signature and dispensing instructions.

Over-the-counter medication, i.e., cough drops, eye drops, etc., must adhere to the same criteria as stated above and must be administered by the office. Children **O C I ' P Q V** keep these medications in their backpack, desk, etc. for self-administering.

If a child does not receive his morning dosage, the school, by law may not administer the medication. A parent or guardian will need to come to school and administer the medication to their child. ***NOTE: Parents are always welcome to come to school and administer medication to their child.***

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Health assessment for height and weight, vision, and dental problems are conducted at the school every year. Parents will be notified if there is a health problem or concern.

The school nurse maintains a health file on each child. These records are part of your child’s permanent records. To ensure that your child’s health records are up-to-date, please let the nurse know about pertinent health information or when your child receives additional immunizations.

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Parents are encouraged to assist their children in forming good health habits. Adequate rest and nourishing food will help your child in school. It is especially helpful for children to start the school day with a nutritious breakfast before school.

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The District will minimize access to foods of minimal nutritional value at school. The District will offer nutritional food and beverages in their place. Foods of minimal nutritional value include soft drinks, chewing gum, water ices, and candy.

The District asks that parents follow these guidelines when bringing food to school for celebrations or planning school fundraisers:

- **Classroom parties & School events:** Home baked goods are not allowed at school for any occasion. All food sales and school sponsored events (including classroom parties) will offer a selection of nutritional foods which may include fresh fruit & vegetables, low fat crackers, granola bars & cookies, pretzels, whole grain products, dried fruit, low fat yogurt, or small amounts of nuts and seeds. The needs of students with special dietary restrictions will also be considered. Serving food with limited nutritional value will be kept to a minimum. Healthy options must be available for all students at all parties.
- **Fundraising:** The district will encourage student and parent organizations to raise funds through the sale of items other than food. Foods sold for fundraising purposes shall not be sold while lunch or breakfast is being served. Foods sold for fundraising are encouraged to offer healthy choices.

The District will implement the following policies:

- **Vending Machines & School Stores:** Foods sold at school outside the cafeteria shall offer healthy food and beverage choices. Soft drinks or fruit drinks with less than 50% real juice will not be sold during the instructional day. Sports drinks are permitted.
- **Food as Rewards:** Schools will limit the use of food with minimal nutritional value as incentives for behavior or academic performance.

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Parents and other visitors are encouraged to visit district schools. To ensure safety and prioritize learning, ALL visitors, including volunteers, MUST report to the office upon entering school property. The principal will approve requests to visit, as appropriate. For children's safety, all visitors MUST wear a visitor badge. Please communicate with the teacher prior to visiting a classroom. Entering unannounced disrupts the learning environment. Students are not permitted to bring visitors to school without prior approval of the principal.

In accordance with Federal law, our school is a Drug Free Workplace. This means that no drugs, including tobacco, may be present. All visitors are expected to not smoke/vap or be in possession of/or under the influence of alcohol or other drugs anywhere on school premises (including parking lots). Your cooperation in this matter is appreciated.

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Parent and community volunteers are a valuable resource to Harrison Elementary. We encourage volunteers to donate their time and talents to help make a difference in the children's education. If you are available, please contact your child's teacher or the office. Anyone interested in volunteering must complete a volunteer application and criminal history form PRIOR to participating in the classroom or field trip (School Board policy 332.107). The district requires 2-weeks to process volunteer applications and a new application is required every two years.

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The Site Council shall be an open meeting composed of teachers, parents of current students, classified employees and principals or the principal's designee. The purpose of these meetings is to improve school instructional programs by developing and coordinating opportunities and events that support school priorities related to math, science and reading.

<https://www.oregonlaws.org/ors/329.704>

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Harrison Elementary has a well-established and long standing Parent Club that typically supports enrichment and positive supports. We encourage all families to be involved as much as possible. Parent Club meets monthly and information can be found with the front office.

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The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

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A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities, or programs to a student, should be directed to the Special Education director.

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The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

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By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor, may inspect and review education records during regular district hours.

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Parents of a minor may inspect and review the student's education records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the content of the records, the requester has the right to a hearing.

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Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement.

The district may, based on district criteria, provide alternative education programs for students expelled for violation of applicable state or federal weapons law.

Kp/F km lev' Cngt pcvkg'Gf wecvkqp'Rt qi t co u

1. Evening classes;

2. Tutorial instruction;
3. Small group instruction;
4. Professional technical programs;
5. Work experience;
6. Instructional activities provided by other accredited institutions;
7. Community service;
8. Independent study;
9. Others as approved by the district.

Parents may request additional in-district alternative education programs by submitting written requests to the principal.

P qp/f km lev' Cngt pc vkg' Gf wec vqp' Rt qi t co u

1. Other school(s)/program(s);
2. Community college;
3. Others as approved by the district.

The district pays the alternative education program cost or an amount equal to 80 percent of the district's estimated current year's average per student cost, whichever is less, for placing students in non-district alternative education programs. The student's placement must have the prior approval of the district. The district will not assume alternative education costs for any student not placed in an alternative program according to procedures established by the district and Oregon law.

If a parent receives an exemption on a semi-annual basis to withdraw a student age 16 or 17 from school, the district has no obligation to pay for an alternative education program.

If a student is not successful in the alternative education program or the alternative education programs are not accepted by the student and/or parent, there is no obligation to propose or fund a second program.

Cngt pc vkg' Gf wec vqp' Rt qi t co u' b' Gwcdikj o gpv<

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee.

“Alternative education program” means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state.

Proposals for alternative education programs shall include: Goals; Criteria for enrollment; Proposed budget; Staffing; Location; Assurance of nondiscrimination.

Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the building principal or district office for additional information on submitting proposals, the evaluation and approval process.

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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, as appropriate:

1. When two or more severe disciplinary problems occur within a three-year period (Severe disciplinary problems will be defined in the Student Code of Conduct.);
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;*
5. When a student's parent or emancipated student applies for exemption from attendance on a semi-annual basis.

Individual notification shall be hand-delivered 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 education programs for the student;
3. The program recommendation based upon the student's learning styles and needs;
4. Procedures for enrolling the student in the recommended program.

The district will not provide alternative education programs for students expelled for violations of applicable state or federal weapons laws.

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While parents have the option of placing their children in private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider publicly funding private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. For any regular education,

504, or special education student, a parent must give notice either at the last IEP meeting prior to obtaining private services or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

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Parents may request a transfer of their student to another school in the district. If interested contact the school office for appropriate forms.

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HB 2655 enables parents to opt their child out of Smarter Balance Testing. SBAC testing happens once per year in grades 3–5 for Language Arts, Mathematics, and once for Science 5th grade only. If you would like more information please contact the principal.

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The District provides special programs for students learning to speak English. A student or parent with questions about these programs should contact the building administrator.

In conjunction with the school's language instruction educational program for limited English proficient and immigrant students, parents of limited English proficient students identified for participation, or participating, in such a program will be informed of:

- The reasons for the identification of their student as limited English proficient and in need of placement in a language instruction educational program;
- The student’s level of English proficiency, how such level was assessed and the status of the student’s academic achievement;
- The methods of instruction used in the program, in which their student is or will be participating, and the methods of instruction used in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction;
- How the program, in which their student is or will be participating will meet the educational strengths and needs of their student;
- How such program will specifically help their student learn English, and meet age-appropriate academic achievement standards for grade promotion and graduation;
- The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient students, and the expected rate of graduation from secondary school for such programs;
- In the case of a student with a disability, how such program meets the objectives of the individualized education program (IEP) of the student;
- Parental rights that include written guidance:
 - Detailing the right to have their student immediately removed from such program upon their request;
 - Detailing the options that parents have to decline to enroll their student in such program or to choose another program or method of instruction, if available;
 - Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

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The school provides special programs and services for students with disabilities. A student or parent with questions should contact the Special Education Director.

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Harrison Elementary offers Title 1 services to ensure that all students are supported in reaching the rigorous academic state standards. Parents are encouraged to become involved in the organized, ongoing planning, review and improvement of the school’s Title 1 program efforts, which are typically discussed at Site Council. Site Council meetings are typically held on a monthly basis. Students or parents with questions should contact the front office.

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The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student’s school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district’s liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district’s liaison for homeless student: Jade Chamness at 541.735.5702

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The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) students. Students will be identified based on:

1. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;

3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. 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. Any concerns should be directed to the district office.

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School breakfast, lunch, and cold milk are available from the cafeteria. Prices are determined by the school board and will be advertised in the media. Money enclosed in a sealed envelope with your child's name and cafeteria student number will help prevent problems. Meal money may be paid before breakfast or lunch in the cafeteria or online. If you are paying for more than one child, please designate how much money is to go into each child's account. If you pay online you must contact the district office (541-942-3381 ext. 124 or 125).

School district policy requires that students pay in advance for school meals. There is no provision for charging breakfast, lunch, or milk. Free and reduced breakfasts and lunches are available for students who meet federal income guidelines. Applications may be obtained at any time during the school year by contacting the school office (942-3389) or the district office (541-942-3381 ext. 124 or 125). Eligibility can be determined almost immediately.

Visitors are welcome to come and have lunch with their student. Please let the office know by 9:30 AM so the kitchen can prepare an extra adult meal. Visitors will pay for their meal when they pick it up in the cafeteria.

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A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the Student Code of Conduct may be denied transportation services and shall be subject to disciplinary action.

The following rules shall apply to student conduct on district transportation:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material (including glass containers) on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passers-by;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

For the safety of everyone, students in Kindergarten and first grade must have a visible adult when being dropped off the bus. Any acceptations must be arranged with written communication.

UGCTEJ GU

District officials may, subject to the requirements below, search a student's person and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

Searches will not be excessively intrusive in light of the age, sex, and maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

All student searches conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s), which could contain the items(s) sought and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

Routine inspections of district property assigned to students may be conducted at any time.

Use of drug-detection dogs and metal detectors, or similar detection devices, may be used only on the express authorization of the superintendent.

District officials may seize any item which is evidence of violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property when the student is under the jurisdiction of the district. District officials will attempt to notify the student's parent(s) in advance and will be present for all such searches, whenever possible.

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Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Establishing a policy that promotes responsibility and self-management is an ongoing process, not a one-time effort. Staff must work continuously to achieve as much consistency as possible and be prepared to revise and adapt procedures as needed. To keep this process alive, a school team will meet on a regular basis, seek input from staff, parents, and students on possible improvements, and facilitate a yearly review of the procedures.

The Harrison school wide behavior plan serves as a foundation for all aspects of the school program. The behavior plan is based on an instructional model, with both positive rewards and consequences. We believe it is important to teach children the behaviors we expect at school so they learn how to be responsible citizens. Our goal is to create an environment that is safe, respectful, has clear expectations,

and is conducive to learning. It is through a comprehensive behavior plan that students learn and demonstrate acceptable behavior, self-control, respect for themselves and others, and responsibility for their actions.

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Among these student rights and responsibilities are the following:

1. Civil rights include the right to equal educational opportunity and freedom from discrimination - the responsibility not to discriminate against others;
2. The right to attend free public schools - the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression - the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally - the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others; the right to privacy, which includes privacy in respect to the student's education records;
6. The right to know the behavior standards expected - the responsibility to know the consequences of misbehavior.

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When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a non-disabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability; the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior, which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

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The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing;
3. Coercion;

4. Violent behavior or threats of violence or harm;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon, or replica of a weapon;***
7. Vandalism/Malicious Mischief/Theft;
8. Sexual Harassment;
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of school staff, including persistent failure to comply with the lawful directions of school staff;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, fine or both as provided by ORS 475.999.

***Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance, which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.


Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.


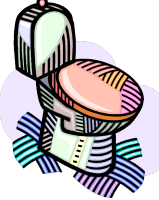


Firearm is defined in federal law as any weapon (including a starter gun) that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destruction device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed or redesigned, primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

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Expected School-Wide Behaviors

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<p>9j Yfnk \YfYž' 5''' h\YÆ h a YÆ</p> 	<ul style="list-style-type: none"> *Use furniture and equipment the way it is intended *Walk calmly in designated places *Stay in designated area and have adult permission before leaving *Report injuries and unsafe situations to an adult 	<ul style="list-style-type: none"> *Use your body appropriately *Listen to and follow adult directions the first time *Use appropriate voice levels *Be aware of your surroundings. *Treat others the way you want to be treated. 	<ul style="list-style-type: none"> *Take care of your own belongings and clean up after yourself *Be an active participant and help others in need *Use your time wisely
<p>5 ff j U #8 ga ggU'Æ</p> 	<ul style="list-style-type: none"> *Watch for cars *Walk on the sidewalk *Wait for the signal to cross *Only cross the street at a crosswalk 	<ul style="list-style-type: none"> *Walk bikes, scooters, skates, or skateboards and store in designated areas 	<ul style="list-style-type: none"> *Follow your "Go Home" plan
<p>< U`k Umg' UbX' GhU]fg</p> 	<ul style="list-style-type: none"> *Use stairs walking one step at a time 	<ul style="list-style-type: none"> *Use a quiet voice *Enjoy displays with your eyes only *Allow other classes and adults to pass *When possible, walk on the right side 	<ul style="list-style-type: none"> *Go directly to your destination
<p>7UZYhyf]UÆ</p> 	<ul style="list-style-type: none"> *Hold your tray with both hands *Sit on your bottom, feet under the table 	<ul style="list-style-type: none"> *Use a quiet voice *Use good table manners *Eat your own food when you are seated 	<ul style="list-style-type: none"> *Wash/sanitize hands before you eat *Pay attention to quiet signal; lights off = voice off *Clear your tray with permission *Pick a seat and stick to it at your assigned table

@cWlhjcbÆ	6Y GUZY	6Y FYgdYVhZi`	6Y FYgdcbgjV`Y
<p data-bbox="186 100 324 130">DUnfci bX</p> 	<ul style="list-style-type: none"> <li data-bbox="505 100 753 193">*Line up quickly and quietly when you hear 3 whistles <li data-bbox="505 226 711 352">*Stop, look, and listen to adults when you hear 1 long whistle <li data-bbox="505 386 711 449">*Use equipment appropriately 	<ul style="list-style-type: none"> <li data-bbox="776 100 1015 193">*Use "Rock, Paper, Scissors" to settle disagreements <li data-bbox="776 226 982 319">*Allow and invite others to join activities <li data-bbox="776 352 982 415">*Take turns with equipment 	<ul style="list-style-type: none"> <li data-bbox="1081 100 1320 163">*Follow playground rules <li data-bbox="1081 197 1320 289">*Put equipment away at the end of recess
<p data-bbox="186 487 337 516">6Uh\ fcca Æ</p> 	<ul style="list-style-type: none"> <li data-bbox="505 487 743 550">*Wash hands with soap and water. <li data-bbox="505 583 755 646">*Use toilets, sinks, and stalls correctly 	<ul style="list-style-type: none"> <li data-bbox="776 487 1031 579">*Respect others' privacy and personal space 	<ul style="list-style-type: none"> <li data-bbox="1081 487 1320 550">*Keep paper waste in the trash can <li data-bbox="1081 583 1222 676">*Use your designated restroom <li data-bbox="1081 709 1287 772">*Flush waste and toilet paper only <li data-bbox="1081 806 1336 869">*Exit as soon as you are finished
<p data-bbox="186 873 240 936">; ma Æ</p> 	<ul style="list-style-type: none"> <li data-bbox="505 873 716 936">*Stop when you hear the whistle 	<ul style="list-style-type: none"> <li data-bbox="776 873 987 903">*Be a good sport <li data-bbox="776 936 1015 1029">*Use "Rock, Paper, Scissors" to settle disagreements 	<ul style="list-style-type: none"> <li data-bbox="1081 873 1336 936">*Follow the rules of the game
<p data-bbox="186 1188 293 1218">@VfUfm</p> 	<ul style="list-style-type: none"> <li data-bbox="505 1188 695 1251">*Push in chairs when you leave 	<ul style="list-style-type: none"> <li data-bbox="776 1188 1052 1251">*Work quietly without disrupting others <li data-bbox="776 1285 992 1314">*Love the library 	<ul style="list-style-type: none"> <li data-bbox="1081 1188 1255 1251">*Take care of library books <li data-bbox="1081 1285 1271 1348">*Return library books on time <li data-bbox="1081 1381 1312 1507">*When browsing, return book to proper place using shelf markers

Off-Campus and Outside-of-School-Time Conduct:

Off-campus and outside-of-school-time conduct that violates the District’s Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

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Positive Interactions and Feedback for Acknowledging Responsible Choices:

The most important means of encouraging students are the minute-by-minute interactions that occur between staff and students. We will strive to interact with students in a friendly, supportive manner at all times. Staff will attempt to interact with each student at least three times more frequently when the student is engaged in responsible behavior than when the student is not being responsible.

Positive interactions will include greeting students, talking to students, making eye contact, smiling, and use of overt praise. Listed below are many incentives that may be available this year.

- Bobcat Band tickets to the office for good work/behavior
- Free time
- Certificates displaying student work
- Popcorn party
- Recognition in school newsletter
- Verbal recognition
- Pats on the back
- Positive feedback phone calls home
- Early/extended recess, assemblies, movie, or art projects
- Bobcat awards

O R P Q T I O C L Q T ' Q H H G P U G U

Learning cannot occur when students engage in disruptive or unacceptable behaviors. At Harrison, two basic categories of inappropriate behavior have been delineated: (a) minor offenses and (b) major offenses.

MINOR OFFENSES:

Minor offenses are committed when guidelines (see component I) are not followed. Normally, the adult in charge will handle these offenses in a brief and calm manner so as not to disrupt the teaching/learning process. Each teacher may have his/her own system for managing offenses within the classroom. However, in all areas of the school (i.e., playground, halls, cafeteria, library, bathroom, etc.), and during other all school activities the following consequences may be applied:

- Positive practice – the student tries it again
- Time-out/break
- Goal setting and contracts
- Loss of privileges
- Verbal correction
- Restitution
- Parent contacts

MAJOR OFFENSES:

Most misbehavior will be dealt with by discussion or mild consequences as indicated throughout this handbook. However, the following major offenses are clearly against the law, school district policy (*policy #JG, JFC*), or may endanger health, harm self or others, damage property, or are repeated disruptions which will result in the student being sent to the office. These offenses are deemed to be severe.

Dangerous behavior – assault – fighting

Behaviors that cause or could cause physical harm to others

Illegal acts ~ possession or use of weapons, tobacco, or other illegal substances:

No weapon of any kind is allowed at school. Weapons include pocketknives, firecrackers, and other items that could be unsafe and/or used with the intent to threaten or harass students, staff or parents. This includes toys and facsimiles of weapons.

Possession or use of tobacco in any form, alcohol, or other unlawful drugs is prohibited on or near school grounds at any time. An unlawful drug is any drug not prescribed or taken as prescribed for the individual by a licensed medical practitioner.

Harassment and Bullying:

Harassment is on-going, unwanted negative attention directed at an individual or group that causes the victim to feel threatened.

Insubordinate Behavior

Insubordinate behavior is defined as the fierce, repeated, and immediate refusal to comply with a reasonable staff instruction within a specified period of time.

Theft:

Theft includes not only taking money and property dishonestly, but also finding items and not turning them in to the office.

Vandalism:

Any willful destruction of school or personal property on school grounds is considered vandalism.

Obscene Language:

Language that is inappropriate and/or distracting to the learning environment.

Repeated Disruption:

Minor misbehaviors that occur frequently and are unchanged by mild, consistent consequences are referred to the office. This may include; disruptive behaviors in class for negative attention, repeated failure to promptly follow directions, and unsafe playground behavior.

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CONSEQUENCES FOR MAJOR OFFENSES:

The consequences students receive will depend on the nature and seriousness of the inappropriate behavior and the number of previous misbehaviors. The school administrator or designee will determine the appropriate consequences. The following table will be used as a *guideline* for determining consequences.

Procedures for Major Offenses:

Step 1: Any student who is observed engaging in a major offense will be told that he or she has engaged in a major offense and will be sent to the office.

Step 2: When the student is in the office, he or she must wait politely until the administrator or designee can meet with the student. The following sequence of consequences is used unless, based on input and extenuating circumstances, the administrator chooses to modify the consequences.

Definitions:

Community Service:

Consequences in which the student may be asked to use free time or stay after school and assist adults (usually the custodian). The purpose of community service is to teach the student respect

for adults and/or property by giving up their time in order to assist others. The experience is not intended to be punitive or degrading, but rather an opportunity to provide service.

Discipline:

Steps school personnel implement to ensure student success in school.

In-school suspension:

Consequence in which student is removed from the usual classroom or school activities for a specified period of time (e.g., remainder of day, next morning). The student is directed to a specific area (usually another classroom, the library, or office).

Restitution:

Students who are assigned restitution make right the loss or damage for which they were responsible. For example, if a student vandalized a desk, he or she might scrub a set of desks during work detail and/or pay for the costs of repairing the damaged property.

Restriction:

A student on restriction loses some privileges. Restriction can be up to a school day period of time and may include: 1) Eating lunch in another location other than the cafeteria, i.e., office or classroom; 2) Limitation of movement through building; while in line, student must walk by teacher; 3) Loss of privileges to attend special school activities such as assemblies; 4) Limitation of movement at recess time; students play near a supervisor.

Suspension:

A student may be suspended from school for up to and including 10 school days for willful violations of the Student Code of Conduct. The district may require a student to attend school during non-school hours as an alternative to suspension.

An opportunity for the student to present his/her view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

Schoolwork missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term and unit examinations without an academic penalty.

Break:

Taking a break is for a short period of time and may take place in a variety of settings, i.e., playground, office, another classroom, etc. The purpose of a break is to interrupt the pattern of misbehavior and give students an opportunity to demonstrate appropriate behavior before reentering the classroom or activity. During the break, students are assigned to a specific, supervised location where they remain until given permission to reenter the setting.

Expulsion:

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year.

The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law. See alternative education programs and alternative education notice in this handbook.

