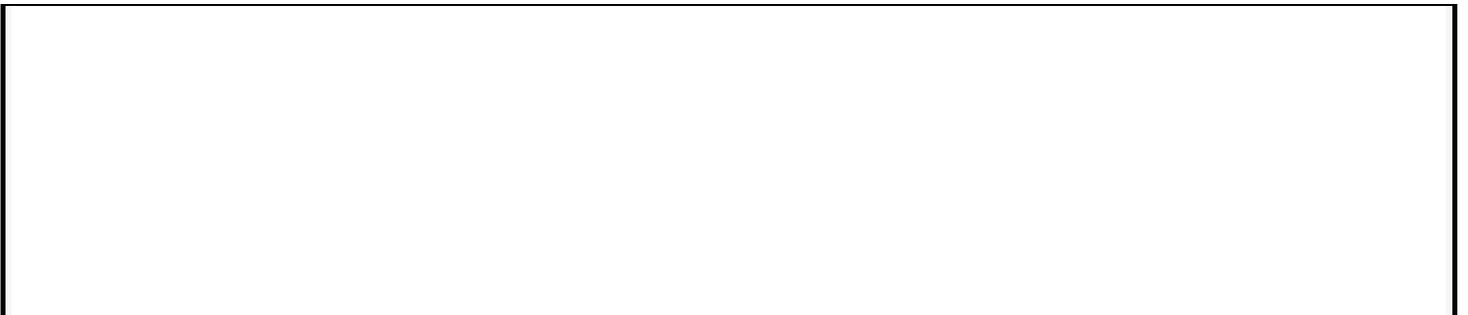


Fort Vannoy Elementary *School*

5250 Upper River Road
Grants Pass, OR 97527
(541) 479-4440



Welcome to the 2021-2022 school year! It is my privilege to serve as the Principal of Fort Vannoy Elementary. I am excited for the coming year and the opportunities awaiting us. It is also an honor for me to work alongside the amazing staff of Fort Vannoy. This will be a great year of learning and growth for all. As educators, we are extremely appreciative of the families in our community who show consistent support of this important work.

We are confident in creating partnerships within our community that will ultimately lead to higher levels of student success and the continued development of all our children.

We hold high standards; academically, behaviorally, and socially. We ARE focused on the growth of EACH child in all three areas. Our school follows a Positive Behavior Support (PBiS) model focused on three simple expectations. Be Safe, Be Responsible, and Be Respectful. These expectations will be reinforced / rewarded daily.

It is my goal to encourage open communication, to challenge each staff member and student to grow, and as a team help build student success. We are in this together...as a team! Building success and positive school experiences takes a community. Parent involvement in school is vital for student success. I encourage you to become involved as much as you are able; daily with your child at home, volunteering in the classroom, joining school committees, site councils or attending district board meetings. We believe in the partnership between home and school.

We are glad to have you with us this year, and we want to assure you that we will do our best to help your child experience academic, social and emotional growth. With your help and cooperation, this will be an excellent school year. I would like to extend a Fort Vannoy welcome to our new families and a welcome back to those returning to the Fort Vannoy Family.

The staff at Fort Vannoy is looking forward to a fabulous fun filled year of learning and growing together! Thank you for sending your child to the Fort each day!

“Home of the Nobles”

Alicia Timbs
Principal
Fort Vannoy Elementary School

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Preface:

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

*** * * Please Note the Following * * ***

This handbook will, in the following pages, provide you with a reference to the rules and policies that help keep Fort Vannoy a SAFE place for your child to learn. Take the time to read through this handbook in its entirety with your child to ensure a clear understanding of its contents. While each section is important in its own right, outlined below are some high frequency issues that require specific attention. Please note the bulleted sections below:

- Please keep toys and electronic (tablets, ipads, handheld gaming devices) at home. They disrupt the educational process and are at risk of being lost, broken, or stolen. These items will be confiscated and could be retained until a parent conference is held. No trading or selling of toys, collectibles or other items at school. Students are not allowed to bring things for trade or sale to school.
- Cell phones are discouraged at school. If your child brings a cell phone to school, it must be turned off and remain in the backpack all day. If a student is found to have a cell phone out during school hours, it may be confiscated and a parent will be required to pick it up in the office.
- Bullying and harassment is a serious issue in schools and is absolutely not tolerated at Fort Vannoy Elementary School. Bullying through the use of social media, texting and email is commonly referred to as cyber-bullying. While the Fort Vannoy School staff does not discipline actions that take place out of school, we must intervene if off-campus, on-line behavior begins to impact students directly. When cyber-bullying prevents a student from fully accessing their education it becomes a disciplinary issue. Students engaging in cyber-bullying that has this effect on other students will be subject to our student code of conduct and disciplinary matrix.
- Bicycle helmets required! If you ride a bike to school you must have a bike helmet and signed permission slip to ride your bike onto campus. It is also recommended that you bring a bike lock.
- All shoes must have a back or heel strap. Sandals with a heel strap are acceptable, but exposed toes are susceptible to injury. Our playground has climbing and uneven aspects as well as gravel, creating an issue for exposed toes. Please be aware of the risk of wearing heel strapped sandals. Shoes with spikes, cleats, nails or “Heelys”, shoes with a wheel in the sole are not permitted at school.
- We do not allow students to substitute candy, soda or energy drinks for breakfast or lunch.
- Attendance: Regular attendance is critical to the success and growth of our students. Perfect attendance on any given day means that a student arrives to school on time and does not leave until school is over that day. Leaving early is given the same consideration as a tardy.
- *Good News* takes place during the last hour of the school day, one day a week (day to be determined). *Good News* release is not affiliated with Three Rivers School District or Fort Vannoy Elementary in any way. Students are transported to classes by Bible release volunteers and the classes are proctored by non-district employees. If you wish for your child to attend you can find a permission pamphlet in the office.

HOURS

Office Hours: 6:30 am - 3:30 pm *Monday - Thursday*
School Hours: 7:20 am - 2:25 pm *Monday – Thursday*

For your child's protection and to minimize interruptions, please read this page carefully.

ARRIVAL AND DEPARTURE PROCEDURES

All children need to be signed out and released in the school office. Please do not go to the classroom to pick up your child.

Students riding buses other than their own, or getting off at a stop other than their regular stop *must have a bus pass from the office.*

Please send a note to school with your student if s/he will have a change in their going home plans. If you must call, please call the school before 1:00 if you are changing your student's going home plans.

Parents may request other adults to pick up their children if the school has on file written authorization and/or the name and address listed on the information sheet as an emergency contact person.

When a child is going home with another student, *written notes must be received from both students' parents.* This way we can confirm that both families know that a child is visiting.

Kindergarten students must have someone at the bus stop to meet them unless there is an older child with them on the bus. Otherwise, the bus driver will not let them off the bus.

RESIDENCY PROCEDURE:

Any student attending Fort Vannoy School must reside within the legal attendance boundary or receive permission to attend from the Three Rivers School District. This permission must be obtained yearly.

ADMISSION:

New Kindergarten students must be 5 years old on or before September 1st of the school year in which they are enrolling. All Kindergarten students must have complete registration forms, birth certificate, and up-to-date immunization records prior to the start of school.

ENROLLMENT:

Your child's enrollment must be completed through the TRSD online enrollment prior to the end of the first week of school. **If your address, phone number, or emergency contacts change during the year, please notify the office immediately.**

DIRECTORY INFORMATION:

The school district identifies certain types of information as directory information. Generally, Fort Vannoy School will only publish one item (Valentine's List) which contains personally identifiable information: A class list will be given to student's should they wish to participate in exchanging Valentine's cards with classmates.

STUDENT EDUCATION RECORDS:

By law, both parents, whether married, separated, or divorced, have access to the records of a student 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 business hours. You can make an appointment with the principal and explain what you are looking for

The information contained below shall serve as the district's annual notice to parents of minors 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 notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent authorization or as otherwise provided by Board policy and law. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, etc.

TRANSFER OF EDUCATION RECORDS

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Records requested by another school district to determine the student's progress may not be withheld.

REQUESTS FOR EDUCATIONAL RECORDS

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

WITHDRAWAL FROM SCHOOL:

In the event your child must transfer or withdraw from Fort Vannoy, please notify the office immediately. In the event a student has fines due to lost or damaged textbooks, library fines, etc. Ft. Vannoy will send notification to the new school.

ASSEMBLIES:

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

ANNOUNCEMENTS & NEWSLETTERS:

A newsletter will be sent home monthly. It is usually sent home with your child on the last day of the month and contains a variety of school news and important announcements. We encourage you to read this to keep abreast of the happenings at Fort Vannoy. The newsletter will also be available on our school website. Parents will also receive phone calls, emails, and text messages about upcoming events at Fort Vannoy through our **electronic information system. Please listen to entire messages.**

ASBESTOS:

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having their 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 at the district office.

SUPERVISION OF STUDENTS:

All pupils are to be supervised at all times by proper school personnel. This refers to extra-curricular events as well. Classified employees (bus drivers, custodians, secretaries, cooks, instructional aids) have certain supervisory responsibilities. Students are expected to comply with any reasonable request made by any adult employed by the district. For safety and liability reasons, students are not permitted to remain at school after dismissal without adult supervision. If a student does not have a note or adult supervision as soon as school is out he/she will be put on the bus.

MORNING DROP-OFF & AFTERNOON PICK-UP:

Please enter the student drop-off and pick-up area at Gate A and have your student enter the hallway doors near the computer lab. If a parent/guardian wishes to walk their child into the building please park near the cafeteria and walk your child to class. All drivers entering the school property must obey the directions of the school staff and traffic volunteers. They are there to help provide safety to our students who are being dropped-off or picked-up. Due to the high level of danger during high traffic times (before and after school), we very much appreciate you following this procedure so all children are kept safe.

RELEASE OF STUDENTS FROM SCHOOL:

A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. A student 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 office will determine that permission has been granted before allowing the student to leave.

EARLY DISMISSAL/SICK POLICY SIGN OUT

We ask if at all possible, please schedule appointments for your students before or after school. It is disruptive to instructional time to leave before the school day is over as closing is a very important part of the school day. Early checkouts are for excused absences. If it is necessary to leave early there must be written permission from home, or the student must be picked up by the parent. Parents should come to the office and sign the date and time the student is leaving. The child will be called from class to meet the parent in the office. If the parent is not home, the student will rest at school until a parent or emergency release person can be reached. Students will not be allowed to leave campus unless they are with a parent/guardian.

If your child is to go home with another child, the office will need a note from both you and the other parent or guardian. When exceptions arise, i.e., someone is picking up your child other than an authorized person listed on the registration form, **YOU MUST SEND A NOTE**. If you wish to pick up your child during the school day, stop by the office to sign them out. Remember, ALL visitors need to sign in at the office and get a visitor pass.

ATTENDANCE:

All students are expected to attend school every day possible. There are only a few reasons students should miss school. Federal law requires that schools monitor attendance to ensure students are attending a minimum of 92% of the school year. This means 14 or fewer days of absence for the entire year. Parents of students who miss excessive amounts of school will receive attendance letters. The purpose of these letters is to develop a partnership between home and school to improve student attendance. It is our desire to educate your child well, but we need students here in order to do so. Please help us by planning ahead for vacations or family occasions so those times do not fall during school times for your child. If this cannot be avoided, please notify the school office and teacher well in advance for work.

In 2004-2005, all schools in Three Rivers School District and Grants Pass School District #7 joined together toward the common goal of improving overall student attendance. Local social service agencies, the county and city police departments, and the judicial system are also involved in improving student attendance. Research shows that attendance is the single most important factor in school success. Students who have poor attendance frequently fall behind and become discouraged. This leads to further absences and a downward spiral develops. Learning builds day by day and a student who misses a day of school misses a day of learning.

We take great pride in providing a top quality education for your student. We appreciate your assistance in ensuring your student maintains regular attendance.

- Oregon Law requires students to attend school regularly, which means less than four unexcused absences in a four-week period.
- Oregon law allows excused absences to be granted if a student is ill, if a family member is ill, or there is a family emergency. If a student is absent, please call the school the day of the absence by 8:00 am, or bring a note the day the student returns to school to have the absence excused.
- Eight unexcused one-half day absences in any four-week period (during which school is in session) shall be considered irregular attendance.
- Oregon has also defined acceptable attendance as not missing more than 14 days in a school year. If you have more than 10 absences in a school year due to illness, it may be necessary for parents to obtain a doctor's note before additional absences will be excused due to illness.
- If your child is absent, you need to call the school at 541-479-4440 the day of the absence to have the absence excused. If you cannot call the school the day of absence, send a note the day your child returns to school to have your absence excused. It should include your name, the date(s) of absence, reason for absence,

and a signature of your parent or guardian.

- Good attendance is the single most important factor in school success! We expect good attendance and will provide assistance if there are problems preventing good attendance.

Everyone has his or her late starts occasionally, but it is a disruption to the instructional process. If your child is late, please report to the office before going to class. We asked that if at all possible, please schedule appointments for your students after school; it is disruptive to your child's instructional time to leave class before it is over.

Tardies

Part of maintaining regular attendance ensures having your student at school on time. In order for a student to be considered on time, the student must be in the gym by 7:40am, Monday-Thursday. In order for a student to be considered on time on Friday, the student must be in the gym by 8:40am. Please make every effort to have your child here on time. Tardies are a significant disruption to the learning environment for both your child and others.

BEHAVIOR GUIDELINES:

Fort Vannoy School seeks to assure a climate in the school that is appropriate for learning and assures safety and welfare of students and personnel. All students in our school deserve the reasonable safeguard of due process in consideration of all matters affecting their school life; safety for all is of utmost importance. Careful attention must be given to procedures and methods whereby due process and consistency in discipline shall be assured each student.

Students and parents shall be notified of the school and district rules and procedures by which schools are governed and the processes by which discipline may be involved. Students shall comply with the rules for government of schools, pursue the prescribed and agreed upon course of study, and submit to authority of teachers and school officials. Each teacher has rules and consequences for his or her classroom. Students will be informed of these during the first days of school.

All members of the Fort Vannoy School community are to respect school and each other's personal property. We are to respect other people's feelings; not making them feel threatened or unsafe. Alcohol, drugs and tobacco are not permitted on campus. Illegal items (firearms, weapons, firecrackers, controlled substances, etc.) or other possessions that reasonably constitute a threat to the safety or security of the possessor or others will be confiscated by school personnel and the proper authorities will be contacted. Full disciplinary procedures will be followed as prescribed by the district and state/federal law. Other items which may be used to disrupt or interfere with the educational process (water guns, air horns, lighters, matches, etc.) will also be removed. Parents will be requested to come retrieve the item. Please refrain from bringing personal items (or other electronic devices) and sports equipment to school. This can cause hard feelings and disruption due to sharing and damage to personal property. The school is not responsible for damaged or loss of personal property. Students with **cell phones** will not be allowed to have them on during their time in school. Cell phones must be turned off and remain in the student's backpack until the end of the school day. If they become a distraction, they will need to be taken from the child. Students may always make emergency phone calls from the office with permission.

Off-campus activities that violate the District's Code of Conduct may also be the basis for discipline if they have the potential to disrupt or impact the safe and efficient operation of the school.

STUDENT RIGHTS & RESPONSIBILITIES:

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights 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;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected and the responsibility to know the consequences of misbehavior.

McKinney Vento Act (Homeless Youth) Program

School aged children and youth who lack a fixed, regular, and adequate nighttime residence, including but not limited to, sharing housing with other persons due to loss of housing, living in motels, cars, campgrounds, abandoned buildings or transitional shelters are considered homeless and qualify under the McKinney Vento Act. Three Rivers School District offers resources to homeless students, including the following: advocacy, school/clothing/hygiene supplies, food assistance, mentoring, access to healthcare, student fee assistance, sports fee waivers, and referral services for case management and shelter/housing options. We have family advocates at each school for assistance. If we can't provide what your student needs, we can refer you to a local community service that may be able to help. For further information and a list of community resources, go to the Three Rivers District Website (www.threerivers.k12.or.us) under the Departments Tab on the Homeless Youth page.

CODE OF CONDUCT:

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, loss of awards and honors and/or referral to law enforcement officials for the following, including but not limited to:

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession, use, distribution or sale of tobacco, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, targeted lists, intimidation, harassment or coercion against any fellow student or district employee;
5. Willful damage or destruction of district property (vandalism);

6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of an adult's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Hazing;
12. Sexual harassment;
13. Disruption of the school environment;
14. Persistent failure to comply with rules under the lawful directions of staff or district officials.

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 (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons 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) which 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.

Destructive 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 any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A school zone, as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

SCHOOL ENVIRONMENT:

In order to have a mutually respecting school community, we all need to consider the following to promote a safe and enjoyable learning environment.

1. Follow instructions of ALL staff members.
2. Refraining from the use of profane or obscene language.

3. Respect school and personal property.
4. Respect other people's feelings; not making them feel threatened or unsafe.
5. Alcohol or controlled substances, including cigarettes/tobacco, are not permitted on campus by anyone.
6. Prescription medication can be given if the parent/guardian comes to the office and completes the consent form to administer medication. The medication needs to be in its original container and must have the child's name and the doctor's instructions on the container. Medication needs to be brought to the office by the parent/guardian. ***Please DO NOT send medication with your child to school!*** If it is necessary for medication to be returned home, it must be picked up at the office by the parent/guardian. Also, please remember that all medication should be picked up by the last day of the school year.
7. Illegal items (firecrackers, weapons, firearms, controlled substances) or other possessions which reasonably constitutes a threat to the safety or security of the possessor or to others may be confiscated by school personnel and the proper authorities will be contacted. Other items, which may be used to disrupt or interfere with the educational process (water guns, air horns, lighters, etc.) will also be removed. Parents will be requested to come retrieve the item. Disposal will occur for any item not picked up by the end of the school year.

PBIS- (Positive Behavior Interventions & Supports)

At Fort Vannoy we strive to support all students and staff by teaching and promoting positive behavior school-wide. We have four rules, which are reinforced daily and in all areas of the school.

- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**

Fort Vannoy students will participate in various activities which teach behavior expectations in all areas of our school. These lessons are focused on expected behaviors ranging from what it means to be prepared for class to how students conduct themselves on the playground.

PBIS is a school-wide system used to teach our students positive, personal and social skills. We feel that school-wide expectations will help to maximize academic achievement and behavioral competence. Fort Vannoy's PBIS team has identified school-wide expectations and created lessons to teach students exactly what these expectations are. The entire staff at Fort Vannoy will continue to work together to teach these lessons and help recognize students for meeting the behavioral expectations. As a result, Fort Vannoy's staff and students have built a school environment where all students are not only safe but also have acquired the life skills to succeed and grow.

Fort Vannoy staff believes that the focus of students' attention needs to be on expected positive behaviors. Therefore, we will offer student rewards throughout the school year

As the school year progresses, we will be looking at our data to target specific needs and to create new ways to reinforce our expectations. Our PBIS program allows us the opportunity to teach school-wide behavioral reinforcement or character building lessons.

SCHOOL-WIDE RULES:

BE SAFE BE RESPECTFUL BE RESPONSIBLE

General School Areas: (Hallways, Library, Cafeteria, Bathrooms & Office)

- ⇒ Respect others, yourself and property
- ⇒ Walk
- ⇒ Keep hands, feet and objects to yourself
- ⇒ Talk quietly
- ⇒ Respect people and property
- ⇒ Dispose of trash appropriately

Playground/Gym Areas

- ⇒ Keep your hands, feet and other body parts, and objects to yourself
- ⇒ Stay within playground boundaries or in the gym
- ⇒ Ask a playground supervisor for a pass before leaving the playground or gym
- ⇒ Talk through disagreements when possible
- ⇒ Report problems, you can't solve to a playground supervisor

Appropriate Choices on the Playground or in Gym Areas

- ⇒ Obey the rules
- ⇒ Follow directions
- ⇒ Ask for help from a playground supervisor

Severe Behavior

- ⇒ Danger to self or others (example: fighting)
- ⇒ Illegal acts or items (example: weapons or drugs)

***The above severe behaviors will be referred to the office, possible suspension or expulsion may result.

***See Students Rights and Responsibilities Handbook (available from the school office).

DISCIPLINE:

Fort Vannoy Elementary is a PBIS (positive behavior intervention supports) school. The guiding principles of PBIS are to provide our students with clear and easy to understand expectations along with helping our students to learn effective conflict management strategies, to use consequences that match behavior, and to always treat the child with dignity and respect.

Consequences used for misbehavior include loss of privilege, time-out (morning and lunch detention), and in-school suspension. Students may be suspended from school depending on the severity of the discipline infraction.

GOOD NEWS (Bible Release):

Releasing students from school to attend *Good News* classes is allowable under ORS 339.420. Students attending elementary schools (kindergarten through 5th grade) may be excused for religious instruction for not more than two hours per week. Students who choose to participate must have a signed permission slip from their parent/guardian turned into the office. Religious instruction (Bible Release, *Good News*, etc.) is **NOT** a school-sponsored or school-endorsed program. The individuals involved in providing religious instruction are not district employees and religious instruction is provided off campus in non-district facilities. If an issue occurs during religious instruction time, contact will need to be made with the religious instruction staff.

BUS EXPECTATIONS:

First Student Bus Company provides the transportation for the students of Three Rivers School District. Buses arrive at Fort Vannoy School starting at 7:15 AM and depart the school at approximately 2:05 PM. Please contact the school if you have any questions or concerns. The phone number for **First Student Transit Inc. is 541-476-7733**. Riding the school bus is a privilege and students must have proper behavior while in transit. The school district provides bus transportation for students. Rules are posted in each bus and students are responsible for knowing them. Safety is of prime importance; students who do not obey the driver or ride properly may be refused the privilege to ride. The following rules shall apply to student conduct on district transportation:

1. Students transported are under the authority of the bus driver.
2. Students need to follow the directions of the bus driver.
3. A time schedule will be posted in the bus. This schedule is followed.
4. Students need to be on time for the bus.
5. Students need to walk on the left side of the road facing on-coming traffic, when coming to meet the bus.
6. Students need to remain seated while bus is moving.
7. Students may be assigned to seats by the bus driver.
8. The bus driver will instruct the students on how to cross the road.
9. Students may not extend hands, arms and heads out of the window.
10. Students need to have written permission, approved by the principal or secretary, to leave the bus other than at home or school.
11. Students need to converse at normal tones; loud or vulgar language will not be tolerated.
12. Students need permission to open and close windows on the bus.
13. Students need to help keep the bus clean and free from damage.
14. Students need to be courteous to the bus driver, to fellow students and to passers-by.
15. Students who refuse to obey the District and Oregon Laws Governing Students Riding School Buses will forfeit their right to ride the bus.
16. Students with a water pistol or water shooting device on the bus will automatically lose bus riding privileges for five (5) days.

Remember students . . . when riding the bus,

1. Stay seated, facing the front of the bus.
2. Talk quietly instead of yelling.

3. No food or drinks on the bus.

The consequences of misbehavior on the bus are outlined below:

First Offense - Student Conference, Warning, parent signature on citation.

Second Offense - Student Conference, parent notification, may suspend up to two days off the bus.

Third Offense - Student Conference, Parent notification, may suspend up to three days off the bus.

Fourth Offense - Student Conference, Parent notification, may suspend up to five days off the bus.

Fifth Offense – Student Conference, Parent notification, may suspend up to ten days off the bus.

NOTE: The standard procedure outlined above is only intended to be a guide at the principal’s discretion. Student behavior will determine discipline procedure. Severe student behavior will be matched to the discipline necessary to provide a safe environment. Communication will be made to the bus driver the date that a bus suspension starts and ends.

For the safety of all our students, please be aware that bus transportation may be video-taped.

If a child is to ride a different bus or get off at a different stop, or alter their regular mode of transportation a written permission note from the parent must be brought to the school office prior. If going to a friend's home after school, a note from the *parents of both children is required.*

CELL PHONES, ELECTRONIC DEVICES and TOYS:

Cell Phones

Cell phones are discouraged at school, however if you wish for your student to bring a phone to school, we ask that you follow the cell phone guidelines. Cell phones should remain off and placed in a student’s backpack for the duration of the school day. Cell Phones may not be out during school hours or on recess. Cell phones may be confiscated and the student’s parent may be required to pick up the cell phone from the office if it becomes a repeated distraction.

Electronic Devices

Electronic devices, such as tablets, ipads, ipods, and other handheld gaming devices should be left home. These items can be easily lost, broken, or stolen. If a student repeatedly brings such an item to school, it will be confiscated and a parent will need to come to the office to pick it up.

* Please note: If a class was to earn a “tech day” in which such devices were allowed, notification would come home.

Toys

Please remind your student to leave ALL toys, balls, and fidget spinners at home. Students may not buy, sell, or trade toys or other personal items at school.

SCHOOL PHONES:

The office phones are busy phones and should be used by students for emergencies only. Students will not be allowed to use the phone for making personal arrangements, such as having parents bring library books, homework or changing departure plans to go home with friends, by phone.

REPORTS TO STUDENTS & PARENTS

Parent/Teacher Conferences

Teachers and administrators welcome the opportunity of becoming better acquainted with all parents. This can be accomplished through conferences, phone contacts, email and written notes. Teachers are available before and after school daily. Please call ahead of time to schedule an appointment with your student's teacher. There are also regularly scheduled conferences throughout the school year. Teachers will send information home with students to set these scheduled times up. If parents want to conference with teachers at other times, call or email the teacher to make arrangements.

Grading

Report cards are given at the end of each trimester. ABC grades are not given in grades K-2, but are given in 3rd, 4th, and 5th grades. Your child's teacher will explain the report card to you at this time. If you have any questions, please do not hesitate to contact the office for assistance.

HOMEWORK:

Please contact your child's teacher regarding the homework policy of the classroom.

STUDY SKILLS:

Specific skills and techniques can make learning easier and more worthwhile. The following are student guidelines for achieving good study habits:

- Come to class prepared with necessary materials.
- Be an active participant in class.
- Be a good listener and take turns.
- Ask questions if you don't understand.
- Schedule time for homework after school.
- Strive to do your best work

CUSTODY AGREEMENTS & NON-CUSTODIAL PARENT RIGHTS:

Unfortunately, custody issues exist for some of our students. If you have custody issues (restraining orders, sole physical custody, guardianship, etc.), please be sure that the school office has your paperwork. Without current written documentation of custody, no action on the part of the school can take place in preventing a parent from having access to the child or removing them from school. These are difficult and emotional situations for all concerned. Please keep the office informed of situations that may occur or anything we need to be aware of to insure the safety of your child.

Non-Custodial Parent Rights

Common questions asked by divorced parents about school and their children:

As a non-custodial parent, do I have the right to see my student's school records?

Yes. Federal and state laws insure the non-custodial parent's rights to review educational records unless there is a court document that specifically revokes these rights. Federal law gives the schools 45 days to provide records.

Can the custodial parent block a non-custodial parent's access to the student's record?

Only through the courts. Otherwise, the school must allow the non-custodial parents to have access to the records. A request to the school from the custodial parent or a letter from the custodial parent's attorney to

withhold the records is not sufficient.

As a non-custodial parent living in a different town from my child, will the school give me information about my child over the telephone?

No. This is because we must abide by laws that protect the confidentiality of students' educational records. Even if you request the records in person, you should be prepared to show picture identification and some document that shows you are the child's parent (like a birth certificate or a divorce decree).

As the non-custodial parent, can I talk to the school staff and go to parent conferences?

Yes. You have the same rights as the custodial parent to consult with the school staff. People other than the biological parents may be restricted from attending a parent conference unless they have the prior approval of both parents.

Can the non-custodial parent visit the child in school or volunteer in the child's classroom?

School is not a setting for parents to disrupt the educational process to arrange to take a child out of class to "visit" their child. However, the non-custodial parent may come and have lunch with his/her child and help in the classroom, unless a court document decrees otherwise. School procedure of signing in at the office and completing a volunteer application still apply.

Do step-parents and grandparents have the same rights as the parents to consult with school staff and see the records?

No, the law specifically grants these rights to the parent. For the school to provide student records or access to staff to other persons, a legal parent would need to give written permission. However, only the legal parent or guardian may sign official school documents.

DAILY SCHEDULE:

Our day begins at 7:20 am., Monday through Thursday. Students should not arrive at school before 7:00 am, as there is no supervision prior to that time. Our day here at Fort Vannoy ends at 2:25 pm..

Please plan on having your child here prior to the school start time in order to ensure he/she is in class on time. If you plan on having your child eat breakfast at the school, please plan accordingly for this will require an earlier arrival time.

MEDIA ACCESS TO STUDENTS:

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. 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.

OPEN HOUSE

Open House will be held in September. Open House is a great time to come see the school and meet your child's teacher. ***Open House is not intended to be parent-teacher conference time.***

EMERGENCY INFORMATION:

We must have a phone number in which we can get a hold of a parent. If these numbers change for any reason throughout the school year, please let us know immediately

Inclement Weather

In case of poor weather or other emergencies, the school may be closed. On such days information will be broadcast over local radio and television stations as well as our District Website and Synervoice phone system. These stations include, but are not limited to Radio Stations KRWQ, KAJO, KLDR, KBOY, and TV Stations KDVR-12, KOBI-5, and KTVL-10. Please stay tuned for information.

It may be necessary because of severe weather or other emergency to send children home from school early. In such cases, the following policies will be followed:

1. If an emergency (flood, snow, wind, earthquake, etc.) should strike suddenly, the matter of departure of your children from school will be decided by the Superintendent of Schools. This decision may be to send your children home immediately, or it may be to keep them in schools indefinitely under continued supervision until the emergency has passes. Whatever the decision is, the safety and best interest of your children will be the deciding factor. (Typically elementary students will be retained at school and rarely released early).
2. In case of any emergency, please turn your radio to station KAJO (AM 1270), KRWQ (FM 99.3 or 100.3), or KLDR (FM 104.5 / 98.3) for information concerning the release of your children from school. A battery-operated transistor radio is helpful in case of the loss of electricity.
3. If the decision is made to hold the students in their buildings, they may be picked up at the school by checking them out at the office. Students will only be released to those contacts authorized on your student's enrollment form.

Delayed School Opening

If our roads are icy, or other dangerous conditions exist in the morning, please listen to your local radio station or TV channels (5, 10 & 12) between the hours of 5:30 a.m. and 8:00 a.m. as well as our electronic phone system. The radio will give all the information you will need. Two things that you will need to be aware of:

- School could be closed for the entire day.
- School opening could be delayed TWO hours.

If this occurs, school will still end at the normal time.

Many times you cannot tell by looking out the window, whether the roads are dangerous for buses or cars to travel. If everyone calls the school, it only clogs the phone lines so that even emergency information cannot get through. Please rely on your radio to keep you informed of all necessary information.

DRILLS – Fire, Earthquake, and other Emergency Drills:

Instruction on fire and/or earthquake dangers and drills for students shall be conducted on a regular basis. At least one fire drill will be conducted each month for students in grades K-5.

- ❖ At least two drills on earthquakes for students will be conducted each year for students in grades K-12.
- ❖ A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

DRESS CODE:

The school district reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste and not disruptive to the learning environment. Clothing, make-up, jewelry, hair color, etc. which is deemed by the teacher and the principal to disrupt the teaching and learning process will not be permitted. Clothing should be clean and in keeping with health, sanitary, and safety practices. Shoes and shirts are required. Examples of unacceptable clothing are bathing suits, spaghetti straps, cleats, spikes, nails, open toe shoes, halter-tops, razor-back tops, bare midriff, loose jeans (underwear exposed), and other revealing clothes. Shirt straps should be three fingers wide, 2-3" in width. Shorts, skirts and dresses must be longer than fingertips when arms are straight down at a student's side. Chains of any type attached to clothing is not permitted (safety hazard). Clothing with profanity or graphic pictures that is inappropriate for elementary school is not permitted. No unusual jewelry/clothing may be worn that might be unsafe or disruptive to the learning environment. Flip flops and shoes that have no heel strap, high heeled shoes, or wheeled-shoes are not allowed at school. Students may not wear slippers to school as shoes. Hats may not be worn at Fort Vannoy. **Please label** coats, sweaters, shoes, etc. with some type of permanent marking so we can find owners to the many items that end up in the lost and found. Any articles found in the school or on district grounds should be turned in to the lost and found in the gym. Unclaimed articles will be disposed of at the end of the school year. Students who are not appropriately dressed for school may be asked to contact their parents and change to appropriate clothing.

FIELD TRIPS:

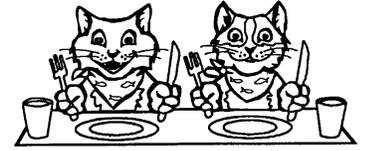
Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be in school while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor. Due to the need for supervision and a schedule for field trips, no alternative travel arrangements will be permitted. **All students attending the field trip are required to ride the bus with the group**, and follow the itineraries and expectations of the teacher. However, on the return trip, with a signed permission note, the child may leave with their parent or guardian. No child is to leave with someone other than their parent or guardian from the field trip unless there have been arrangements made no less than a week prior to the trip with the office personnel. Additional parental supervision may be requested on field trips; however we are unable to allow siblings, friends, or other children who are not in the group going on the field trip to attend. **A signed permission slip is required for students to go on a field trip**. Students not submitting a signed permission slip will be given work and placed in an alternative classroom while the class is away

FLAG SALUTE:

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

FOOD SERVICES:

Our elementary schools participate in the National School Lunch and Breakfast programs. Breakfast and lunch are available for our students. There is no charge for students for breakfast, snack or lunch.



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DRINKS, SODA, CANDY:

There will be no energy drinks, soda, candy, or junk food allowed at school. Examples of energy drinks may include Monster, Red Bull, Jolt, Rock Star, Amp, etc. Students bringing energy drinks or soda on campus will be asked to throw them away. Please help us keep our students healthy by sending appropriate food with your child.

HEALTH ROOM PROCEDURES & COMMUNICABLE DISEASES:

If a child is sent to the office because he/she is not feeling well, the secretary will observe the child for 30 minutes. (The child will either be asked to lie down on the bed or to sit in a chair provided). If no improvement, parents or emergency contact person will be called and the child will be sent home. If the child is sick to his/her stomach or throwing up, the parents or emergency contact person will be called and the student will be sent home immediately. If the child is bleeding, the adult caregiver will follow the procedures outlined in the District's exposure control policy, which is available in the office.



Parents of a student with a communicable or contagious disease are asked to let the principal or office manager know so that parents of other students who have been exposed can be alerted. **Names will be kept**

confidential. Students with a contagious disease are not allowed to come to school while the disease is contagious. When the student comes back to school, they must bring a written statement from a licensed physician saying the disease is no longer contagious to others. The following is a list of contagious diseases: chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, rubella, scabies, staph infections, MRSA, hand foot and mouth, Swine Flu, and tuberculosis.

EMERGENCY MEDICAL TREATMENT:

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. ***It is critical parents update this information as often as necessary.*** If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid if possible. In the event a student needs to be transported for medical treatment the school will make every attempt to contact parent/guardian prior.

IMMUNIZATION:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Students entering Oregon schools for the first time must have immunizations for the following diseases: polio, measles, German measles (Rubella), diphtheria, whooping cough, tetanus and mumps. Students entering kindergarten must have the shots before enrolling, to include the **Hepatitis B series, 2nd Measles or MMR AND Varicella (Chicken Pox) and 2 series of Hepatitis A vaccinations.** Please contact your physician or local health department for further information. Students transferring from out of state have a 30-day grace period in which to get them completed.

MEDICINE AT SCHOOL - District Administered Medication

Requests for the district to administer medication shall be made by the parent in writing by completing the "*Parent Permission to Dispense Medications*" form available in the school office.

Administering Medications to Students

Students may, subject to the provisions of this regulation, have non-injectable prescription or Non-prescription medication administered by designated, trained staff. Self-medication by students will also be permitted in accordance with this regulation.

1. Definitions

a. "Prescription medication" means any non-injectable drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication does not include dietary food supplements.

b. "Nonprescription medication" means only commercially prepared, non-alcohol based medications to be taken at school that is necessary for the student to remain in school. This shall be limited to eye, nose and cough drops; cough suppressants; analgesics; decongestants; antihistamines; topical antibiotics; anti-inflammatories and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.

c. "Physician" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed but the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state or Oregon or naturopathic physician licensed by the Board of Naturopathy for the state of Oregon. "Physician" also may include individuals licensed in the categories set out above by comparable licensing agencies in adjoining states.

d. "Student self-medication" means a student must be able to administer medication to himself/herself without requiring a trained school staff member to assist in the administration of the medication.

e. “Age-appropriate guidelines” means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent (guardian), building administrator, and in the case of a prescription medication, a physician.

f. “Training” means yearly instruction, by a qualified trainer, to be provided to designated school staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education (ODE), including discussion of applicable district policies, procedures and materials.

g. “Qualified trainer” means a person who is familiar with the delivery of health services in school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the State of Oregon.

2. Designated School Staff/Training

a. The building principal will designate trained staff authorized to administer medication to students within individual school buildings and while participating at school-sponsored activities on or off district property. The building principal will ensure building and activity practices and procedures are consistent with the requirement of law, rules and this regulation.

b. The building principal will ensure the training required by law and Oregon Administrative Rules is provided. Training may be conducted by any physician licensed by the state of Oregon, a nurse licensed by the Board of Nursing of the state of Oregon or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the ODE.

c. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy and administrative regulations and include, but not be limited to, the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping and reporting of medication administration and errors in administration, emergency medical response for life-threatening side effects and allergic reactions and student confidentiality. Materials as recommended and/or approved by the ODE will be used.

d. Training will be provided yearly to designated staff authorized to administer medication to students.

e. A copy of the district’s policy and administrative regulation will be provided to all school staff authorized to administer medication to students and others, as appropriate.

f. A statement that the designated staff member has received the required training will be signed by the staff member and filed in the district office.

3. Administering Medications to Students

Requests for designated staff to administer medication to students may be approved by the district as follows:

a. A written request for the district to administer prescription medication must be submitted to the school office to include:

1. The written signed permission of the parent;
2. The written instruction from the physician for the administration of the prescription medication to the student including:

- i. Name of the student;
- ii. Name of the medication;
- iii. Dosage;

- v. Frequency of administration; and
- vi. Other special instruction, if any.

iv. Route;

The prescription label will be considered to meet this requirement if it contains the information listed in (a)-(f) above.

b. A written request for the district to administer nonprescription medication must be submitted to the school office to include:

1. The written signed permission of the parent;
2. The written instruction from the parent for the administration of the nonprescription medication to the student including:

- i. Name of the student;
- ii. Name of the medication;
- iii. Dosage;

- v. Frequency of administration
- vi. Other special instructions, if any

iv. Route;

c. Medication is to be submitted in its original container;

- d. Medication is to be brought to and picked up from the school by the parent;
- e. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- f. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- g. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication;
- h. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to, administering medication to the wrong student, administering the wrong medication, dose, time, etc;
- i. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

4. Self Medication

- a. Self-medication of prescription and nonprescription medication may be allowed subject to the following:
 - (1) A parent (guardian) permission form must be submitted for self-medication of all prescription and nonprescription medications. In the case of prescription medications, permission from the physician or other health care professional is also required. Such permission may be indicated on the prescription label. A written treatment plan from a licensed health care professional for the managing of student's asthma and/or severe allergy will be required for use of medication by the student during school hours. Principal permission is required for all self-medication requests;
 - (2) Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated school staff. A permission form and written instructions will be required as provided in Section 3. a. and b. above;
 - (3) All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
 - a. Prescription labels must specify the name of the student, name of the medication, dosage, route and frequency or time of administration and any other special instruction including student permission to self-medicate;
 - Nonprescription medication must have the student's name affixed to the original container.
 - (4) The student may have in his/her possession only the amount of medication needed for that school day;
 - (5) Sharing and/or borrowing of medication with another student is strictly prohibited; Any medication required for use longer than (10) school days, except for manufacturer's packaging that contains multiple dosage, the student may carry one package, such as but not limited to bronchodilators/inhalers;
 - (6) Any medication required for use longer than (10) school days will be permitted only upon the written request of the parent.

Permission to self-medicate may be revoked if the student violates the Board's policy governing Administering Non-injectable Medicines to Students and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.

5. Handling, Storage, Monitoring Medication Supplies

- a. Medication administered by designated staff must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- b. Medication in capsule or tablet form and categorized as a sedative, stimulant, anticonvulsant, narcotic analgesic or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log and routinely monitored during storage and administration. Discrepancies will be reported to the building principal immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.
- c. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by ODE for administering all forms of non-injectable medications.
- d. Medication will be secured as follows:
 - 1. Non-refrigerated medications will be stored in a locked cabinet, drawer or box used solely for the storage of medication;
 - 2. Medications requiring refrigeration will be stored in a locked box in a refrigerator separate refrigerator used solely for the storage of medication;
 - 3. Access to medication storage keys will be limited to the building principal and designated school staff.
- e. Designated staff will be responsible for monitoring all medication supplies and for ensuring medication is secure at all times, not left unattended after administering and that the medication container is properly sealed and returned to storage.

f. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

6. Emergency Response

a. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid, as necessary, in the event of life-threatening side effects that result from district-administered medication or from student self-medication. The parent and building principal will be notified immediately.

b. Minor adverse reactions that result from district-administered or from student self-medication will be reported to the parent immediately.

7. Disposal of Medications

a. Medications not picked up by the parent at the end of the school year or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated school staff in a non-recoverable fashion as follows:

1. Medications from tablets, capsules, or liquids form can be disposed of in one the following manners:

- tablets (crushed), capsule contents (which have been emptied from gelatin capsule), and liquid form: can added into either dry cat litter, or coffee grounds. The medication is to be mixed well into the disposal medium, and then placed into a plastic bag and put into the garbage, or...
- tablets and/or the contents of capsules can remain in their original bottle, and the bottle can be filled with rubbing alcohol. When the tablets or capsule contents have dissolved in the alcohol, the entire bottle can be placed in the garbage.

2. Other medication will be disposed of in accordance with established training procedures, including sharps and glass ding sharps and glass.

b. All medication will be disposed of by designated staff in the presence of another school employee and documented as described in 8. a.,below.

8. Documentation and Record Keeping

a. A medication log will be maintained for each student-administered medication by the district.

The medication log will include, but not be limited to:

1. The name, and dose of medication administered, date, time of administration and name of the person administering the medication;
2. Student refusals of medication;
3. Errors in administration of medication;
4. Emergency and minor adverse reaction incidents;
5. Discrepancies in medication supply;
6. Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

Administrations of over-the-counter medication requirements are:

1. Parent or physician's written instructions.
2. Medication in original container or package.

Over-the-counter medications may include, but are not limited to, vitamins, food supplements, ear, eye, and nose drops, inhalants, aspirin, cough drops and antacids.

All medication will be kept locked in the office.

INSURANCE:

If your child is not covered by a family insurance plan we would like to encourage you to purchase insurance that will cover your child during the school day. School insurance is offered every year. If you have other coverage, this insurance may not be necessary. This is a contract between you and the insurance company, not the school district.

LIBRARY:

The library is a place for your pleasure and use. Most books circulate for a period of one week. A few books



are limited to use in the library or overnight only. Students must pay for any damages or lost library materials.

General Rules

- Follow adult directions
- Walk in quietly
- Push in your chair when done
- Stand in line quietly with hands to self, use manners (please, thank you, excuse me)
- Use quiet voices
- Return books on time and in good condition
- Return to class promptly

Fines and Charges

1. Books will be checked out for one week at a time. They will then be overdue or need to be renewed. Fines will not be charged for overdue books, but new books will not be checked out to students who have overdue or lost book.
2. Damaged books---a charge adequate to cover the cost of repair or replacement will be charged.
3. Lost books---the charge will be the cost of replacing the book.

Care of Materials in the library

1. Please do not turn down page corners.
2. Please do not destroy materials in any manner.
3. Materials used in the library need to be returned to the correct place.
4. No materials will be taken from the library without first being checked out at the desk.

Damage/Loss of Property

Students will be expected to pay for all damages or loss of textbooks, library books, desks, room equipment, etc. Fines must be paid prior to the end of the school year. Textbooks and library books will be charged out at current replacement costs. Opportunity shall be provided to work out fees, breakages, fines, etc., for students who have financial difficulties.

LOST & FOUND:

Clothes normally removed (jackets, sweaters, gloves) should be clearly marked with the student's name. Any articles left at the school or on district grounds are put in the Lost and Found. The Lost and Found is located in the gym. Each year, over a thousand dollars' worth of clothes are not claimed, some very beautiful coats, sweaters, and shirts. Clothes are given to special agencies after school is out if they are not claimed. Please feel free to check the Lost and Found when you are on campus to recover any items that belong to your student. Loss or suspected theft of personal or district property should be reported to the school office.

PARENT TEACHER ORGANIZATION (PTO):

The Fort Vannoy Parent-Teacher Organization (PTO) needs your support and participation. PTO supports the school in a wide variety of ways. From fundraising for equipment, to volunteering when we need the extra help, the PTO makes Fort Vannoy Elementary a better school. Members are not expected to participate in all activities, but we would like to encourage you to get involved in some. Some of the activities PTO sponsors are: Fundraisers, Book Fairs, Family Carnival Night, Room Parents, and Staff Appreciation. If you have some time and would like to become involved, let the office know, and they will pass your name on to one of the officers who will contact you. If you have any questions, please email the officers or look for information in the monthly



newsletter or on the Fort Vannoy web site.

PLAYGROUND

At Fort Vannoy Elementary, we use a very successful program to encourage appropriate behavior on the playground. Students are taught the playground rules and rules of the school. When students are engaged in inappropriate behavior they are placed in a time out area and have a discussion with the playground supervisor about the rule or safety issues they broke. We also use a school-wide conflict resolution program. Kelso's choice teaches the students other ways to handle disagreements rather than hurting someone else. Fighting, profanity, and harassment of others are dealt with seriously. We appreciate you supporting this policy at home. **Our playground rules are designed to provide a safe, active, and fun environment for your child.**

Playground/Gym Areas:

- Be Safe, Be Respectful, Be Responsible.
- Keep your hands, feet and other body parts and objects to yourself.
- Keep personal toys, games, electronic devices, gum and candy at home. There will be no staff support for lost or damaged personal toys, games or any other electronic device. DO NOT bring any such items to school.
- Stay within playground boundaries or in the gym, and always within sight of the playground supervisor or teacher.
- Ask the supervisor for a pass before leaving the playground or gym.
- Report problems you cannot solve to the adult supervising.

Choices on the Playground or in Gym Areas:

1. Obey the rules.
2. Follow directions.
3. Use Kelso's Choice when having a conflict with other students:
 - Go to another game.
 - Ignore it.
 - Share and take turns.
 - Tell them to stop.
 - Talk it out.
 - Make a deal (compromise).
 - Walk away.
 - Wait and COOL OFF
 - Ask for help from an adult.

PETS:

No pets are allowed at school without permission. Teachers may give special permission for pets to be brought to school for a display or demonstration. Under no circumstances is a potentially dangerous pet to be brought to school.

SCHOOL SUPPLIES:

A list of needed school supplies will be available in the office prior to the start of school. The school will provide all students with paper and pencils; parents will be responsible for supplying their child with all other supplies.

*You may also check the school website for a current supply list.

<http://www.threerivers.k12.or.us/fv>

SITE COUNCIL:

Fort Vannoy Elementary School has a local Site Council. The purpose of the Site Council is to help make decisions about staff development and school improvement issues. Fort Vannoy Site Council meets once a month. Each year we need parents willing to be elected and serve on committees. If you are interested, please contact the school office.

SPECIAL SERVICES:

Public Law 101.476, now known as I.D.E.A. (Individualized Disability Education Act) requires that school districts provide a free and appropriate education to all disabled children/young adults ages 0 to 21. Three Rivers School District requests the identification of any disabled children/young adults between the ages of 0 to 21, who are not enrolled or currently being served by the district schools. If you know of any disabled children/young adults between the ages of 0 to 21 who are not receiving educational services, please call the Special Education Department, Three Rivers School District – 541-862-3111.

SPEECH THERAPIST:

A speech therapist visits the school regularly each week. Students who are referred for services may work with the therapist on a set schedule.

THREE RIVERS SCHOOL DISTRICT BOARD MEETINGS:

School Board meetings are held at the Three Rivers School District Administration Building located on New Hope Road (across from Lincoln Savage Middle School). At times during the school year, meetings will be held at various area locations throughout the district. These meetings are held the third Tuesday of the month at 6:00 PM. There will also be a Board work session the first Tuesday of each month beginning at 5:00 PM. They are public meetings and you are always welcome to attend. Contact and email information for each of the board members can be found on the Three Rivers School District website.

VISITORS TO THE SCHOOL

To help protect students and school property and to prevent disruption, school officials must be informed if any persons who are not members of the staff or student body are inside the building or on the grounds during school times. Visitors at the school during a normal school day are expected to come first to the office to sign in and pick up a pass. Visitors are parents that would like to visit during lunches or to see their student. Visitors are not allowed to work with or be responsible for other students.

VOLUNTEERS:

All classroom volunteers must complete a Three Rivers School District Volunteer Application online **two weeks prior** to volunteering in a classroom or attending a field trip. When reporting to volunteer in a classroom, please sign the visitors log and complete the number of hours volunteered daily on your Volunteer Timesheet located in a folder at the front counter. For school safety, we ask that you wear a “Visitor” badge at all times while on campus.

WEBSITE:

The district web site is located at www.threerivers.k12.or.us. At our Fort Vannoy school site, you will find information such as the school calendar, staff directory, monthly newsletters, library information, event calendar

and other valuable news and information.