

Evergreen Elementary School

**2021-2022
School Year**

Student Handbook



*On the wings of learning,
our children will soar!*

EVERGREEN ELEMENTARY STUDENT HANDBOOK
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EVERGREEN ELEMENTARY SCHOOL STAFF
2020-2021

Principal: Jenny Jones

Title I Coordinator: TBD

Office Manager: Dawn Hall

Secretary: Tammie Middel

Office Clerk: Stephanie Holgate

Teachers:

Kindergarten: Suzie Garman
Meghin Pitts
Tawnya Campbell

First Grade: Tiffany Bonney
TBA
Tammi Snyder

Second Grade: Sally Clements
Britina Gilkey
Sara Kinstler

Third Grade: Sabrina Myers
Monte Nelson
Carrie Gragg

Fourth Grade: Kelly Bethke
Lori Odonnell
Christopher Green

Special Education: Alena Houghton
Speech: Cynthia Gutierrez-Olson
Life Skills: Aimee Keil
Behavior/Pathways: Monique Swenson

**EVERGREEN ELEMENTARY SCHOOL STAFF (CONT.)
2020-2021**

Educational Assistants

Mary Anderson (ERC)
 Darlene Arias (Life Skills)
 Raeannah Box (Life Skills)
 Sandra Box (EA)
 Karen Franklin(Life Skills)
 Trecka Grabarz(Life Skills)
 Sabrina Gonzales (EA)
 Christina Joseph (EA)
 Christina O'Brien (EA)
 Kiaya Pace (Life Skills)
 Christina Paul (Computer Tech)
 Astoria Sojourner (Life Skills)
 John Ranoco (ERC)
 Mary Realmuto (EA)
 Jill Riolo (EA)
 Brenda Searle (EA & Family Advocate)
 Trina Shaw (ERC)
 Annette Skidmore (Life Skills)
 Jane Strauss (Life Skills)
 John Sykowski(Life Skills)
 Peggy Vance (EA)
 Kathy Muskrat (Life Skills)
 Chad Free (ERC)
 Mike Yarbrough (EA)

Library Manager: Tana Parker

Family Advocate: Brenda Searle

Food Service: Jenny LaVassaur-Manager
 Amy Brock
 Paul LaVassaur
 Mary Pustay

Custodians: Ryan Bruner – Head Custodian
 Matthew Richardson
 Dawn Leal

THREE RIVERS MISSION AND VISION STATEMENT

Mission:

Three Rivers School District is an educational community committed to helping each child reach for the future through educational excellence.

Vision:

Three Rivers School District will provide a rigorous, innovative educational experience based on proven research and utilizing diversified resources to assure that students attain their full potential as productive citizens.

EVERGREEN MISSION AND VISION STATEMENT

Mission:

Evergreen students will soar into the future on the wings of strong academic skills and positive self-esteem.

Vision:

The Evergreen School Community will create an environment for all children to acquire strong academic skills and positive self-esteem. We will model respect, responsibility, cooperation, caring, and integrity. We will use the most effective instructional techniques for instilling lifelong learning skills, and expand students' knowledge of our community and beyond.



Evergreen Elementary is a PBIS school!

This handbook is designed to help parents and students to know and understand the procedures and rules that help define Evergreen as a safe and happy learning environment. Please take the time to review the contents of this handbook carefully. Share the information with your child, then **save this handbook** to use as a reference for the remainder of this school year.

If you have questions that are not answered by this handbook, please do not hesitate to call the school office at 592-3136.

***** PARENTS *****

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.
- Bus passes, or passes issued for a change in a student's regular end of day plans will be issued ***only after the office receives a written note*** from their parent or guardian. *PLEASE NOTE: we require a note for your child's safety.
- **IN AN EMERGENCY**, passes will be issued upon request of the parent or guardian via telephone. ***The principal or office manager is the only person authorized to verify the identity of a caller and issue a pass.***
- Absolutely **NO CHANGES** to after school plans will be accepted after 1:00 p.m.
- Parents may request other adults to pick up their children if the school has on file written authorization and/or the name and address is 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.
- In order to accommodate the bus schedule, and for the safety of our students. We ask that parents/guardians **DO NOT pull to the front of the school from 7:00 a.m. to 7:30 a.m. and again from 2:00 - 2:45p.m. every afternoon.** Parents/guardians should pull through the side gate and follow the drive around to the side of the school where your student will be waiting for you.

ATTENDANCE

- Oregon law requires you 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 you are ill, if a family member is ill, or you have a family emergency. If you are absent, the parent needs to call the school the day you are absent, you need to bring a note the day you return to school to have your absence excused.

Attendance: Regular attendance is critical to the success and growth of our students. Perfect attendance on any given day means that a student arrives at school on time and does not leave until school is over that day. Leaving early is given the same consideration as a tardy. Please note that we do not punish students who have poor attendance.

Please follow these guidelines when requesting work for a student who is absent:

- Do not request assignments if absence is less than three days.
- Teachers need 24-hour notice. Assignments will be in the front office at 2:10, the day after it is requested.
- Please pick up assignments that have been requested.
- Make up work after an absence is a shared teacher/student/parent responsibility.

JOSEPHINE COUNTY ATTENDANCE INITIATIVE

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.

The Oregon Department of Education has established 92% attendance as the **MINIMUM** acceptable level. With a regular school year of 176 days, this means a student may not miss more than 14 days and still meet the MINIMUM standard. ODE has further defined strong attendance as 94% - 95.9% (missing 8 -11 days) and exceptional attendance as 96% or higher (missing 7 days or less). It is hoped that most students will miss less than 7 days during the school year.

Oregon law requires regular school attendance and includes provisions for holding parents/guardians accountable for their students maintaining regular attendance (ORS 339.010, ORS 339.020, ORS 163.577, ORS 339.925). Regular attendance is defined as having less than 4 unexcused absences during any four-week period. A violation under ORS 163.577 is considered a Class A violation and carries a maximum fine of \$720. A violation under ORS 339.925 is a Class C violation and carries a maximum fine of \$180. In addition, ORS 339.257 allows a school district to request the suspension of driving privileges for any student who has 10 or more consecutive days of unexcused absences or 15 or more school days of total unexcused absences during a single semester.

The overall goal of the attendance initiative is to support parents and students to improve attendance. When a student demonstrates irregular attendance, the school will contact the parent to offer assistance to address any problems that are preventing regular attendance. This contact will come in the form of telephone calls and/or letters. If attendance does not improve, a referral will be made to the District Attendance Officer; a deputy under contract from the Josephine County Sheriff's Office and paid for through a Community Justice grant. The District Attendance Officer will make a home visit to review the causes for the irregular attendance and to develop an agreement to improve attendance. A referral may also be made to the Youth Attendance Network, a team of community representatives who will provide assistance as warranted. If all efforts fail to improve attendance, a citation will be issued.

ORS 339.065 states a school absence may be excused if the absence is caused by student illness, by the illness of a family member or by an emergency. If your student needs to be absent due to one of these reasons, please either call the school the day of the absence or send a note with your student when he/she returns. The absence will not be excused unless a phone call or note is received. It is recognized that special events (out of town weddings, graduations, etc.) occur. Provided your student has maintained good attendance, the principal can excuse absences due to special circumstances.

If your child has a chronic health condition that necessitates missing an excessive amount of school, it is essential that you communicate closely with the school. If your student will miss 10 or more consecutive days due to illness, a home tutor can be assigned if a doctor's prescription is provided. If your student misses an excessive amount of school due to illness, it may be necessary to provide a doctor's note in order for absences to continue to be excused.

At the high school level, students who miss 1 –3 periods within a day will be considered to be absent for a half day. Students who miss 4 or more periods within a day will be considered to have missed a full day.

For an absence to be excused due to illness or a family emergency, please call the school the day your child is absent. If a phone call is not possible, please send a note the day your child returns to school. If the school does not receive a phone call the day your child is absent or a note the day your child returns, the absence will be considered unexcused.

We take great pride in providing a top quality education for your students. We appreciate your assistance in ensuring your student maintains regular attendance. If you have any questions, please contact your building principal.

BEHAVIOR GUIDELINES/ DISCIPLINE/ PBIS

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. An assembly to honor various student achievements will be held monthly.

SCHOOL RULES

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

BE KIND

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)
- ⇒ Insubordination (example: defying an adult)

***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).

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.) may 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.

8. ***Personal toys and any items requiring a battery i.e.: cd players, game boys, radios, cell phones and sports equipment are not allowed at school.*** This can cause hard feelings and disruption due to sharing, theft and damage to personal property. No Pokemon or other trading card games are allowed. If a student is caught with any of these items, they will be held in the office and released only to the parent/guardian. The school is not responsible for damage or loss to personal property.

Racial slurs and/or disrespect for one's race, nationality, or religion will not be tolerated. Evergreen Elementary expects children to treat other children, staff and guests with respect. Solving problems by hurting someone else will not be tolerated. Children who choose to resolve conflicts by hitting, kicking, or other physical means may be placed in the in-school suspension room. Repeated instances will result in out-of-school suspension. Please talk to your children about how to solve problems without hurting someone else.

Bullying and harassment is a serious issue in schools and is absolutely not tolerated at Evergreen Elementary School. Bullying through the use of social media, texting and email is commonly referred to as cyber-bullying. While the Evergreen School staff does not discipline actions that take place out of school, we must intervene if off-campus, online 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.

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 circumstances 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.

Firearms are 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.

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 up to \$ 100 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 of not less than \$100 and not exceeding \$600 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, \$300,000 fine or both as provided by ORS 475.999.

In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such a request to the Department of Transportation.

A student may appeal district decisions regarding driving privileges under established due process procedures for suspensions and expulsions.

DISCIPLINE

At Evergreen Elementary School, we are 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 time-out (detention) during recess and lunch, and in-school suspension. Children placed in (in-school) suspension or detention will receive a lunch from the cafeteria.

Students may be suspended from school for fighting, defiance of authority, behavior contract violations, chronic rule violations, profanity, inappropriate sexual touching, or talk, vandalism, drugs, and bringing a dangerous object or weapon to school. **PLEASE BE SURE THAT YOUR CHILD DOES NOT BRING A POCKET KNIFE TO SCHOOL!** Parents are notified if one of these situations occurs with your child.

Ultimately, the responsibility for appropriate behavior in the educational setting lies with the parents of the student. If a student cannot seem to adhere to school rules and continues to disrupt the learning of others or creates an unsafe environment, parents may be required to sit with the student in class or supervise the student during recesses and noon hours. A parent/guardian may be required to remove the student from school. If the student is suspended, he/she may not re-enter school without a parent or parent designee contacting the school to assist in planning for improved behavior. **If a student has been suspended, they may not participate in any school activity or any activity that occurs on school property until the suspension is completed.** Please refer to the district's "***Student Rights and Responsibilities***" handbook for more detailed information. These handbooks are available online.

GANGS

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement.

No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's gang policy will be subject to discipline in accordance with the district's *Student Code of Conduct*.

SEARCH AND SEIZURE

Your student's desk is school property. This means that school officials may search the desk without permission when they think it is necessary. The school has the right to search desks for illegal items on a random basis. If there is a reasonable suspicion of illegal activity, everything stored in the desk is subject to search, including backpacks and purses.

STUDENT RIGHTS AND 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;
1. 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 the responsibility to know the consequences of misbehavior.

ENROLLMENT/SCHEDULES

ADMISSION

New Kindergarten students must be 5 years old on or before September 1st of the school year in which they are enrolling. Children with birthdays from September 2nd - November 15th may qualify for early entry if testing and observations rank the child at 90th percentile or above in skill levels. Applications for Early Entry must be filed by June 1st so that assessments can be given to the child by a qualified district tester before June 30th. Early Entry applications can be obtained by calling the district office. All Kindergarten students must have a birth certificate and up-to-date immunization records prior to the start of school. No exceptions will be made. Kindergarten students will attend all day Monday-Thursday.

CUSTODY AND RESTRAINING ORDER ISSUES

Unfortunately, custody issues exist for some of our students. If you have custody issues (restraining orders, sole physical custody, guardianships, etc.) 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.

ENROLLMENT ONLINE

Online enrollment begins June 1st, 2020, go to [Three Rivers School District](#) to fill out your registration. **As your address, phone number, or emergency contacts change during the year, please notify the office immediately.** Should an emergency occur it is essential that we are able to contact you.

DAILY SCHEDULE

Our day begins at 7:15am, Monday through Thursday and ends at 2:25 pm. Students should not arrive at school before 7:00 a.m. Monday – Thursday, as there is no supervision prior to that time. Our day here at Evergreen ends at 2:25 p.m., Monday through Thursday. Please refer to the enclosed copy of the daily schedule for lunch and recess times.

HOURS

Office Hours: 7:00 a.m. - 3:30 p.m. *Monday - Thursday*
 School Hours: 7:15 a.m. - 2:25 p.m. *Monday – Thursday*

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

RELIGIOUS TRAINING AND RELEASE TIME

Currently Good News is offered on Thursday's from 1:15-2:15 pm. There is a form for parents to complete to register their child for Good News. Students attending Good News will be transported off campus by adults running the Good News program. Evergreen Elementary does not have any affiliation with the Good News program or the transportation used for the program. Information will be available after school begins. Parents must notify the school in writing if they wish their child to discontinue going to Good News.

WITHDRAWAL FROM SCHOOL

In the event your child must transfer or withdraw from Evergreen, please notify the office immediately. Lost or damaged textbooks, library fines, etc. must be paid before the student is given an official release.

YEARLY CALENDAR

A copy of the yearly calendar for Three Rivers Elementary schools will be given to your student the first week of school. We recommend that you pull out the calendar and keep it posted in your home. The calendar gives the days that school will not be in session due to conferences, vacations, and in-service days. This calendar is also available on our website.

EMERGENCY INFORMATION

DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS

Instruction on fire, earthquake and lockdown drills for students shall be conducted each school month.

- ❖ At least one fire drill will be conducted each month for students in grades K-12.
- ❖ 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.

School Closing

It may be necessary because of severe weather or other emergencies 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 passed. 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. If a loss of power occurs, you will not be able to contact the school by telephone.

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. The radio will give all the information you will need. Two things that you will need to be aware of:

1. School could be closed for the entire day.
2. 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.

MEDICAL INFORMATION:

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is 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. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated, and a head check has been done by a district employee. These diseases include chicken pox*, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections* and tuberculosis. Parents with questions should contact the school office.

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. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request.

INFECTION CONTROL/HIV, HBV AND AIDS

Although HIV, AIDS and HBV* are serious illnesses, the risk of contracting the disease in school is extremely low and generally limited to situations where non-intact skin or mouth, eye or other mucous membranes would be exposed to blood or any body fluids contaminated with blood from an infected person.

Since any such risk is serious, however, the district requires that staff and students approach infection control using standard precautions. That is, each student and staff member is to assume all direct contact with human blood and body fluids is regarded as known to be infectious for HIV, AIDS, HBV and/or other infectious diseases.

HIV, HBV, AIDS - Students

As a general rule, a student six years of age or older infected with HIV or HBV, and who does not present special risks to others in an educational setting is entitled to remain in a regular classroom setting and eligible for all rights, privileges and services as provided by law and Board policy. The district recognizes that a student (parent) has no obligation to report an HIV or HBV condition diagnosis to the district.

Special risk student means those students infected with HBV or HIV whose health care provider has reasonable grounds to believe present special risk to other students or adults in an educational setting. Such special risks include, but are not limited to, a student's ongoing history of biting others.

If the district is informed, the district is also prohibited by law from releasing information unless the infected person or parent gives permission for such release.

If a student (parent) wishes to divulge such information and continues attending school, the district will meet with the infected individual or representative to develop appropriate procedures.

Parents of an HIV student five years of age or younger, or any other HIV student deemed special risk by the student's health care provider as well as parents of any student with AIDS, are required to notify the superintendent of the student's infection in order for the student to be granted permission to continue to attend school. Failure to do so will result in an order by the Oregon Health Division or local health department excluding the student from school or the parent may voluntarily withdraw the student from school. In either case, students and parents will be notified of alternative education programs.

Individuals with questions regarding these requirements of law or district procedures should contact the school nurse.

*HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS - Acquired Immune Deficiency Syndrome

IV HEALTH CENTER FORM

Evergreen and Siskiyou Community Health Center have created a school based health center on campus to assist students with their health related needs. Evergreen is fortunate to have Carolyn Litak, a Physician Assistant, Marshall Hamilton, a mental health/registered nurse, and Janet Steward, a registered nurse on campus staffing the SBHC. In order to take advantage of counseling or health services, a special form allowing consent for treatment, as well as the brief medical history for the Siskiyou Community Health Center, must be completed and returned to our office or done online.

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 of Dispense Medications*" form available in the school office.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A

prescription label meets the requirement for written instructions from the physician, if the information above is included.

Written instructions from the parent which include the information above are required for all requests to administer non prescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Students ARE NOT permitted to transport medications. The medication will be counted and logged in by the office staff. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

SPECIAL EDUCATION SERVICES

Public Law 105.17 known as I.D.E.A. (Individualized Disability Education Act) requires school districts provide a free and appropriate education to all disabled children and young adults ages 0 to 21.

Three Rivers School District requests the identification of any children/young adults between the ages of 0 and 21, who are enrolled or currently being served by the district schools. If you know of any disabled children/young adults between the ages of 0 and 21 who are not receiving educational services, please call the Special Education Department of the Three Rivers School District. The phone number is 541-862-3111.

SPECIAL PROGRAMS

The district provides special programs for bilingual students and for those with disabilities, which affect a student's success at school. A student or parent with questions about these programs should contact the school.

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. If you feel your child needs help in the area of speech development, please contact the child's teacher to see about obtaining an evaluation from the therapist.

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the principal.

Education Standards Complaints

Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures.

After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

STUDENT EDUCATION RECORDS

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.

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

Education records are maintained in a minimum one-hour fire-safe place in the district office. 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. Social security number;
12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Social Security Number

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.

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.

Student report cards, records or diplomas may be withheld for nonpayment of fines or fees.

Records requested by another school district to determine the student's progress may not be withheld.

Requests for Education 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.

Access/Release of Education Records

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, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Provision For Hearing to Challenge Content of Education Records

Parents of a minor, or eligible student (if 18 or older), 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 contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parent or guardian's, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/She shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

STUDENT/PARENT COMPLAINTS

District Personnel Complaints

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within five calendar days. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within 15 calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All Reconsideration Request Forms must be signed by the complainant and filed with the superintendent.

A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision.

The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints

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.

Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in district business is strictly prohibited in the district. District includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;

2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
4. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students or staff.

Building principals, the compliance officer and the superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated. The investigator shall be a neutral party having had no involvement in the complaint presented.

Step I Any sexual harassment information (complaints, rumors, etc.) shall be presented to the building principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

Step II The district official receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The district official(s) conducting the investigation shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter, the date and details of notification to the complainant, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step III If a complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step IV If a complainant is not satisfied with the decision at Step III, he/she may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Step V If the complaint is not satisfactorily settled at the Board level, the employee may appeal to the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon

Bureau of Labor and Industries; the student may appeal to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Additional information regarding filing of a complaint may be obtained through the building principal, compliance officer or superintendent.

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

Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

Student Progress Information

CONFERENCES

Elementary schools in the Three Rivers School District have moved to a semester grading period system. Parents and teachers are strongly encouraged to establish a positive relationship early in the year. There will be two grading periods this school year. The purpose of parent teacher conferences is to improve Parent/Teacher/Student communication as well as to assure that your child is making desirable progress in their educational endeavors. Educating your child is more successful when parents and teachers work together as a team.

GRADING

You will receive a copy of the progress report at the first parent conference. Your child's teacher will explain the progress report to you at this time. You will receive a second progress report in the middle of the year and a report card at the end of the year. If you have any questions, please do not hesitate to contact the office for assistance.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process.

We would very much appreciate your assistance in making our homework policy a benefit to your child. We would suggest that you set up a designated time each day that your child sits down and does his or her homework. The time can be immediately after school, right before or after dinner, or any other time that works well for your child and family. The key is that the time needs to be consistent each day so that your child develops a routine. If your child does not have any homework on a particular day, the designated time should be spent reading a book. It is essential that the designated time be used each and every day for either homework or reading.

We have set the following guidelines for homework:

Kindergarten:	Approximately 15 minutes per week
1 st through 3 rd grade:	Approximately 45 minutes per week
4 th grade:	Approximately 75 minutes per week

REPORTS TO STUDENTS AND PARENTS

Written reports of student grades, progress reports and absences shall be issued to parents at least three times a year (2 progress reports and a final report card). Grades and progress reports will be based on many factors including assignments, both oral and written; class participation; special assignments; research activities and other identified criteria.

Progress reports will be issued mid-semester to notify parents if students are receiving below average progress. We encourage parents to schedule a conference with the teacher of that class or subject.

STUDY SKILLS

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

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

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students in grades K-12, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students 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.

Appeals

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

Informal Process

1. The parent(s) will contact the district talented and gifted coordinator to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
3. If an agreement cannot be reached, the parent(s) may initiate the Formal Process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the program supervisor;
2. The program supervisor shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG coordinator/teacher;
3. The program supervisor, TAG coordinator/teacher and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;

5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information.

A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

TRANSPORTATION OF STUDENTS

Students riding the bus to school must return home on the same bus unless they present **a note** requesting a change. Bus drivers and Evergreen staff cannot let you take a student off the bus without a written pass from the office. When requesting a change, please write the complete address and number of the bus stop where you wish your child to get off. Parents who wish to drop off or pick up their child before or after school are required to meet them at the drop off/pick up location behind the school.

Student Behavior and Discipline on District Transportation

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.

Transportation Rules

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. No balloons (mylar, birthdays, etc.) are allowed on the bus, as they are a potential distraction to the driver.
4. Students will use the emergency door only in case of emergency;
5. Students will be on time for the bus, both morning and evening;
6. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
7. Students will not bring animals, except approved assistance guide animals on the bus;
8. Students will remain seated while bus is in motion;
9. Students may be assigned seats by the bus driver;
10. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
11. Students will not extend their hands, arms or heads through bus windows;
12. Students will have written permission to leave the bus other than for home or school;
13. Students will converse in normal tones; loud or vulgar language is prohibited;
14. Students will not open or close windows without permission of the driver,
15. Students will keep the bus clean and must refrain from damaging it;
16. Students will be courteous to the driver, fellow students and passers-by;
17. 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.

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.

Disciplinary Procedures for Violations of Transportation Rules

The following procedures shall be followed when a discipline concern arises on a vehicle serving a regular route or an extracurricular activity:

First Citation - Warning: Student hearing, warning, and parent signature on citation.

Second Citation: Student hearing, student placed in assigned seat, parent signature on citation.

Third Citation of the year: Student hearing, parent notification followed by 3 days off of the bus.

Fourth Citation of the year: Student hearing, parent notification followed by 5 days off of the bus.

Fifth Citation of the year: Student hearing, parent notification followed by 10 days off the bus.

Sixth Citation of the year: Student hearing, parent notification followed by bus riding privileges suspended for the semester or at least 30 days. Upon return to the bus, an individual contract will be written.

Note: The standard procedure outlined above is only intended to be a guide. 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.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Education Program (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504 and in accordance with Board adopted policies and procedures governing the discipline of disabled students.

MISCELLANEOUS SCHOOL INFORMATION:

BICYCLE SAFETY

It is state law that all people 14 years old and under are to wear a bike helmet while riding a bicycle. If your child rides his/her bike to school, they must bring a lock to secure their bike. Please remind your child to walk their bike when on the sidewalk. No scooters, skateboards, roller blades, etc. are to be brought to school. The school is not responsible for loss or damage.

Bicycle helmets required! If you ride a bike to school you must have a bike helmet on to ride your bike onto campus. It is also recommended that you bring a bike lock.

COMPUTER LAB

Evergreen students will continue to gain knowledge in the area of technology in our computer labs. The labs have the latest in PC hardware and software, enabling students to come to the lab once or twice a week to receive whole group instruction in reading, writing, math, and research. Evergreen has access to the Internet. There may be occasions where teachers use information from the Internet in their lessons, as well as opportunities for students, particularly those in grades 3-4, to utilize the Internet for research.

While all students will be under the direct supervision of the lab tech, classroom teacher and/or classroom assistant, parents and students MUST have read the *Three Rivers School District Internet Use Agreement* provided in the online enrollment, and students receive parent permission prior to using the Internet for classroom projects. Signing the indicated portion online provides parent permission. Students who don't have parental permission to use the Internet will be given another alternative for completing the project.

DRESS AND GROOMING

Three Rivers School District reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste. Dress and grooming should be clean and in keeping with health, sanitary, and safety practices. Shoes and shirts are required. Examples of unacceptable clothing are bathing suits, halters, midriffs, **tank tops(shoulder straps for any tank top should be 2-3" in width)**, short shirts (stomach exposed), loose jeans (undies exposed) and other revealing clothing. Shorts and skirts (dresses) must be longer than fingertips when arms are straight down at a student's side. Elementary students may not bring or wear makeup to school, as it is very distracting. Students wearing clothing with profanity, inappropriate pictures, or advertisement of drugs, tobacco, or alcohol will be asked to call for a change of clothes. If no one can be reached, the student will be asked to turn their clothing inside out. Hats are allowed during recess time and outside of the building only. In classrooms, offices, libraries, etc, students are asked to not wear hats. Students should also dress appropriately for cold weather. We take no responsibility for injuries to students wearing dangling earrings because of the danger of them being pulled or caught on something. Earrings that could be considered dangerous and may cause injury to the wearer or other students will be removed by the wearer at the request of a staff member. High-heeled shoes or open heeled shoes such as thongs/flip-flops are NOT ALLOWED because students can be easily injured on the playground.

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. "Heelys" or shoes with a wheel in the sole are not permitted at school.

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. 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 a field trip to attend.

Parents need to sign the electronic permission form during enrollment in order for their child to participate in field trips. Students without permission 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/ SNACKS

Soda, candy and junk food! We provide free breakfast, lunch and dinner to all students. Please do not send soda, candy and junk food! We do not allow students to substitute candy, soda or energy drinks for breakfast or lunch. TOP RAMEN (Ramen Noodles) should be eaten at home! They are not allowed at Evergreen or the Boys & Girls Club as a snack.

FUNDRAISING

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. Requests for permission must be made to the principal at least 10 days before the event.

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities, programs, incentives, field trips and miscellaneous programs..

INSURANCE

At the beginning of the school year, the district will make available to students and parents a low cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

LIBRARY INFORMATION

- The library is to be used for studying, research and reading. Anyone violating the library

rules may be refused library privileges. All materials in the school media center are centrally catalogued by author, title and subject.

- The library hours are the same as school hours.
- The library is not a place to play before school, at noon or after school. Students must go to the office before school starts and show the office their pass and then proceed to the library from the office.

Care of Library Materials

- Pupils shall have clean hands before coming to the library.
- Please do not turn down page corners.
- Please do not destroy materials in any manner.
- Materials used in the library need to be returned to the correct place.
- No materials may be taken from the library without first being checked out at the desk.

Library fines and charges

Library books are purchased by the School District, Title 1 or by purchases through the Student Body Fund, and gifts. Students are responsible for all books taken home. Fines will not be charged on overdue books, but the books will not be checked out to students who have an overdue book. If a book is damaged while checked out to a student, a charge adequate to cover the cost of repair or replacement will be charged. In the case of a lost book, the charge will be the cost of replacing the book. **Field Trip privileges may be withheld during the last quarter until fees for lost books have been paid.**

LOST AND FOUND

Clothes normally removed (jackets, sweaters, hats and gloves) should be clearly marked with the student's name. Any articles found in the school or on district grounds are put in the lost and found. The lost and found rack is located in the gym. Smaller items are kept in the office. 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 item(s) that belongs to your student.

Loss or suspected theft of personal or district property should be reported to the school office.

LUNCH/BREAKFAST PROGRAM

The district participates in the National School Lunch and School Breakfast programs. Evergreen participates in a special program, CEP that currently provides free meals to all Evergreen students. If a student brings their lunch from home and needs milk, it will need to be purchased at a cost of .50c. Breakfast and lunch is available for all visitors, prices are available from the cafeteria or office.

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 [Three Rivers School District](#) under the Departments Tab on the Homeless Youth page.

MEDIA ACCESS TO STUDENTS

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.

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.

NEWSLETTERS

A school newsletter is printed once a month. It is usually sent home with your child and contains a variety of school news and important announcements. We encourage you to read this to keep abreast of the happenings at Evergreen. It is also posted on our webpage.

PARENTAL INVOLVEMENT

Education succeeds best when there is a strong partnership between home and school. Partnerships grow through communication, the district asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed about school activities and issues. The monthly newsletter and PTO meetings provide opportunities for learning more about school/district activities;
3. Become a volunteer. For further information contact the office for forms to complete prior to volunteering in the classroom.
4. Participate in school parent organizations. The activities are varied, ranging from PTO fundraising activities to the building's Site Council, with its emphasis on instructional improvement.

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.

PHONES

The office phones are busy phones and should be used by students for emergencies only. We discourage students from making personal arrangements, such as having parents bring library books, homework or changing departure plans to go home with friends, by phone. Part of teaching children responsibility is helping them to be accountable for their own homework and materials, as well as instructing them to plan ahead if they want to make arrangements with friends.

Cell phones are not allowed at school. If you want your child to carry a cell phone before or after school, it must be checked in at the office when they arrive at school. If a student is found to have a cell phone, it will be confiscated and a parent may be required to pick it up in the office.

PLAYGROUND POLICIES

At Evergreen Elementary School 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. **Our playground rules are designed to provide a safe, active and fun environment for your child.**

We utilize our PBIS school-wide expectations; be safe, be responsible, be respectful and be kind to support students on the playground. A comprehensive set of expectations, specific to the playground equipment and playground activities, have been developed and are published in an independent manual. The playground rules are covered by classroom teachers as well as building administration. A copy of our playground rules are available online..

Please keep toys at home. Electronics, CD players, MP3 players, Tech Decks and other toys are not allowed at school. Fidget spinners are not allowed at school unless part of an individual student plan authorized by the principal. They disrupt the educational process and can be 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. These transactions need to take place outside of 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/ev>

SITE COUNCIL

As mandated by law, Evergreen 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. Evergreen Site Council meets once a month at 2:30 p.m. in the library. The specific day will be agreed upon by the members at the first meeting. Each year we need parents willing to be elected and serve on the committee. If you are interested, please contact the school office.

SUBSTITUTE TEACHERS

Due to classroom teachers becoming ill, going to workshops, or having family emergencies, each student will at some point be taught by a substitute teacher. Students are expected to behave with the same respect and courtesy expected by all staff. In the event a student chooses to behave inappropriately office administration will assign an appropriate consequence.

Toys

Fidget spinners are not allowed at school unless part of an individual student plan authorized by the principal.

VISITORS:

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.

Teachers have asked that we keep early check outs minimal as it disrupts the classroom and takes away from student learning time.

Parents and visitors must have a Visitor's pass while on the school grounds (including the playground). Please understand this is for the safety of our students. If you do not have a pass, our staff and/or playground supervisors will request that you obtain a pass from the office. Thank you for your cooperation!

Our school enrollment is at capacity and classrooms are full. Therefore, we do not allow student visitors to our school during instructional time. Student visitors are allowed during lunchtime, as long as prior arrangements have been approved through the office.

VOLUNTEERS

Parent or community volunteers are welcome to assist individual teachers or the school in general with specific tasks. The amount of volunteer time desired by individual teachers may vary. If you are interested in volunteering to help with a specific task, please fill out the application online. Once you have been approved your application is good for two years. If a parent is volunteering in a classroom we ask that you not bring younger/older siblings.

All classroom volunteers must complete a Three Rivers School District Volunteer Application two weeks prior to volunteering in a classroom. The Online form is available on the Evergreen Elementary website or the district website. When reporting to volunteer in a classroom please sign in on the volunteer computer at the front desk, and remember to sign out when leaving, office staff will provide you with a visitors tag.

WEBSITE

The district web site is located at: www.threerivers.k12.or.us. At our Evergreen school site you will find things such as: the school calendar, staff directory, frequently asked questions (FAQ's), monthly newsletters, and other valuable news and information.

USDA NONDISCRIMINATION STATEMENT- Child Nutrition Programs

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, audiotope, 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 ComplaintForm](#), (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.

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[Russian Version](#)

[Vietnamese Version](#)

Evergreen Elementary School Title 1 Parent Involvement Policy

Involvement of Parents in Evergreen's Title 1 Program

Annually Evergreen Elementary School will make available the following opportunities for parent involvement to the families we serve:

1- During our annual fall Open House event we will host a Federal Programs talk to disseminate current Title 1 information. Information is available regarding funding, how resources are spent, what academic areas we target, and staff support.

2- We strive to offer flexibility to our families by having meetings at varying times, put all information about meetings on our website, on our reader board and in school and class newsletters.

3- We host several opportunities to bring families on campus. Our family nights are an opportunity for students and families to celebrate our academic offerings and achievements. At these events we provide detailed information to parents about our Title 1 program and in what ways it benefits all Evergreen students.

4-We provide information regarding Title I services during our parent-teacher conferences 2 times per year. During these conferences we share information about reading and math groups, assessment, growth and next steps.

5-We provide an explanation of the Title I curriculum in our Open House, during conferences and in our class newsletters describing the content that is being taught.

6-Our teachers make themselves available after school, before school and via email to all of our parents. We have a student study team that meets every two weeks to discuss any student concerns and parents are invited to call a meeting if they have any concerns regarding their student. We have well attended parent-teacher conferences where parents have given opportunity to talk about concerns.

7-We will conduct a special Title 1 review and School Improvement Plan review meeting each spring. This meeting will take place in conjunction with our April site council meeting. General invitations to our parent community and staff will be issued prior to this meeting with general information outlining the intent of the meeting.

8-We will invite our parent community to the annual TRSD Federal Programs Review meeting at the District Office.