

Manzanita Elementary

Mountain Lions

310 San Francisco Street

Grants Pass, OR 97527

(541) 479-6433



Be Safe
Be Respectful

Be Responsible
Be Kind

Parent / Student Handbook

Dear Manzanita families,

I would like to take this opportunity to welcome you to a new school year at Manzanita. As principal, I cannot begin to describe how excited I am for a brand new year full of smiles and learning!

The Manzanita Elementary staff and I would like to encourage you to take the time to review the contents of this Parent/Student Handbook with your child. It is very important for everyone to understand expectations and processes as the school year begins. Our teachers will also be reviewing policies and procedures with their classes.

If you have any questions about the content or would like to make a suggestion, please contact me. Our goal is to have a safe and positive school that effectively communicates with parents and provides success for each child. Your input is always welcome for consideration.

On behalf of the Manzanita staff, I wish you and your child a wonderful school year.

Sincerely,

Renée Hults

Principal

Manzanita Elementary School

VISION: Manzanita Elementary is committed to empowering all students to reach their potential through collaboration and relentless dedication to life-long learning.

MISSION: Manzanita Elementary is an inspiring educational community that empowers students, to unlock the potential within them.

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ANNOUNCEMENTS and NEWSLETTERS

Daily announcements are given every morning along with the flag salute. Students are encouraged to stay informed with events and activities at school. Please listen attentively! A newsletter will be available every month and can also be accessed on our school website. Parents will also receive phone calls, emails, and text messages about upcoming events at Manzanita through our **INTOUCH** information system. **Please listen to entire messages.** Additionally, search for Manzanita Families to find us on Facebook.

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.

ARRIVAL TIME

Our school day begins at 7:20am and ends at 2:25pm. **There is no supervision before 7:00am.** Breakfast is served free for all students at 7:00am. Students must report to the gym and/or cafeteria upon arrival at school. In the case of inclement weather, please listen to all **INTOUCH** messages or rely on your radio, television, or our website for information regarding a delayed start or school closure. If a delayed start is announced, school will start two hours later than normal and end at the regular scheduled time.

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, doctor appointment, or there is a family emergency.
- 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 13 days in a school year. If you have more than 10 absences in a school year due to illness, it may be necessary for your parent (s) to obtain a doctor's note before additional absences will be excused due to illness.
- 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. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.
- **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.

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. It should include your name, your teacher's name, the date(s) of absence, reason for absence, and a signature of your parent or guardian. 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. Please recognize for attendance reporting excused does not prevent or stop attendance letters. State law only recognizes your student as absent regardless of reason. (See page 12)

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 ask 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.

See page 12 for more information on TRSD Attendance procedures.

There is a quarterly attendance program in place that rewards perfect attendance!! A tardy, leaving in the middle of the day for an appointment, or early checkout counts against perfect attendance. Students who are ineligible for these attendance rewards will participate in a normal school day with regularly scheduled lessons, programs, and activities.

Quarterly Attendance Rewards (must attend Manzanita for over 1/2 of the quarter to be eligible)

Perfect Attendance = Treat during lunch, Certificate of Achievement, name in drawing, recognition/reward, team points, treat, etc.

Yearly Attendance Rewards (must attend Manzanita for over 1/2 of the school year to be eligible)

Perfect Attendance = Special reward, Certificate of Achievement, TBD based on number of students eligible.

BEHAVIOR GUIDELINES

Manzanita 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.

Students may require discipline at various times during the school year. Teachers, assistants, bus drivers, office staff and the principal may all be involved in disciplining a student who is having trouble following school rules at school or while on a school trip. It is our job to make sure students are safe and that the learning environment remains intact for all students during the school day. Students who disrupt the learning of others or who fail to follow the rules of the school, bus, or classroom may require discipline. Discipline can range from verbal warnings, loss of recess privileges, time-out in the office or Learning Center, loss of field trips, classroom activities, PBIS events or privileges, in-school suspension, out-of-school suspension, and expulsion from school. There are two levels of discipline, Behavior Trackers and Referrals. Behavior Trackers are for minor incidents that result in the loss of recess, lunch detention, or time out of the classroom. Referrals are for serious or repeated incidents that may result in suspension.

Students who receive an office referral or citation and have consequences will receive a copy of the paperwork. Paperwork will be sent home with the student for the parent's signature. All referrals and bus citations should be signed and returned to the school within one school day. Parents are urged to read all such paperwork and follow up with the teacher or principal if there are any further questions. 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. This includes phone or cyber bullying.

Manzanita Elementary expects children to treat other children, staff and guests with respect. Solving problems by hurting someone else is unacceptable. Children who choose to resolve conflicts by hitting, kicking, or other physical means may receive in-school suspension. Repeated instances will result in out-of-school suspension. Please talk to your children about how to solve problems without hurting someone else.

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. Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

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, vaping material, marijuana, 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 and/or
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 fire arm 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.

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

BIRTHDAYS AND SPECIAL OCCASSIONS

Everyone loves birthday celebrations! However, they can often create difficulties in the classroom. Since our classroom instructional time is precious to us, we ask you to observe the following: *Students may pass out birthday invitations before or after school. This will help avoid hurt feelings for those that are not invited. If you wish to bring treats for your child to share with the class, please make prior arrangements with your student's teacher. Gifts, treats, etc. Will not be delivered until the end of the day. Treats must be store bought. Balloons etc. are not allowed on the school busses. Due to allergies, please no latex balloons.*



BUS EXPECTATIONS

First Student Bus Company provides the transportation for the students of Three Rivers School District. Buses arrive at Manzanita School starting at 7:00 AM and depart the school at approximately 2:30 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.
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 devise on the bus will automatically lose bus riding privileges for five (5) days.

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 is 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 the office must be notified by 1:30 pm. If going to a friend's home after school, a note from the parents of BOTH children is required by 1:30 pm.

CELL PHONES, ELECTRONICS, TOYS

Cell phones and electronics may not be used during the day at Manzanita. If a child brings one to school it must remain in their back pack at all times and they do so at their own risk. The school is not responsible if they are lost or stolen. If at any time these electronics are taken out of their back pack during the school day, it will be confiscated by staff and turned into the Principal. The electronic item will NOT be given back to the student; a parent/guardian must come to school and pick it up. If a child continues to violate this policy they may receive more severe consequences. **Please leave toys at home.** Fidget spinners are not allowed at school unless part of an individual student plan authorized by the principal. Trading goods and/or selling them to other students is not permitted.

CUSTODY AGREEMENTS AND 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 non-custodial parents about school and their children:

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

Absolutely! 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?

Not unless we can absolutely confirm that you are the child's parent. 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 regarding the student, a legal parent would need to give written permission. However, only the legal parent or guardian may sign official school documents.

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. 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, halter, Spaghetti straps, bra straps showing, midriff, loose jeans (underwear exposed), and other revealing clothes. Shorts and skirts (dresses) must be longer than fingertips when arms are straight down at a student's side. Shoulder straps for any tank top should be 2-3" in width. Chains of any type attached to clothing is not permitted (safety hazard). Clothing with profanity, sayings, graphic or 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 be worn at the bus stop, but must be removed on the bus and may not be worn at school. 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 school office. Unclaimed articles will be disposed of at the end of the school year. Students who are not appropriately dressed for school may be asked by the school to change clothing or to contact their parents and change to appropriate clothing.

DRILLS - Fire, Earthquake, Lockdown 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 and one lockdown drill will be done once a trimester. 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.

DRINKS, SODA, CANDY, JUNK FOOD

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. Please do not send soda, candy and junk food! We don't allow students to substitute breakfast or lunch with these items. Students bringing energy drinks or soda on campus will be asked to throw them away if opened. Please help us keep our students healthy by

sending appropriate food with your child. On occasion, Manzanita provides treats for purchase after lunch. Students **ARE NOT** permitted to buy treats for other students.

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. Attending field trips is a privilege. A student may be excluded for behavior violations, referrals, repeated trackers or safety concerns. 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 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 the field trip to attend.

TRSD one-time online permission during the enrollment process is required for students to participate in field trips during the year. Teachers will notify parents of each field trip throughout the year as a courtesy and may require a signature to acknowledge receipt. Parents going on a field trip must complete a volunteer application and background check prior to attending the trip. Applications are online and can take 2-4 weeks to process.

If all required forms are not completed on time, students and volunteers may be excluded from field trips.

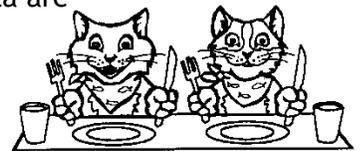
FLAG SALUTE

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

FOOD SERVICES

Our elementary schools participate in the National School Lunch and Breakfast programs called the Community Eligibility Provision (CEP). All students enrolled at Manzanita are eligible to receive a healthy breakfast and lunch at no charge to your household each day this year.

Breakfast will be served from 7:00AM to 7:15AM.



HOMEWORK

Homework is to be a natural outgrowth of schoolwork and a student's needs. Care will be taken that a student is not given an unreasonable amount of homework. The teacher is responsible to be sure that students understand any homework assignment. Generally, homework should not require teacher direction or "teaching", but rather a reinforcement of a skill taught in class. 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. The classroom teacher establishes due dates and expectations. Please contact the teacher with any questions.



HEALTH ROOM PROCEDURES and COMMUNICABLE DISEASES

If a child is sent to the office because he/she is not feeling well, the secretary will observe the child. (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, or has a fever of 100.4° or greater, 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.

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 contractible 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, whooping cough, rubella, scabies, staph infections, MRSA, Swine Flu, COVID-19 (SARS-CoV-2) and tuberculosis.

IMMUNIZATION

A student must be fully immunized against certain diseases or must claim an exemption. 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, Varicella (Chicken Pox), 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.

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. Please contact the office for insurance forms. 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.

JOSEPHINE COUNTY ATTENDANCE INITIATIVE

Improving student attendance is a major goal this school year for both Three Rivers School District and Grants Pass School District #7. A wide range of community agencies, including the Josephine County Sheriff's Office and Adult and Family Services, also support improving school attendance in Josephine County. When students are not in school they fall behind in learning and frequently become discouraged and frustrated. In addition, valuable teaching time is lost when teachers have to spend significant time re-teaching concepts and arranging for make-up work, impacting the instructional program for all students.

There have been many national studies conducted regarding students with a high rate of absenteeism. These studies affirm the following potential consequences of poor school attendance:

- Increased rate of not completing high school, leading to reduced employability
- Increased involvement in juvenile crime

Both our state and federal education agencies view strong attendance as an indicator of a successful school. The state has established as both a state and federal requirement that all schools must have attendance that is at or above 92% for the year. Schools that do not have attendance that is at or above 92% are rated low on the Oregon Report Card, and do not meet acceptable levels on the federal Adequate Yearly Progress reports. Failure to meet federal attendance guidelines results in a variety of sanctions against both the school and the district. (See school website for complete attendance initiative)

In order for a school to meet 92% attendance, students must not miss more than 13 days in a school year. This is actually a rather low standard, since missing 13 days in a school year will have a significant impact on a student's academic growth. However, we recognize that illness and emergencies occur, so it is essential that you contact the school each day your child is absent to verify the reason for the absence. If the parent

can't call the school the day of the absence, the student needs to bring a note the day they return to school to have your absence excused. State law indicates that excused absences may be granted for pupil sickness, sickness of another family member, or by an emergency. All family vacations will be counted as an UNEXCUSED absence. When one of these situations occurs, the school will work with you to supply make-up work for your child. In the case of an extended student illness (2 consecutive weeks or more) that prevents school attendance and is supported by a doctor's prescription, the district may supply a home tutor to assist your child.

To ensure that students have an acceptable level of attendance, schools will contact parents beginning in October regarding any students who appear to have an unacceptable rate of attendance. The schools will offer assistance if there are issues or problems that are preventing attendance. If the problem is beyond the scope of the school, community agencies may be able to assist. The ultimate goal is to assist families in eliminating the barriers that are preventing an acceptable level of student attendance.

Oregon law requires you to attend school regularly, which means less than four unexcused absences in a four-week period. Oregon has also defined acceptable attendance as not missing more than 13 days in a school year. If you have more than 10 absences in a school year due to illness, it may be necessary for your parent/guardian (s) to obtain a doctor's note before additional absences will be excused due to illness. Oregon statute gives school districts the authority to issue a citation of up to \$150 if students have excessive absences. In addition, law enforcement may cite parents for failure to supervise a child if the student does not attend school as required. There is also the provision for the district to request the suspension of driving privileges for students 15 years of age or older who have excessive unexcused absences. Clearly, Oregon law recognizes and supports the need for acceptable school attendance.

LIBRARY

The library is a place for your pleasure and use. Most books circulate for a period of one week. 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 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 books in any manner.

LOST and FOUND

Clothes normally removed (jackets, sweaters, hats, 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. 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.

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.

MEDICINE AT SCHOOL

Students who must take prescription and/or over-the-counter medication at school must provide the office with written authorization. For students to take prescription medication they must provide:

1. Physician's written instructions to include the name of the medication, dosage, time intervals, and method of administration
2. Medication in original container.
3. Container label clearly showing the students and doctor's name and instructions.

Administration 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 in the office.**



MORNING DROP-OFF and AFTERNOON PICK-UP

The student drop-off and pick-up area is in the circular driveway in front of the school. If you wish to get out of your car, you are welcome to use the visitor lot and stay within the appropriate parent areas. If a parent wants to stay in the car during drop off/pick up, the child must exit and enter the car **on the passenger side, at the curb.** All drivers entering 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 the high traffic times (before and after school), we very much appreciate you following this procedure so all children are kept safe. Parents should not park in the lower parking lot after school as it presents a safety hazard for cars and busses.

PARENT TEACHER ASSOCIATION (PTA)

The Manzanita Parent-Teacher Association (PTA) needs your support and participation. PTA supports the school in a wide variety of ways. From fundraising for equipment, to volunteering when we need the extra help, the PTA makes Manzanita 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 PTA sponsors are: Fund-raisers, Book Fairs, Family Carnival Night, Staff Appreciation and Music Program. If you have some time and would like to become involved, please fill out a PTA volunteer form. If you have any questions, please email the officers at ptamanzanita@gmail.com or look for information in the monthly newsletter or on the Manzanita web site.



PLAYGROUND

At Manzanita 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 aide 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. In non-emergent cases we ask that any issues are dealt with in the following way; pick 2 choices from Kelso's wall. If the conflict can't be resolved after choosing 2 of Kelso's choices, they should go to a playground aide. We appreciate you supporting this policy at home. **Our playground rules are designed to provide a safe, active, and fun environment for your child.**

Small Playground structure: No blocking/sitting on the top of the tunnel

Large Playground structure: No jumping to rings, walk inside the black border

Slide: One person on the slide and ladder at a time. Students must be seated when going down the slide.

Swings: Students must sit safely on the swings and must come to a complete stop before getting off. No jumping out of the swings.

Tag: For student's safety, we do not allow tag during recess times.

Basketball hoops: No grabbing or hanging on the rim or net, no rough play

Students will stay in designated areas during recess.

Playground Guidelines

- The immediate areas of all classrooms will be avoided so as not to disrupt classes in session.
- The ball walls should be used to bounce the ball against, rather than the **building** walls.
- Restrooms are to be used for intended purposes rather than hiding places or play areas
- **FOUL LANGUAGE OR SLANG WORDS ARE UNACCEPTABLE.**
- These words are not allowed at Manzanita (JERK, SUCKS, BUTT, SHUT-UP, IDIOT, RETARD, STUPID, DUMMY, FREAKIN', FRICKIN' or YOU'RE SCUM, LOSER, TRASH)
- Students are asked to walk in the breezeway for safety.
- All classes should line up quietly and in a straight line as soon as the bell rings.
- Students will walk quietly in a single file line to their classrooms.
- If a ball leaves the playground area - someone from the group needs to let a supervisor know. The supervisor will let one person go get the ball.
- Spitting is not allowed anywhere at Manzanita Elementary.

SEARCH and SEIZURE

Your student's desk is school property. This means that the principal 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.

SITE COUNCIL

Manzanita 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. Manzanita Site Council meets once every month at 2:30pm. Each year we need parents willing to be elected and serve on committees. If you are interested, please contact the school office.

SPECIAL PROGRAMS

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.

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.

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. If you would like copies of something, then you will need to contact the District Office at 541-862-3111 to make arrangements to review the records.

STUDENT/PARENT 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 (5) calendar days following the conference. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen (15) calendar days that 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 (10) calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

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;
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.

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 once every month at 7:00 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 web site.

VISITORS TO THE SCHOOL

Our elementary school is happy to have parents, relatives and volunteers working and visiting our campus. 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. Even if you are just coming to have lunch with your child, and you are welcome to do so regularly, we need you to check in with the office. We hope this does not discourage you from visiting. This procedure is necessary to insure the safety of our students. Generally it is more advantageous to make arrangements with the teacher before coming to visit. Please feel free to email the teacher or call the school office to make an appointment that will best fit your schedule.

Students from other schools are not allowed to visit classrooms with friends or relatives; however they may come and have lunch with their friend or relative. Once the lunch period is over the visitors must leave the campus. Student lunch guests must also report in and out at 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 on line. 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. The application can be found on the Manzanita website under the parent tab. Please apply in advance as it takes minimum of 2 weeks to process applications. When reporting to volunteer in a classroom, please sign in at the office. For school safety, we require that you wear a "Visitor" sticker at all times while on campus.

WEBSITE

The district web site is located at www.threerivers.k12.or.us. At our Manzanita school site, you will find information such as the school calendar, staff directory including a link for emailing your student's teacher, monthly newsletters, immunization information, library information, event calendar, volunteer application and other valuable news and information. In addition to our website you can also search online for Manzanita Families to find us on Facebook.