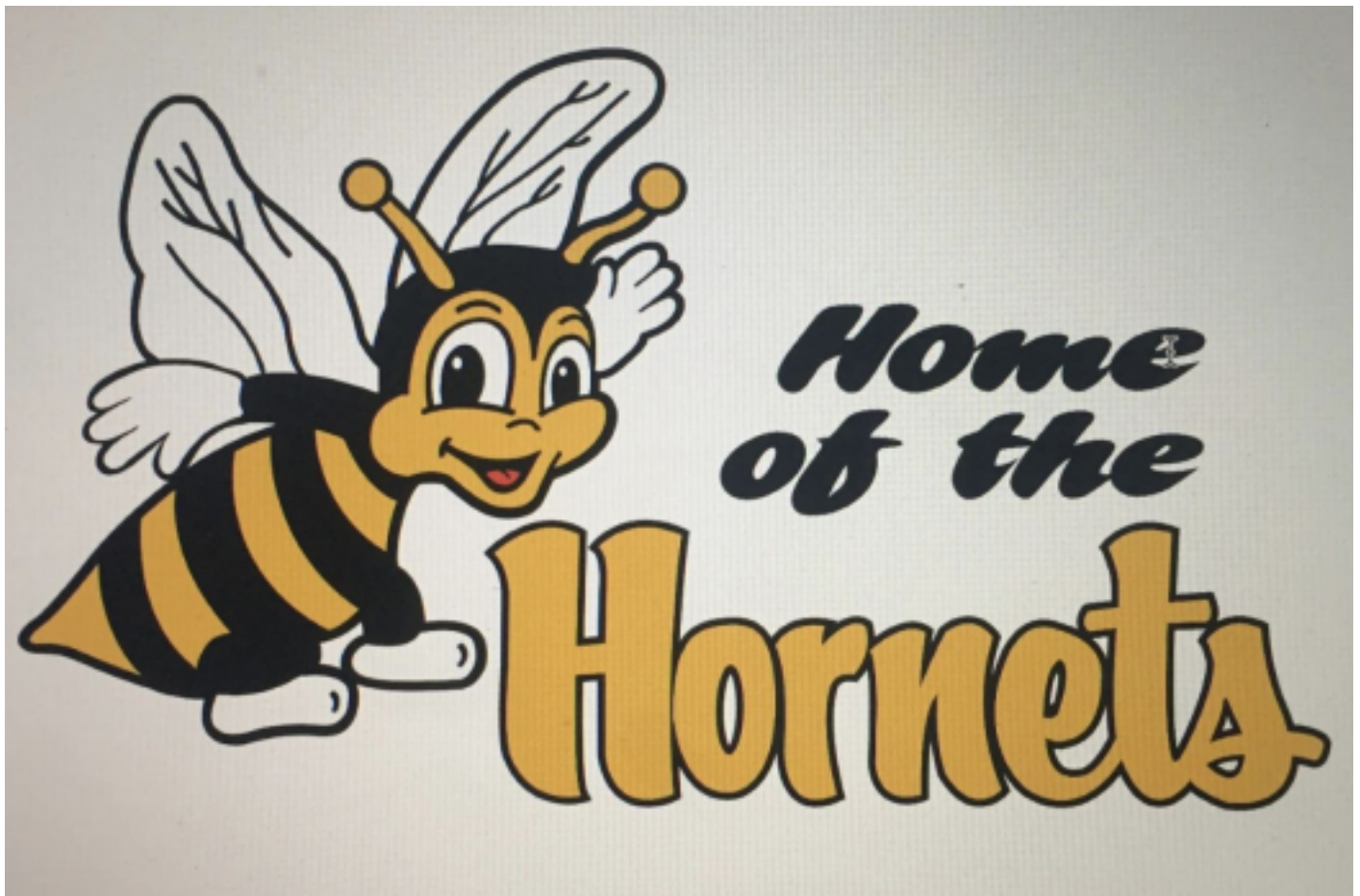
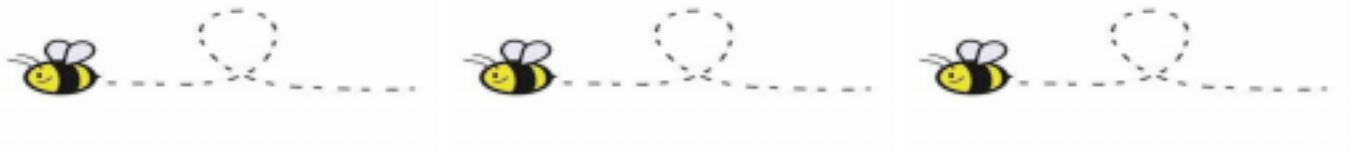


**MADRONA
ELEMENTARY
SCHOOL**



**PARENT/STUDENT
HANDBOOK
2021-2022**



Madrona Elementary School Vision

Our vision is to ensure academic success for ALL through a collective and relentless pursuit of excellence!

Madrona Elementary School Mission

Our mission is to foster a love of learning in an innovative, cooperative, nurturing climate, which empowers all students to be competent, productive, caring, and responsible citizens.

The Madrona Way - Be Safe, Be Respectful, Be Responsible, Be Kind!

Arriving & Departing From School

Morning Arrival from 7:00

Tardy at 7:20

School Dismissal is 2:25

Pick Up between 2:25 - 2:35

- Plan how your child is going home before the start of school.
 - o *Students should not use the office phone to find out how they are getting home.*
 - o *Send a note with any changes.*
- Emergency contacts noted on enrollment form may pick up a child if parent requests or provides a note of authorization for pick up.
 - o *Add or delete emergency contacts any time by stopping by the office or by sending a note with the specific changes you want and a date and signature.*

STUDENT ARRIVAL

- **Students** go to the cafeteria for free breakfast or directly to the gym.
- **Parents** must sign in at the front office before entering the cafeteria, gym, or any other area of the school.
- **Tardies:** Parents/guardians must sign students in at the front office if they are dropped off at or after 7:20.

AFTER SCHOOL PICK UP

- Students will be picked up in the side parking lot by the gym.
 - o *Cars must pull up as indicated by staff members.*
 - o *Cars must follow the directions of the school staff and traffic volunteers.*
 - o *Please park in a parking spot if you get out of your car.*
- Parents parking outside of the school grounds must come to the parent pick up area outside the gym to meet their child. **The child is not to walk outside the school grounds alone.**
- Please do not park in areas labeled staff parking or “no parking zones” including the yellow curb areas. This can block access to buildings or emergency vehicles.



The Madrona Way - Be Safe, Be Respectful, Be Responsible, Be Kind!

Bus Transportation



The purpose of bus transportation is to provide safe and economical transportation for those students living beyond walking distance, as established by local school board policy. Buses may not transport any persons other than children enrolled in school, teachers, and school officials. Any exceptions require pre-authorization by a school official and our busing company, First Student. Bus times may flex a few minutes for the first few weeks of school. **If you need clarification about pick up or drop off times, please call First Student at 541-476-7733.** The cooperation of families and their children with school officials is essential to promote safe and efficient school bus transportation. Drivers may assign seats to students at any time.

Morning Bus Pick Up: Students must be at the bus stop about five minutes before the scheduled time.

Afternoon Bus Drop Off: Buses leave school at approximately 2:35.

Bus Passes

- 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.
 - **Requires a written note** to the office in advance from parent/legal guardian.
 - Notes can be faxed to the school at 541-471-2452.
 - When a child is going home with another student, written notes must be received from **both** students' families.
 - Students will not be allowed to make these arrangements over the phone.
 - Only in an emergency will bus passes be issued on request of parent or guardian via telephone. The identity of the caller must be verified by the principal or office personnel.
 - **Kindergarten students** must have someone at the bus stop to meet him or her unless there is an older sibling with them on the bus. Otherwise, the bus driver will not let them off the bus. They will be returned to the school and the parent will be responsible for picking them up.

BUS RULES - Be Safe, Be Responsible, Be Respectful, Be Kind!

We ask families to review the bus rules with their children.

Students who violate bus regulations may lose bus privileges and are subject to in school consequences. Violators of rules are issued bus citations, which must be signed and returned by the family.

For the safety of all our students, please be aware that bus transportation will be videotaped. Unless a tape is needed for investigatory or discipline purposes, tapes will be recorded over after 48 hours.

- **The bus driver is the ultimate authority.** Failure to do what the driver asks is considered insubordination. Repeated warnings from the bus driver will result in a citation for failure to abide by the rules. ● **Remain seated at all times.**
- Use only kind words and quiet voices.
- Keep head, hands, feet and belongings inside the bus and out of the aisles.
- No eating or drinking on the bus.
- Boisterous activity is not allowed. This includes loud or distracting noises, fighting, wrestling, bouncing around, changing seats, or throwing of any item.
- Glass, toys, animals, laser devices, and potentially explosive or harmful materials are not allowed. ● No skateboards or scooters on the bus.
- Students should not bring toys on the bus without specific permission from the driver or school.
- No cell phone or electronics usage on the bus at any time.
- No spraying of colognes or other fragrance items.

The Madrona Way - Be Safe, Be Respectful, Be Responsible, Be Kind!

Attendance

All students are expected to attend school every school day. Families with students who miss excessive amounts of school will receive attendance letters. The purpose of these letters is to develop a partnership between home and school to improve student attendance. The law is clear. ***It is a parent's obligation to make sure their child attends school regularly.***

The Oregon Department of Education has established 92% attendance as the **MINIMUM** acceptable level. With a regular school year of 147 days, this means a student may not miss more than 11 days and still meet the MINIMUM standard. ODE has further defined strong attendance as 94% - 95.9% (missing 6 -8 days) and exceptional attendance as 96% or higher (missing 6 days or less). It is hoped that most students will miss less than 6 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.

For safety concerns please call the School Office at 541-476-6624 to verify your child's absence. Some examples of absences might include:

- Student illness
- Student medical or dental appointments (verification of the appointment may be required)
- Religious observance of a holiday
- Emergency: If your student needs to be absent due to one of these reasons, please call the school the day of the absence or send a note with your student within 2 days of his/her return to school.

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

ADDRESS AND PHONE CHANGES

- Inform the school office of any change to address or phone numbers.
- Changes must be made in writing.

ADULTS ATTENDING ASSEMBLIES

- Families are always welcome to attend any of those events.
- All visitors must sign in at the front office.
- **Closely monitor younger siblings or guests.** Their behavior is your responsibility and full supervision is required.

CELL PHONES

- Cell phones are not allowed at school.
- If a child has a cell phone for safety reasons for after school, the phone must remain off and secured in a backpack or with the classroom teacher.
- Use of a cellphone at school will result in confiscation of the device.
- **The school will not be responsible for loss, damage or theft of any cell phone.**

CAFETERIA

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

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

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

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

This institution is an equal opportunity provider.

CAFETERIA, CON'T

- School breakfast and lunch is **free for all students**.
- Choose 3 items. Milk and your main dish each count as one.
- **Students who bring their lunches should not bring soda. Other drinks such as juice, water or milk are healthier, acceptable choices. Students should not bring candy to school for meal times.**
- Students will use tongs and spoons when selecting food.
- If you are still hungry, you may take seconds from the variety bar.
- Be respectful of others. Use a quiet, inside voice for conversations in the cafeteria. No yelling or loud noises.
- Keep your hands and feet to yourself.
- Clean up your area when you are done eating. This includes the seat and the floor under your area.
- When the lights are out, there is no talking.

DISCIPLINE AND POSITIVE BEHAVIOR SUPPORT

Madrona Elementary is a Positive Behavior Support school.

Our school wide PBIS Plan includes the following:

- Clear and consistent expectations of behavior: Be Safe, Be Respectful, Be Responsible, and Be Kind
- Explicit teaching of expectations and routines
- Recognition of positive behaviors: specific praise, Happy Hornet tickets, monthly award assemblies and incentive activities.
 - PBIS Reward Activities will occur throughout the year. These events include, but are not limited to, Arts and Crafts activities, Minute-to-Win It game day, and Field Day. These events are a privilege for students to earn with their good behavior.
 - Students who have earned 3 behavior trackers or 1 referral for the month leading up to the event will not be eligible to attend.

Teachers, assistants, bus drivers, office staff and the principal are all responsible for monitoring student behavior. 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, loss of field trips, classroom activities or parties, PBIS events or privileges, in-school suspension, out of school suspension and even expulsion from school.

Students may be suspended from school for actions impacting the safety of the school. These actions include, but are not limited to, fighting, physically harming others, inappropriate sexual touching, and bringing dangerous objects or a weapon to school. **Please be sure your child does not bring a pocket knife to school!** Families are notified if one of these situations occurs with your child.

Students who receive a discipline tracker, 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 paperwork needs to be signed and returned to the school within one school day. Families are urged to read all such paperwork and follow up with the teacher or principal or designee 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.

DRESS CODE

Students at Madrona must follow the adopted school board policy. Some specifics that apply to Madrona students are:

- No makeup except for special school events like parades, dress up days or performances. ● No unusual hairstyles or jewelry or clothing that might be unsafe or disruptive to the learning environment of the school. If these are disruptive to learning the family will be called. ● No fake nails.
- Shoes should be protective in nature. There should be a strap across the toes and the back of the heel. Flip Flops and shoes with wheels are not allowed at any time. Students with unsafe shoes may be asked to wait in the office during P.E. or recess.
- All clothing should be modest in nature:
 - Shorts and skirts must extend passed fingertip length when arms are hanging down.
 - Tops cannot be cut low in the front, back or under the arms.

The Madrona Way - Be Safe, Be Respectful, Be Responsible, Be Kind! 6

- All tops should completely cover the midriff area. No belly buttons showing.
- Underclothing should not be easily seen.
- Shoulder straps for any tank top should be at least 2-3" in width.
- No spaghetti straps, visible bra straps or backless tops.
- Pants should be cut modestly in front and back.
- Clothing should be in good repair and appropriate to the weather.
- **All outerwear should be clearly marked with the student's last name.** Each year we donate hundreds of unclaimed coats, jackets, sweaters, sweatshirts and lunch pails. **Please mark all belongings.**
- No heavy chains of any type attached to clothing or to be worn on the body. These are a safety hazard on the playground.
- No clothing with profanity (words, graphics or pictures) or violent images.
- Students who are in violation of the dress code will receive a letter indicating the problem. Families are asked to help their child correct the issue. Students who wear inappropriate clothing may be asked to change into something that is appropriate for school. In some situations, the parent may be called and asked to bring different clothing or shoes.

EMERGENCY CONTACTS:

It is essential to keep current phone numbers on file with the office. This responsibility rests with the parents/guardians of each child. If a child becomes seriously ill or receives an injury requiring medical attention, we will need to be able to reach you. These numbers are also called in case of emergency school closures or delayed starts.

FIELD TRIP CHAPERONES

- ALL MUST FILL OUT our online volunteer application: www.threerivers.k12.or.us prior to the field trip or volunteer activity.
 - From the drop down menu on the District tab click on Volunteer Info, fill out accordingly
 - SMOKING is not allowed at all while on field trips, and those who smoke must be willing to abstain for the entire day.
 - **No other children are allowed to go along on the field trips. This includes siblings.**

Chaperones need to be appropriately dressed for a school outing and prepared for the weather. The school dress code should be observed.

- Chaperones must provide their own transportation, payment for tickets, snacks, water and meals for the day
- Chaperones need to plan on staying with the field trip for the whole event and return with the class at the end of the trip.

FIELD TRIPS

- Students are required to ride the bus to and from all field trips unless there is a serious reason they should not. These are usually medical reasons.
 - **Families must contact the Principal one week prior to the trip if they wish to transport their child themselves.**
- Parent permission slips and liability forms are required for all students going on field trips.
 - Indicate if your child will need a school sack lunch on the notice that goes home.
 - Students may lose the privilege of attending field trips if behavior is of serious concern.
 - Families will be notified in advance if a behavior concern exists.

FOOD

- **All students at Madrona receive free breakfast and lunch.** Students may also choose to bring in a lunch from home.
- Please do not send soda, energy drinks, candy and junk food. We do not allow students to substitute candy, soda or energy drinks for breakfast or lunch.
- Sharing of food is prohibited.
- Any food brought in for school events must be store bought and in its original packaging. Please arrange with teachers in advance.

HEADLICE

- Students may not attend school if they have untreated nits or live head lice.
- If head lice are found while at school, the student must be picked up immediately. ● After treatment, the office must perform a head check prior to admitting the student back to class.

HOME TO SCHOOL DAILY SCHEDULES

- Keep us informed about changes to your child's schedule.
- Families are responsible for notifying the school office **in writing**.
- We cannot release students to adults who are not designated on the child's enrollment form. Please keep the form up to date.
- Please try to plan ahead so your child knows where he or she will be going each day after school.

THREE RIVERS SCHOOL DISTRICT INTERNET POLICIES

The Internet is a global electronic information infrastructure. It is a network of networks used by educators, businesses, the government, the military, organizations and private individuals. In schools and libraries, the Internet can be used to educate, inform, communicate, and entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources. While the District utilizes filtering equipment on the network, users of the network have a responsibility to use the Internet appropriately

Student Responsibilities:

- The use of a student account must be in support of their education in Three Rivers Schools and consistent with the educational objectives of Three Rivers School District.
- While exercising their privilege to use the Internet as an educational resource, they shall also monitor and accept the responsibility for all material received.
- Student users have the responsibility to keep all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet, and to report all violations.
- Student users are responsible for getting approval from the supervising teacher for all subscriptions to news groups, list servers, and similar files.
- Student users are responsible for maintaining the integrity of the electronic mail system Email accounts are not to be used to threaten or harass others. Use of anonymous accounts will be considered a violation of acceptable use.
- Users are expected to abide by the generally accepted rules of network etiquette, which include but are not limited to:
 - Internet users shall not obtain unauthorized access to any site, or participate in any unlawful activities (i.e. "hacking", etc.)
 - All users are expected to protect the rights of individuals in respect to unauthorized disclosure of, use of, or dissemination of personal, and confidential information.

INTERROGATIONS

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, a school official will be present (unless law requires otherwise). An effort will be made to contact the parent. However, in suspected child abuse cases, Children and Families Division and law enforcement officials may exclude school personnel from investigation procedures and may prohibit school personnel from contacting parents. If custody or arrest is involved, the principal will request that all procedural safeguards prescribed by law be observed by law enforcement officials.

LIBRARY FINES

Families will be notified in writing when books become overdue. Books that are not returned by June will result in a billing. If the bill has not been paid by the last day of school, your child's report card will be held at the District Office until payment is made. Students who have fines from a previous year will not be allowed to check out any further materials until the fine is paid or the books are returned in good condition.

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.

MEDICATIONS

Please do not send any type of medication including creams, vitamins/supplements, cough drops, etc. in with children.

- **An adult must bring all medications to school.**
 - **Over the counter medications and prescription medications require the same paperwork and procedures.**
 - The parent must fill out a simple form regarding the medication and how it is to be dispensed while at school.
 - **Medications must be in the original container with the dosage printed on it.** ○
- When medications are no longer needed at school, an adult should come to pick it up. Medications not picked up by the end of the school year will be discarded.

NEWSLETTERS

A classroom or school newsletter is sent home once a month with your child. We encourage you to read this to keep abreast of the happenings at Madrona.

PARENTAL INVOLVEMENT

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

1. Encourage your child(ren) to put a high priority on their education and 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 PTSG meetings provide opportunities for learning more about school activities.
3. Become a volunteer. Volunteer forms are online and must be completed prior to volunteering.

4. Participate in school parent organizations. The activities are varied, ranging from PTSG family activities to the building's Site Council, with its emphasis on school improvement.

PARTIES

The students at Madrona have four scheduled parties per year; Harvest, Winter Holiday, Valentine's Day and an End of the Year. Room parents help organize the parties. Parents may be asked to participate or provide parties needs. All foods must be purchased. **You may not bring any type of homemade items to school for student consumption. This is for health reasons. Menus for parties are determined by our room parents and the teacher. Our goal will be to have fun, but serve a selection of foods that includes a variety of healthy food choices.** At times, some teachers will allow other small parties as class rewards or for birthdays.

If you would like to bring in a treat for your child's birthday, please arrange the best time to bring the items with the teacher in advance. Again, any treats brought in must be store bought and in original packaging.

PERSONAL TOYS/POSSESSIONS

The school provides appropriate balls and other playground equipment for recess. **No toys may be brought to school without the specific permission of the teacher. We discourage students from bringing items from home and will not take responsibility for the loss, damage or theft of any such items.**

The following items are strictly prohibited:

- Money (unless in an envelope for book fair or the Candy Cane Holiday Shoppe) • Electronic toys and devices. As a rule, items that require a battery should not come to school. • Cell phones, iPods, iPads or Tablets
- Toys that imitate any kind of weapon may not be brought to school or on the bus. • Trading cards
- Fidget spinners are not allowed at school unless part of an individual student plan authorized by the principal.

Students may not engage in buying, selling, trading or giving away of any kind of personal items at school. Students who bring items to school and have them out at inappropriate times will have the items taken away. Either the office or the teacher will hold items until a parent comes to pick them up. If they are not claimed at the end of the school year, the items are discarded.

PETS

No pets on campus.

SCHOOL CLOSINGS

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

1. In 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 school indefinitely under continued supervision until the emergency passes. Whatever the decision is, the safety and best interest of your children will be the deciding factor.
2. In case of any emergency, please turn your radio to station KAJO (AM 1270), KRWQ (M 99.3 or 100.3), or KLDR (FM 104.5/98.3) for information concerning the release of your children from school or school closures. 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.

SCHOOL DELAYED OPENINGS:

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 5:30am and 8:00am. Two things you will need to be aware of:

1. School could be closed for the entire day.
2. School openings 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 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. The district will send out an automated phone call as soon as a decision is made. If you do not receive a call, please rely on your radio or TV to keep you informed.

SCHOOL PICTURES

School pictures are taken in both the fall and the spring.

SEARCHES

School officials may seize any property deemed injurious or detrimental to the safety and welfare of students and personnel. These procedures were developed in order to assure individual rights that are balanced with the larger needs of the school following these basic procedures:

1. A search of a student's person may be conducted when there is reasonable suspicion to believe the particular student is concealing evidence of an illegal act or school violation.
2. Illegal items (firearms, weapons, narcotics, etc) or other possessions determined to be a threat to the safety or security of others may be seized by school officials;
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. General search of school properties include, but not limited to, cubbies and desks may occur at any time. Items belonging to the students, which are unlawful, or are in violation of school policy may be seized. Students will be notified that searches of school property have occurred and will be notified of any items seized.

SITE COUNCIL

Parents/Guardians, students, and staff working together to make us a stronger school. The Site Council offers one opportunity among many to enhance your child's education. Meetings are generally held one afternoon per month after school in the school library. That information is always included in our monthly calendar. The Madrona Site Council consists of several teachers, elected by teachers, several Madrona parents elected by Madrona parents, one classified employee, elected by classified employees, and the Principal. Two-year terms of office run from July 1 to June 30th. The duties of the Madrona Site Council include assisting in the development of plans to improve the professional growth of the school's staff, the improvement of the school's instructional program, the use of funds to support parent involvement, the development and coordination of plans for the implementation of programs as defined in HB2991, and the administration of grants-in-aid for the professional development of teachers and classified district employees. All parent/guardians are welcome at any site council meeting.

SMOKING/TOBACCO USE

As per Oregon law, all schools are non tobacco/non smoking sites.

STUDENT MOBILITY

- For a student to leave the playground, cafeteria, or classroom, adult permission is required. This includes bathroom privileges.

- For a student to leave the campus they must first be checked out through the office.

STUDENT RECORDS

According to Oregon Law, parents need to be notified that they have specific rights concerning student records. Parents have the legal right to review student records upon request. We ask for 24 hours notice in writing if you need copies of the records

VISITORS

- All visitors must **sign in at the front office** on the computer and receive a visitor badge prior to entering the campus.
- Visitors are parents or family members that would like to visit during lunches or special events to see their student. Visitors are not allowed to work with or be responsible for other students. • Classroom visits and conferences must be **arranged in advance** with the teacher. This will allow the teacher to maintain full supervision of the classroom during the school day and prepare all information to address any questions or concerns you may have regarding your child.

VOLUNTEERS

- Volunteers are much needed and appreciated at Madrona. We can always use help in the library, classroom, cafeteria, playground, and for special events.
- Volunteer training sessions will be given periodically throughout the year and are noted on the school calendar. This training is required prior to volunteering classrooms.
- Prior to volunteering, please go to <http://www.threerivers.k12.or.us> and click on the District Tab, and select Volunteer info. Applications are good for 2 years.
- We ask that teachers are **notified at least 24 hours in advance** for volunteers to help in the classroom so the teacher can make necessary preparations.
- Please do not bring siblings when volunteering.