

Elmira Elementary School

PARENT AND STUDENT HANDBOOK

2023-2024



Home of the Eagles

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<http://www.fernridge.k12.or.us>

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Section One: School Procedures

ABSENCES AND TARDIES

- Parents can inform the office of absences or tardies by calling the school or sending a note when the student returns to school.
- Extended absences planned in advance require teacher notification at least 1 week prior.
- School starts sharply at 7:55 a.m. Students are tardy if they are not seated in their classroom ready to go at 7:55 a.m.
- School runs from 7:55 a.m. until 2:25 p.m. on Mon/Tues/Thurs/Fri.
- Early release day is Wednesday and students are released at 12:45 p.m.
- Parents will be notified when a student has excessive absences/tardies and maybe cited for truancy if the problem continues.
- Parents can be cited for truancy when attendance falls below 80% whether or not those absences are excused.

Students who miss school or are always late fall behind their peers. Please help your child to succeed by getting them to school on time each day.

ACCIDENTS AND INJURIES

- Parents or guardians are contacted when a child is injured and the injury appears serious or appears to require medical attention.
- Emergency contacts will be called if the parents cannot be reached.
- Minor injuries will be taken care of in the health room and the child returned to class.
- An ill or injured student may be released to the emergency contact if the parent cannot be reached.

Please make sure we have your most current contact information and up-to-date emergency contacts.

AFTER SCHOOL ARRANGEMENTS

- Students go home each day as directed by the parent/guardian on the transportation form.
- Walkers should go straight to their after-school location.
- Bus riders get off at their assigned stop and then go directly home or to daycare.
- All students being picked up need to be picked up by 2:30 p.m on M/W/Th/F and by 12:50 on Wed.
- Elmira Elementary does not offer after school supervision or programs. However, a private childcare program does offer an afterschool program at EES. There is a cost involved. For more information contact 541-935-9756
- Children going somewhere different after school must bring a note or parents must call before 1:00 p.m. **Parents must provide the full address and bus number of where their child is going after school when calling for a bus pass.** Federal law prohibits the school from giving out that information.
- Children will go home by their regular method unless we receive a note or hear directly from a parent/guardian.

Please help us keep things simple by keeping your child on a fixed schedule for their after-school routine.

ARRIVAL AND DEPARTURE

In dropping off or picking up your child, please remember that our parking lot is a busy place. Following the rules below helps to ensure the safety of all students:

1. **Do not drop off your child before 7:30 a.m. There is no student supervision before 7:30 a.m.**
2. Please use the drop off lane in the morning, and in the afternoon.
3. Parents must only park in marked parking spaces.
4. **DO NOT** use the north parking lot (near the gym) for dropping off or picking up students. This is a bus-only area.
5. Please use caution in the parking lot when entering, pulling through, and exiting.
6. Students who ride their bicycles to school must wear helmets, park their bikes in the racks provided, and walk their bikes on school property.

7:30 a.m.	School opens. Students may enter through designated entrances.
7:55 a.m.	All students need to be in their classrooms.
2:25 p.m.	Dismissal (12:45 on Wednesdays)

BUS INFORMATION

- Parents are required to know which bus their child rides to and from school.
- Bus routes may change over the summer. Parents should confirm bus routes by contacting the bus barn at 541-935-1969.
- Bus safety is very important. Students must be safe, respectful and responsible while on the bus and while at the bus stop. Bus privileges may be suspended for inappropriate behavior. Please see bus rules at the end of this handbook for more information.
- If the bus is late or your child is not on the bus when it comes, please contact First Student at 541-935-1969 first, then the school if needed.

CONFISCATED ITEMS

Please note that items not allowed at school will be confiscated by school staff. This can include, but is not limited to: electronic devices, toys, trading cards, lighters, knives, etc. The school principal will determine when and how confiscated items are returned to the student or the family.

CRIMINAL HISTORY BACKGROUND CHECK

All school volunteers must fill out a district “criminal history verification” form.

FIELD TRIPS

Parents may help chaperone and supervise students during field trips. The guidelines below outline our policies regarding field trips:

1. Volunteers must have a current approved criminal background check on file in the office. **These need to be completed every year.**
2. Permission for a child to ride to or home from a field trip in a private car with an adult other than their parent must be given by the parent to the office in advance.
3. Parents and/or legal guardians without approved criminal background checks cannot attend field trips.
4. **PLEASE NOTE: Field trips are a privilege. To ensure student safety, students must have good behavior to be able to go on a field trip.** Individual teachers may also set behavior standards that students must meet to be able to participate on a field trip.
5. Parents and/or legal guardian *without* approved criminal background checks are strongly discouraged from attending field trips. They may only do so if:
 - They drive their own personal vehicle (not ride the bus).
 - The field trip is to a completely public location.
 - Pay any appropriate admissions or fees themselves.
 - Do not interact with other students.

HOMEWORK REQUESTS

- Homework may only be requested when a child is absent for **2** or more days.
- When requesting homework, please call before 7:30 a.m. and plan to pick up homework between 2:15 p.m. & 3:00 p.m., otherwise it can be picked up the next school day.
- If your child has a brother or sister in another classroom, the homework can be sent home with them if the request is made before 7:30 a.m.
- Students should ask their teacher for any missing work when they return to class if the absence is less than two days.

ILLNESS

- Students with temperatures above 100.4 degrees, who are vomiting, have diarrhea or who have an infectious condition will be sent home.
- Children must stay home for 24 hours after having vomited or having a fever.
- Children experiencing difficulty breathing or shortness of breath, or a serious and sustained cough should be kept home.
- Children with conditions such as scabies, impetigo, or head lice, must be accompanied to school by their parents and checked in the health room to ensure that they are free of the condition before going to class.
- Please make sure that contact information is kept current and the school knows where to reach you if needed.
- Our guidelines come from ODE and the Department of Health and Human Services, as well as district policy.
- Our secretarial staffs are **not** licensed health care professionals. Please contact your family doctor if you have medical concerns or questions.

INSURANCE

- The school offers school insurance through an outside company not associated with Fern Ridge School District. Applications are available in the office.
- **Elmira Elementary DOES NOT carry insurance that covers your child if they are hurt at school.**

LEGAL ISSUES

- Children must be registered in their full, legal name. Your child can go by a different name, but all school records must be kept under their legal name.
- While all parents care about their children, sometimes conflicts arise regarding child custody, visitation, etc. The school is a neutral party focused on the educational needs of the student. To protect the right of parents and/or guardians, state law requires that if one parent wants to limit the rights of another, they must provide the school with current legal documentation pertaining to visitation, custody, etc.
- The school cannot deny a non-custodial parent access to a child unless there is a court order on file in the school office. The school must follow the most recent official legal documentation we have on file.

LICE

A student with a suspected case of head lice will be referred to the front office for assessment. A student found with live lice may be excluded from school. A parent of the student will be notified and treatment will be requested. A student excluded from school that has been treated will be readmitted after an assessment by designated personnel. The student may be subject to periodic checks.

The successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. Treatment information will be provided by the district to the parents of students found to have contracted head lice. More information on lice can be found at www.cde.gov/parasites/lice/head.

MEDICATIONS

At times, your child may need to take medication at school. We are happy to help when medication **must** be taken during school or there are recurring medical issues such as asthma, headaches, etc. Many medications that need to be taken 3 times daily can be taken at breakfast, when your child returns home, and before bedtime. This eliminates the need for medications at school. For those medications that **must** be administered or available during school hours, the following guidelines will be strictly followed:

1. All medication **must** be turned into the office by a parent. Parents must complete the appropriate paperwork and sign a release.
2. Do not send medication to school with your child.
3. Over the counter medication must be unopened in the original container.
4. Prescription medication must be in the **original container** with the **prescription label** on it.
5. Over the counter drugs can only be administered as directed on the packaging. Prescription drugs can only be administered according to the doctor's instructions.
6. Instructions from the doctor that include the student's name, name of drug, dosage, and time to be taken must accompany prescription medication.
7. At the end of the school year, medications must be picked up by the parent. They cannot be returned to the student. Any medication not picked up by the time the office closes for the summer will be destroyed.

PARENT CONCERNS

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. If the problem is not resolved with the teacher, then please feel free to contact the principal.

PARENT INVOLVEMENT

There are many opportunities for families to become involved at Elmira Elementary.

- Parents can learn about these opportunities through:
 - a) Attending PTA meetings every third Tuesday at 6:00 p.m.
 - b) Classroom newsletters
 - c) School newsletters
 - d) Reader board
 - e) District website (www.fernridge.k12.or.us/elmiraele/)
 - f) Facebook
 - g) ParentSquare
- EES has parent teacher conferences twice a year. All parents are invited to the fall conferences and the spring conferences are by request.
- End of the year report cards are mailed home after school is out.
- Parents have many opportunities to volunteer at Elmira Elementary. See volunteer section for guidelines.
- **Parents are encouraged to join our PTA and become involved in our school community.**
- Elmira also hosts several fun and informative family nights during the school year.

PARTIES

- Classrooms have parties for different occasions.
- Only store bought and individually wrapped food items can be given to students.
- Individual teachers have different practices regarding birthday parties. Parents must contact their child's teacher before bringing treats to the classroom.
- Please do not send party invitations to school, unless all the students in the classroom are invited.
- **Balloons, stuffed animals, or flowers delivered to your child cannot be taken home on the bus.** They will be delivered to the student during the last 10 minutes of school in order to avoid disrupting class.

PICKING UP YOUR CHILD DURING THE SCHOOL DAY

- The time your child spends in the classroom is important. Please try to avoid making appointments or plans that take your child out of school.
- Students leaving during the day must **be signed out by a parent/guardian through the office.** Parents cannot remove students from the school building or the playground.
- We will not release students to individuals other than their parents/guardians without a note or a phone call from the custodial parent, even if they are on your emergency contact list.

RETENTION

- Sometimes children need to repeat a grade.
- Elmira Elementary follows district guidelines when deciding whether a child should be retained.

- If your child might be retained, you will be notified early in the process. Final retention decisions will be made by June 1st.
- Parents who disagree with the decision may appeal to the superintendent.

RESPONSE TO INTERVENTION: A MODEL TO HELP STUDENTS SUCCEED IN SCHOOL

- Response to Intervention or RTI is an instructional model that helps us monitor student progress and intervene when they are struggling.
- All students are given assessments three times a year (September, January, and May).
- Teachers review student progress and performance on a regular basis.
- Students who need extra help are identified and provided additional support.
- Students who receive additional support and continue to struggle may be referred for a special education evaluation. Parents will be informed if an evaluation is being considered.

SCHOOL CLOSURES AND DELAYS

In case of a school delay or school closure:

1. Notice of school closure will be broadcast over participating radio and TV stations, Flashalert.net, social media, the website, and ParentSquare.
2. Decisions on school delays or closures should be made by 6:00 a.m. and should be broadcast by 6:30 a.m.
3. When school is closed due to inclement weather, all after school and evening activities will be canceled.
4. The decision to close or delay school can change so please stay tuned for updates.

In case of a school closure ***after students have arrived at school:***

- Every attempt will be made to contact a parent/guardian. No child will be released or put on a bus unless contact has been made with a parent/guardian or an emergency contact.
- If parents/emergency contacts cannot be reached, students will be kept at school until contact is made. Students will need to be picked up if contact is not made before the buses leave.
- Parents are encouraged to pick their child up once a closure has been announced. Parents must sign their child out.
- Please ensure that we have current contact information including where you can be reached during the school day.
- School closure information is also available via radio, television, the District's website, and the District's auto-dialer.

SCHOOL SUPPLIES

- The School District is covering the cost of school supplies. This eliminates the need for parents/students to shop for any school supplies other than a backpack, water bottle, and appropriate shoes for PE.

STUDENT PLACEMENT POLICY

- Teachers place students in classrooms after careful consideration and extensive discussion.
- Parents may request a specific teacher (we will try to honor these).
- That request must be in made in writing, signed by parents and delivered to our office by May 31st for the following school year.
- ***These requests will be considered, but cannot always be accommodated.***

VISITORS

- **All visitors, including parents, must report to the office, sign in, and wear identification badges.**
- No student expected to be in attendance at another school will be allowed to visit Elmira Elementary.
- ***We welcome parents as visitors in their child's classroom. However, you will need to make arrangements with the teacher in advance, to ensure that you don't come at a time that is disruptive for the classroom.***

VOLUNTEERS

- **To volunteer at EES, a criminal history background check must be approved each school year.**
- This form needs to be filled out each year in order to:
 - Volunteer in a classroom
 - Volunteer on a field trip
 - Ride the bus on a field trip
 - Volunteer for a special event in the school
 - Volunteer in any way that puts you in contact with students.
- **Volunteers must read and agree to the Volunteer Guidelines Handbook**
- It takes up to 14 days to process a criminal history background check form.
- Volunteers must sign in at the office and wear a volunteer badge while in the building.

Section Two: Student Information

CELL PHONES

Students who bring cell phones to school must keep them in their backpacks and turned off during school. Students cannot use their cell phones for any purpose during the school day. Students who use their cell phones at school will have their cell phones confiscated and held for a parent/guardian to pick up.

DRESS CODE

*Please refer to the FRSD Student Rights and Responsibilities handbook for more information regarding the FRSD Dress code

Students should dress appropriately for school and meet the following requirements:

1. Clothing must be school appropriate and not distract from student learning.
2. Students have outdoor recess all year long. Please dress children in layers that can be adjusted for the weather.
3. Students must be able to run and play in their shoes. Shoes that allow students to participate at recess and during P.E. without restriction are encouraged. Shoes such as flip flops, open toed sandals or high heels are not recommended.

ELECTRONIC DEVICES

- Students may not bring or play with Nintendo DS, Gameboys, I-PODs, MP3 players or other hand held electronic devices at school.
- Electronic devices will be confiscated if used or played with at school.
- Neither the school nor the district is responsible for the potential theft, loss, or damage of items brought to school or on the bus.

LOST AND FOUND

- Our lost and found is located in the hall outside of the cafeteria.
- Smaller items are in the office (jewelry, glasses, etc.).
- Please put names on outer clothing and lunch boxes to assist in returning them to your child.
- Unclaimed lost and found items are donated to charity at the end of each school quarter or sooner.
- Parents can contact the bus barn at 541-935-1969 for items lost on the bus.

PERSONAL PROPERTY

- We are not responsible for items that are lost, misplaced, stolen, or broken at school or on the bus.
- Students should not bring large sums of money to school. The school is not responsible if students bring money that gets lost or stolen.
- Please do not let your child bring toys to school unless permission is given by their teacher for a specific activity. Children cannot bring soccer balls, basketballs, footballs, or other types of playground equipment to school.
- **At no time should students bring toy guns/weapons to school. Bringing a toy weapon to school will result in immediate consequences up to and including expulsion.**
- Students may not deface property while at school. This includes tearing, cutting or damaging things that belong to them or to the school.

RECESS

1. Recess is generally outdoors regardless of the weather.
2. There is a covered play area and children should stay as dry as possible.
3. Students are not allowed in the rain without proper clothing.
4. Students cannot reenter the building during recess without staff permission.
5. Parents are not permitted on the playground.

SCHOOL PROPERTY

1. Students will treat school property (desks, textbooks, classroom items, school fixtures, playground equipment, etc.) in a respectful and responsible manner.
2. Students who damage school property will pay for damaged property to be repaired or replaced.

SPIRIT DAYS

1. Spirit Days are special theme days where students can dress up.
2. Dress guidelines still apply for spirit day, unless exceptions are noted.

Section Three: Lunch, Breakfast, and Food Guidelines

WELLNESS POLICY

1. Elmira Elementary promotes healthy children by supporting good nutrition, physical activity and healthy habits.
2. There are specific guidelines regarding what snacks can be provided at school.
3. A copy of the approved list is at the end of this section.

FEDERAL FREE AND REDUCED FOOD PROGRAM

1. Free or reduced lunches and breakfast are available to children whose families qualify financially.
2. Applications are available in the office.
3. Applications are accepted throughout the year.
4. All information is kept confidential.

BREAKFAST INFORMATION

1. Breakfast is served from 7:30 a.m. to 7:50 a.m. in the cafeteria.
2. Money placed in a child's lunch account can be used to purchase breakfast as well.
3. Students should be at school by 7:40 a.m. in order to get breakfast.

LUNCH INFORMATION

1. Lunch is served each day in the cafeteria.
2. Notices will be sent home when your child's account is overdrawn.
3. Money can be added to your child's account in the morning when the kitchen is open.
4. Checks should be made out to Fern Ridge Lunch Fund.
5. Children with food allergies should have a doctor's note on file in the office indicating which items and the degree of severity.
6. Please do not send soda pop or candy with your child's lunch. Do not send glass bottles.
7. FRSD contracts with Chartwells to provide food services.
8. Lunch menus are sent home monthly and are also available online at www.fernridge.k12.or.us

Healthy/Party/Snack/Incentive Guidelines

1. Childhood obesity can be preventable through diet and regular physical activity.
2. Healthy eating patterns and increased physical activity are essential for all children. In 2004, Congress passed a law requiring that schools establish local wellness policies.
3. Healthy foods are generally defined as having low fat, low sugar, low salt, and small portions. Healthy foods incorporate whole grains, fresh fruits, fresh vegetables, and low fat dairy products. They limit highly processed, refined foods, and foods with artificial colors, flavors, etc.

Please adhere to the following list when sending snacks for your child's classroom:

Suggested Food Ideas:	Foods to Avoid:
<p>Beverages:</p> <ul style="list-style-type: none"> Low fat or nonfat plain milk 100% fruit juice Water Flavored/sparkling water without added sugars or sweeteners Sparkling punch (seltzer and 100% fruit juice) <p>Fruit smoothies</p> <ul style="list-style-type: none"> Fresh fruit Cheese (non processed) Fruit salad Dried fruit or fruit leather with no added sugar Vegetables Low fat dips Salsa Low fat tortilla chips Pretzels Air-popped popcorn Rice cakes Whole grain breads Bread sticks Whole grain crackers Graham crackers Animal crackers Angel food cake Fig bars Whole grain cookies with nuts or raisins Waffles or pancakes Low fat or nonfat yogurt Trail Mix Nuts and Seeds Peanut Butter 	<p>Foods of Minimal Nutritional Value are defined by the U.S. Department of Agriculture. A complete definition is available on the USDA website: http://www.fns.gov/end/menu/fmrv.htm</p> <p>Foods of minimal nutritional value include:</p> <ul style="list-style-type: none"> Soda water (regular or diet soda) Water ices Chewing gum Certain candies made predominantly from sweeteners or artificial sweeteners Hard candy such as sour balls, fruit balls, candy sticks, lollipops, mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops. Jellies and gums, such as gum drops, jelly beans, jellies, and fruit-flavored slices. Marshmallow candies Fondant such as candy corn Licorice Spun candy (cotton candy) Candy coated popcorn <p>This does not include all types of candy. Milk chocolate and other candy with more nutrients, for example, would be allowed.</p>

Section Four: Student Behavior and Conduct

BEHAVIOR PROGRAM/STUDENT INCENTIVES

1. All students have the right to a positive and safe learning environment.
2. Elmira Elementary School is a “Positive Behavioral Interventions and Supports” or PBIS school.
3. PBIS teaches students clear expectations and reinforces positive behavior.
4. **Elmira Elementary students are expected to be safe, respectful, and responsible at all times. This includes district-sponsored events in other buildings such as football games, high school plays, etc.**
5. Consequences for misbehavior range from a conference with the principal to a multiple day suspension.
6. Students receive “Eagle Slips” for good behavior that can be redeemed regularly for prizes and rewards.
7. “Class Act” tickets are given when the whole class is safe, responsible, or respectful. When a class earns enough “Class Act” tickets they get a reward.

BUS RULES

Students are expected to maintain positive and safe behavior at all times on the school bus. **State law** (OAR 581-53-010) requires the following rules for student behavior on school buses:

- a. Students must obey the driver.
- b. Fighting, wrestling, or playing around is not allowed on the bus.
- c. The emergency door is only for emergency use.
- d. Students must be on time for the bus.
- e. No animals, weapons, or hazardous items are allowed on the bus.
- f. Students must stay in their seats.
- g. The bus driver may assign seats.
- h. Students must cross the road in front of the bus.
- i. Students must keep their hands, feet, and heads inside the bus.
- j. Students cannot open windows without permission.
- k. Students must talk in quiet voices and use appropriate language.
- l. Students may not damage the bus.
- m. Students must be respectful towards others.
- n. Students that don't follow directions may be suspended from the bus.

DISCIPLINE PROCEDURES

- Classroom teachers have behavior management systems that encourage positive behavior and redirect negative behavior.
- Students who fail to follow classroom or school rules may receive a problem solver, or major referral.
- Problem solvers may result in detention, in-school suspension, principal conferences or phone calls home.
- Major referrals are for severe, dangerous, or repeated misbehavior. This includes fighting, cheating, harassment/bullying, violent threats, or vandalism. In those cases, students are sent directly to the office.

HARASSMENT/BULLYING

- Students are not allowed to bully, intimidate, or harass other students.
- Harassment is when a student abuses another because of their race, religion, color, disability, etc. Harassment can be nonverbal, verbal, written, or physical.
- Bullying is ongoing behavior that physically harms a student or damages their property, places them in reasonable fear of physical harm, and creates a hostile educational environment.
- At the elementary level, harassment and bullying can range from name calling to acts of physical intimidation. If your child feels like they are being bullied, he/she needs to talk to their classroom teacher or to the building principal so we can help put an end to the problem.
- Children who engage in bullying or harassment will face serious disciplinary consequences.

WEAPONS/THREATS OF VIOLENCE

- Elmira has a zero tolerance policy towards all weapons and/or violent threats.
- *****Please refer to the FRSD Student Rights and Responsibilities Handbook for more information**

Elmira Elementary School Rules

	Safe	Respectful	Be Responsible
ARRIVAL AND DISMISSAL	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Step off bus carefully • Keep hands, feet and objects to yourself • Enter before 7:50 • Walk bikes on school property • Bike riders must wear helmets • Walk to and from the buses 	<ul style="list-style-type: none"> • Follow directions given by staff • Follow bus driver's directions • Treat others with respect 	<ul style="list-style-type: none"> • Be on time • Get permission before bringing notes to the office • Ask permission to use the phone in the classroom if needed • Put money on your lunch account before the bell rings
HALLWAYS	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet and objects to yourself • Stay to the right • Keep shoelaces tied • Do not run or walk too fast 	<ul style="list-style-type: none"> • Use quiet voices • Give others space • Hold the door for others • Keep body away from walls 	<ul style="list-style-type: none"> • Wait for an entire class to pass before proceeding
RESTROOMS	<ul style="list-style-type: none"> • Keep the bathroom clean and dry • Keep feet on floor • Wash hands with soap and water • Do not waste soap • Do not climb on stalls or fixtures • Do not play in the bathroom 	<ul style="list-style-type: none"> • Use quiet voices • Give others privacy • Wait patiently for your turn • Keep hands, feet, objects to self • Do not vandalize school 	<ul style="list-style-type: none"> • Always flush • Always wash hands • Return to room promptly • Report problems • Put paper towels in the trash can

CAFETERIA	<ul style="list-style-type: none"> • Walk to the table • Hold the tray with both hands • Sit with feet on floor, bottom on seat, and face forward • Tell an adult if something spills • Keep all food to yourself • Food stays in cafeteria • Ask permission to use the bathroom 	<ul style="list-style-type: none"> • Use good manners • Be aware of your voice level • Allow anyone to sit next to you • Do not save seats or wait for your friends • Clean up after yourself (including under the table). 	<ul style="list-style-type: none"> • Sit in next available seat • Raise hand and wait patiently to be excused • Raise hand if you need adult help • Take personal belongings with you when you leave
ASSEMBLIES	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use chairs safely • Allow space between one row and the next • Follow directions 	<ul style="list-style-type: none"> • Applaud appropriately • Listen with full attention-eyes, ears, and body • Sit so others can see • Do not talk while the speaker is talking 	<ul style="list-style-type: none"> • Arrive promptly • Follow signal • Leave in an orderly fashion as instructed by your teacher
P.E./GYM	<ul style="list-style-type: none"> • Keep control of your body • Use equipment correctly • Be aware of activities around you • Be aware of other students around you • Follow the teacher's directions at all times 	<ul style="list-style-type: none"> • Be a good sport • Encourage others • Be a team player • Play fairly • Follow the rules of the game 	<ul style="list-style-type: none"> • Return equipment to the proper place • Take personal belongings with you when you leave • Use equipment only as directed
LIBRARY	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Push in chairs when leaving • Put shelf markers back where they belong • Use shelf markers appropriately so that you can put books back in the right space 	<ul style="list-style-type: none"> • Use quiet voices only • Listen carefully and with respect • Respect books and other school property • Walk • Follow adult directions 	<ul style="list-style-type: none"> • Use materials • Put items where they belong • Take personal belongings with you when you leave
COMPUTER LAB	<ul style="list-style-type: none"> • Push in chairs and stools when leaving • Keep hands, feet and objects to yourself • Use chairs and stools safely • Only visit sites you are directed to 	<ul style="list-style-type: none"> • Use quiet voices • Respect property • Follow directions • Hands to your own computer • Do not touch another student's computer or headphone 	<ul style="list-style-type: none"> • Use computers correctly • Clean your space • Take personal belongings with you when you leave • Stay on task
OFFICE	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Get adults attention appropriately and respectfully 	<ul style="list-style-type: none"> • Wait quietly for help • Use quiet voices • Do not enter the office without permission 	<ul style="list-style-type: none"> • Know why you are in the office • Know who you need to speak to
PLAYGROUND	<ul style="list-style-type: none"> • Walk to and from the playground • Use equipment appropriately • Keep hands, feet and objects to yourself • Stay within boundaries • Follow playground rules • Walk on the blacktop at all times 	<ul style="list-style-type: none"> • Follow instructions • Play fairly • Include everyone • Listen for whistle, freeze, wait for instructions • No put downs or insults of any kind 	<ul style="list-style-type: none"> • Ask permission before leaving area • Treat equipment with respect • Wait quietly in line until excused

RAINY DAY AND INDOOR RECESS	<ul style="list-style-type: none"> Walk to and from the playground Use equipment appropriately Keep hands, feet and objects to self Stay within boundaries Be aware of what's going on around you Follow wet playground rules Play quietly (indoor recess) 	<ul style="list-style-type: none"> Follow all duty's instructions Include everyone Treat others kindly Listen for whistle, freeze, wait for instructions (rainy day recess) Help with cleanup (indoor recess) 	<ul style="list-style-type: none"> Stay as dry as possible Treat equipment with respect Wait quietly in line until excused
FIELD TRIPS	<ul style="list-style-type: none"> Stay with group Follow bus rules Walk safely Report problems to an adult 	<ul style="list-style-type: none"> Follow directions of adult leaders Be polite to others Listen with full attention 	<ul style="list-style-type: none"> Set a good example Take care of your belongings Clean up after yourself
CLASSROOM	<ul style="list-style-type: none"> Use chairs safely Keep hands, feet and objects to yourself Follow your individual classroom rules and procedures 	<ul style="list-style-type: none"> Respect rights and property of others Treat your teacher with respect Be respectful to classmates and adults Use positive and appropriate language 	<ul style="list-style-type: none"> Follow directions Be prepared Stay on task Take responsibility for your own learning Do your work
FIRE DRILL	<ul style="list-style-type: none"> Exit quickly and quietly Walk with your class to your assigned spot Line up facing away from building Listen for the teacher to call your name Rejoin your class when told to by staff 	<ul style="list-style-type: none"> Follow directions Be polite Stay in your place in line and remain quiet Face away from the building 	<ul style="list-style-type: none"> Wait for all clear signal then return to class Return to class quietly and follow your teacher's directions
EARTHQUAKE DRILL	<ul style="list-style-type: none"> Drop and cover Remain in your area until told to evacuate by an adult Walk quietly to assigned spot, exiting through nearest appropriate door Rejoin your class when told to by staff 	<ul style="list-style-type: none"> Follow directions Be polite Stay calm 	<ul style="list-style-type: none"> Quietly "drop and hold" until told to evacuate Follow your teacher's directions to leave your classroom in an orderly manner.
POWER OUTAGE	<ul style="list-style-type: none"> Follow the directions of the adult supervising you. Stay calm. Do not yell, scream, or otherwise act out Stay in your classroom 	<ul style="list-style-type: none"> Do not talk while the teacher is talking Stay calm Talk in a quiet voice 	<ul style="list-style-type: none"> Follow directions Help others to follow directions

Play Structures:

- Students must keep one hand on the bar at all times.
- Students must swing straight. There is no jumping from the swing or "twirlies."
- Rocks and bark stay on the ground.
- One student at a time on the slide. Students must slide feet first.




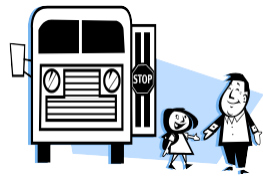

Field Rules:

- Students are to stay on the grass field at all times; games played on the field cannot be near parking lot or road.



**FIRST STUDENT AND
FERN RIDGE
SCHOOL DISTRICT
SCHOOL BUS EXPECTATIONS**



BUS	Be Safe	Be Responsible	Be Respectful
<p>Waiting for the bus</p> 	<p>Remain at a safe distance from where the bus stops (4 giant steps from the bus).</p>	<p>Arrive at the bus stop 5 minutes before your scheduled pick up time.</p>	<p>Use appropriate language, topics, tone, and volume.</p>
	<p>Keep hands, feet, and objects to yourself</p>	<p>Keep your bus stop area neat and clean</p>	<p>Report Bullying</p>
<p>Entering the bus</p> 	<p>Listen and watch for driver directions</p>	<p>Be seated quickly and stay seated</p>	<p>Use appropriate language, topics, tone, and volume.</p>
	<p>Keep hands, feet, and objects to self</p>		
<p>Riding the Bus</p> 	<p>Stay seated facing forward</p>	<p>Follow driver directions at all times</p>	<p>Use appropriate language, topics, tone, and volume.</p>
	<p>Keep aisles and emergency exits clear</p>	<p>Keep your area on the bus clean-No Littering</p>	<p>Report Bullying</p>
	<p>Keep self and objects inside the bus</p>	<p>Stay seated unless driver gives permission.</p>	<p>Keep personal electronic devices to yourself</p>
	<p>Keep hands, feet, and objects to self</p>		
<p>Exiting the bus</p> 	<p>Listen and watch for driver directions</p>	<p>Take all personal items when exiting buses</p>	<p>Take turns exiting seats</p>
	<p>Keep hands, feet, and objects to yourself</p>	<p>Report vandalism</p>	<p>Use appropriate language, topics, tone, and volume.</p>
	<p>Walk down steps one at a time holding the handrail.</p>	<p>Report to the driver if you see a student sleeping or hiding on the bus.</p>	<p>Report Bullying</p>
<p>Evacuation</p> 	<p>Listen and watch for directions</p>	<p>Follow driver directions</p>	<p>Exit quickly and safely</p>
	<p>Stay quiet</p>	<p>Help others when appropriate</p>	
	<p>Leave belongings on bus</p>		

Below is a list of extensions and email addresses for Elmira Elementary Staff for the current school year. Please be aware that teachers are with students from 7:45 a.m. to 2:25 p.m. and are not available by phone during that time. You are welcome to leave a message on their voice mail or with the office.

EXT.	NAME	ASSIGNMENT	ROOM	EMAIL ADDRESS
3200	Callie Johnson	Secretary	Office	cjohnson@fernridge.k12.or.us
3201	Billie Perrier	Principal	Office	bperrier@fernridge.k12.or.us
3111	Ann Oxenford	Kindergarten Teacher	11	aoxenford@fernridge.k12.or.us
3112	Paris Hood	Kindergarten Teacher	12	phood@fernridge.k12.or.us
3109	Aaron Franklin	1 st Grade	09	afranklin@fernridge.k12.or.us
3103	Amara Houghtaling	1 st Grade	03	ahoughtaling@fernridge.k12.or.us
3110	Shahaley Holzgang	1 st Grade Teacher	10	sholzgang@fernridge.k12.or.us
3106	Elizabeth Skenzick	2 nd Grade Teacher	06	eskenzick@fernridge.k12.or.us
3105	Alisa Johnson	2 nd Grade Teacher	05	ajohnson@fernridge.k12.or.us
3108	Sara Varozza	3 rd Grade Teacher	08	svarozza@fernridge.k12.or.us
3107	Rose Reynolds	3 rd Grade Teacher	07	rreynolds@fernridge.k12.or.us
3104	Chloe Thom	4 th Grade Teacher	04	cthom@fernridge.k12.or.us
3101	Amy Hutton	4 th /5 th Grade Teacher	01	ahutton@fernridge.k12.or.us
3102	Kailee Nienhaus	5 th Grade	02	knienhaus@fernridge.k12.or.us
3113	Anne Caswell	Bridges 3-5	13	acaswell@fernridge.k12.or.us
3114	Wendy Kenyon	Bridges K-2	14	wkenyon@fernridge.k12.or.us
3107	Jennie Herbert	Physical Education	Gym	jherbert@fernridge.k12.or.us
3115	Rachel Sinniger	Resource Room	15	rsinniger@fernridge.k12.or.us
3321	Mari Jones	Title Teacher	Portable	mjones@fernridge.k12.or.us
3116	Courtney Roberts	Counselor	16	croberts@fernridge.k12.or.us
3332	Erin White	Behavior Specialist	C. room	ewhite@lesd.k12.or.us

Thank you for attending and taking an interest in our school community. If you have any questions please call our office at 541-935-8214. We appreciate your feedback, comments, and input.

The purpose of this page is to advise parents and students of legal obligations and to notify parents of the district's responsibilities, as well as serve as a receipt of your student's school's handbook and the Fern Ridge School District Students' Rights and Responsibilities Handbook. Please review the handbook for your child's school as well as the Student Rights and Responsibilities Handbook. The handbooks will be reviewed with students after the start of school. This sign off sheet will only need to be done once during your child's K – 12 career while attending school in Fern Ridge School District. If you decide to make changes at any point during your child's educational experience at any of our buildings, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children's records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the district to withhold.] I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal. More information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student's name as well as, but is not limited to the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, student ID number or a list of personal characteristics or other such information that would make the student's identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the district withhold.

Parents objecting to the release of directory or personally identifiable information on their student should notify your student's school within (15) days of receipt of the student handbook. (Fern Ridge Board Policy JOB.)

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students' names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

Fern Ridge School District uses "Google Apps for Education" in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the district. Please know that in addition to Google Apps, the district uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact your building principal. Your signature below authorizes the district to allow your student to use Google Apps and other online educational programs throughout their K-12 educational experience in Fern Ridge.

Student Name (Please Print) _____ Student ID# _____

Parent/Guardian signature: _____ Date: _____

If you leave any box below unchecked, the district will assume you are providing us with permission to proceed

Do Not _____ release information to the military. Parent Initials: _____

Do Not _____ release directory information or personally identifiable information as I have indicated above

Do Not _____ give permission to release my child's photograph in any format (website, etc.)

Do Not _____ give permission for my child's photograph in class pictures/yearbook only

Information regarding policies will be kept updated at <http://www.fernridge.k12.or.us/technology/studentdata>

I have read the district's Internet policy IIBGA and accompanying IIBGA-AR (<http://policy.osba.org/fernridg/I/IIBGA%20D1.PDF> and <http://policy.osba.org/fernridg/I/IIBGA%20R%20G1.PDF>) I understand that violation of the district's policy will be handled in accordance with district policy, rules and regulations.

_____ Parent Initials

FRSD ATTENDANCE NOTIFICATION PROCEDURES

The relevant policies around attendance, and specifically parental notification of absences, can be found below in the Policy and Administrative Rule.

Policy:

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

Administrative rule (AR):

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

While the standards above describe the minimum as required by policy and state law, the FRSD will implement this practice in different ways, at the different levels K-12. Below is that description.

Elementary Schools (EES and VES):

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- Attendance is entered by classroom teachers by 8:30 AM.
- By 8:30, building secretaries will begin calling the parents of students that remain with an unexcused absence.
- The phone dialer will begin calling students that still have an unexcused absence beginning at 9:00 AM.

Middle School and High School (EHS and FRMS)

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- FRMS: Classroom attendance for 1st period is entered by 9:00. Phone dialer at 9:15.
- EHS: Classroom attendance for 1st/2nd period is entered by 9:45. Phone dialer at 10:00
- Classroom attendance is entered for the remaining periods of the day by 3:00.
- The phone dialer pulls attendance data for the remainder of the day, and phone calls are made again, beginning at 3:15.

SPECIAL NOTES:

- To verify or change the phone number our phone dialer will call, regarding an unexcused absence, please contact the school secretary.
- It is **EXTREMELY HELPFUL** to building secretaries to receive a phone call, a message, or have a completed pre-arranged absence form filled out. In particular, this limits the number of individual phone calls needing to be made at the Elementary level!