

# **NORTH MARION PRIMARY SCHOOL**

*Home of the Husky Pups*



## **Parent/Student Handbook 2017-2018**

### **North Marion School District 15**

North Marion School District is a welcoming, respectful and safe community where we hold ourselves accountable to global standards, where teaching and learning is challenging, dynamic and engaging, and where students are empowered to lead productive lives as stewards of their world.

## **GENERAL INFORMATION**

The following handbook information covers most common policies and questions. North Marion School District Board Policies and Oregon Statutes and Regulations address any and all school governance issues not found explicitly in this handbook.

## **ARRIVAL AND DISMISSAL PROCEDURE**

In an effort to provide a safe and effective system for transporting students to and from school, the following plan has been formulated:

### **A.M. Procedure**

- Parents who transport their children by car should not drop students off before 8:40 AM.
- When dropping off, please use the lane designated as a car lane. Cars cannot be left unattended in this lane. (THE BUS LANE IS FOR SCHOOL BUSES ONLY.) Children should be dropped at the covered walkway near the front door. Students should enter the building through the front doors. PARENTS PLEASE NOTE...the car lane is for drop-off and pick-up only. If you need to come into the building for any reason, please park your car in a designated parking space. (10 minute visitor)

### **P.M. Procedure**

- The car lane for afternoon pickups is to be used for carpool students and pre-arranged pick-ups only at the end of the school day.
- Park your car and come into the school foyer to pick-up your child or to drop-off your child.
- Any student waiting to be picked up after buses depart will be brought to the office to wait. You may park and pick up your child at this time.
- PLEASE NOTE: Arrangements for your child to be picked up at school or to have their bus changed to an alternate destination must be made in writing by the beginning of the school day. In the case of emergencies, please contact the school by 1:30 PM. After 1:30 PM no bus changes will be made.

Thank you for working with us to make this plan successful.

## **ATTENDANCE**

**There is a direct relationship between a child's attendance and/or tardy patterns and their success in school. Frequent absences and tardies may cause difficulty in connecting and organizing learning so that it has meaning. Students who attend school regularly and are on time have the opportunity to connect learning experiences from one day to the next,**

**arrange their thinking, and experience social and emotional stability in school. It is important that all students are on time for school at 8:40.**

**Policies and procedures for absences and tardies are as follows:**

1. If your child will be absent from school or late, please call the school Attendance Hotline at 503-678-8502 by 9:00 AM.
2. Illness and family emergencies constitute legal absences and tardies.
3. Written excuses are required when a student returns to school after having been absent; however, a written excuse does not automatically make an absence or tardy legal.
4. Since attendance at school is closely linked to academic achievement and social development, the school will make many contacts when a child is absent or tardy.
5. The classroom teacher will be aware of attendance patterns and phone contact will be made to inform families of excessive absences.
6. When a child has excessive absences (refer to the North Marion School District Attendance Procedures), the school will notify parents in writing regarding the legal and educational consequence of their child's failure to attend school. Parent response by phone or letter is required.
7. Students arriving to school late should report to the office. A note from the parent explaining the reason for being late must be given to office personnel.

**BEHAVIOR MANAGEMENT PLAN**

The staff at North Marion Primary believes that students' social and emotional growth is important to their learning.

We recognize there are a number of "Protective Factors" that can help students to be successful both in their educational pursuits and in their development socially. While at school, students will interact with staff members who will encourage and foster the development of these factors and related skills.

**"Protective Factors"**

- Recognizing appropriate behaviors which are Safe, Respectful, and Responsible
- Building self-esteem
- Developing healthy attitudes
- Creating a nurturing environment
- Anger management skills

- Stress management skills
- Physical and recreational activity
- Conflict resolution
- Making responsible decisions

The following is our school's Behavioral Management System that is designed to support the healthy and continual growth and development of students. The plan promotes self-management and enables students to be successful in both educational and social environments.

The foundation of this program is built on the concept of a support team for students made up of parents, students and staff members. Cooperation, responsibility and respect at all levels are the primary functions of each team member.

**Students are expected to:**

1. Act in a safe and orderly manner in all areas of the school.
2. Be respectful of the rights of others and themselves.
3. Be responsible for their learning and their actions.

We need parental support and encourage you to participate with us in the education of your child. With your cooperation and supports, we can help your child reach their fullest potential. We encourage you to:

1. Understand and support student behavior expectations and consequences.
2. Promote a positive attitude toward learning.
3. Communicate with us when you anticipate or see a learning or behavior problem developing.
4. Respond in a cooperative and timely manner with staff in working to solve or modify student behavior.
5. Promote school success by helping your child be consistent with attendance and understanding the rules.

We believe that most behavior concerns can be corrected within the teaching strategies of the classroom teacher. However, some behaviors that are considered dangerous and disruptive acts will be dealt with at an administrative level. Staff will complete a Behavioral Referral for the following poor behavior choices:

1. Fighting and/or assault
2. Serious or chronic intimidation or harassment

(Harassment, Intimidation, Bullying and Menacing have very specific definitions. More information can be found in district policies.)

3. Abusive or profane language
4. Destruction of property
5. Willful disobedience
6. Possession of weapons\*
7. Use or possession of tobacco, drugs, alcohol\*

\* Subject to police investigation and possible expulsion

### **The Behavioral Referral Process**

Students who receive a behavioral referral will have a conference with an administrator. Students will process the events leading up to the referral and will be involved in determining an appropriate, natural consequence for their actions. Parents/guardians will be notified for discussion and follow-up at home.

Repeat referrals may result in a student suspension from regular school activities and placement in an in-school suspension or the student may be sent home for the rest of the day. A conference with the parents is required before the student may return to the classroom environment. When a disciplinary action is taken, the safety, rights, and dignity of each student and the school community as a whole will be protected. A student who poses serious threat to the safety of any individual may be suspended regardless of prior referrals. We appreciate your support and participation in this important aspect of your child's education.

### **Regulations Governing Students Riding School Buses**

Riding the bus is a privilege not a right. While riding a school bus, students will:

1. Obey the driver at all times;
2. Secure and hold onto all personal objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ, Weapons in the Schools;
4. Find nonviolent solutions to conflicts;
5. Remain sitting in seats while the bus is in motion;
6. Keep hands, head, and feet or objects inside the windows and/or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed;

9. Respect school property and/or the personal property of others;
10. Treat the driver and other riders with respect, by refraining from using physical threats or harm;
11. Respect the concentration of the bus driver by remaining in seat and using a respectful voice;
12. Use respectful comments to the bus driver and other riders;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Refrain from eating or chewing gum;
15. No glass containers, balloons or other objects;
16. Only bring objects onto the bus that are appropriate in size to fit in the seat;
17. Accept assigned seats;
18. Allow a safe distance between the student and bus, while the bus is moving;
19. Be at the bus stop five minutes before the scheduled pickup time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

### **Violations**

Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents.

The district will provide interpretation to those students/parents whose primary language is not English.

### **DISCIPLINARY PROCEDURES FOR VIOLATIONS**

1. First Citation – Warning\*: The driver verbally re-states behavior expectations and issues a warning citation\*.
2. Second Citation\*: The student is suspended from the bus until a conference has been held with the student, the parent, the bus driver and the principal.
3. Third Citation\* of the year: The student receives a five to ten day suspension and will not be able to ride the bus until a conference has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior

contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days; and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.

5. In all instances, the appeal process may be used if the student and/or parent desires.

\* Before the student will be allowed to ride the bus again, the citation must be signed by the parents, the transportation supervisor, the bus driver and the principal.

Tips...for a great bus ride to and from school for your child.

- Walk your child to the bus stop or send him/her with an “experienced” rider.
- Have someone meet your child at the bus stop.
- Provide some sort of bag for your child to carry home school items. This really makes a much safer trip down the stairs and walking home.
- Please contact the school (503-678-8500) if there have been any address changes since registering your child.

CHILD ABUSE According to ORS 418.750, any public or private official having reasonable cause to believe that any child with whom he or she comes in contact in his/her official capacity has suffered abuse, or that any adult with whom he or she comes in contact has abused a child, shall report or cause a report to be made to the appropriate officials. North Marion School District adheres strictly to this legal requirement. The Primary School staff follows a specific procedure to contact the Department of Human Services (DHS) to report suspected child abuse.

Communicable Diseases/ School Exclusion School-age children occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student’s return to school. Very few illnesses mandate exclusion from school.

**However, students should be excluded from school participation if:**

Illness prevents student from participating in school activities; student requires more care than the school staff can provide; any of the symptoms listed below are observed:

Fever greater than 100.5 degrees; vomiting; stiff neck or headache with fever; rash with or without fever; behavior change – irritability, lethargy, somnolence; jaundice (yellow

color to skin or eyes); diarrhea – 3 watery (loose) stools per day with fever or if condition persists longer than 3 days; skin lesions that are “weepy” or pus filled; colored drainage from eyes, nose, ears; difficulty breathing. Students with these symptoms will be separated from other students while awaiting transportation from the school setting. Because many communicable diseases are most infectious at their onset, a child should be excluded from school at the onset of any symptoms such as runny nose, fever, cough, dizziness, swollen glands, listlessness, stiff neck, etc. No child should return to school until his or her fever has subsided for at least 24 hours.

Children who are well enough to attend school, barring any physical injury, are expected to participate in outdoor recess and Physical Education Class. A doctor’s note is required requesting an indoor recuperation period / no PE following an illness.

COMMUNICATION We believe that communication between school and home is key to the success of our students. You are encouraged to contact your child’s teacher by phone or e-mail if you have any information or questions regarding the school’s program. In addition, support staff, secretaries, nurse, child development specialist, and administration are always available to discuss issues and concerns.

In addition to this publication, you can expect the following:

- CONNECTIONS, our school newsletter.
- At least quarterly newsletters from your child’s teacher summarizing activities.
- Curriculum and developmental information pertaining to your child’s grade level.
- Progress reports at Trimester.
- A personal conference twice each year
- Telephone contacts.
- Letters from teachers regarding specific activities.
- Phone calls during the school day are sent directly to teachers’ voice mail

***CHECK BACKPACKS FOR ALL NOTICES Every day and especially at the beginning of the month and week.***

## **DRESS**

- Comfortable
- No Spaghetti Straps
- Hats for OUTSIDE wear ONLY
- Neat, Tidy, Modest ● Shoes for safe, active feet

**NO EXCESSIVE ATTIRE** Too baggy Ø Too exposed Ø Promoting Alcohol or Tobacco Products Ø Interferes with instruction or learning climate

## **EARLY RELEASE / LATE ARRIVAL**

Students are under the direct supervision of school staff during regular school hours. All student releases during the school day must occur through the office.

For safety reasons, students WILL NOT be released to anyone who is not listed on the Registration Card. Without parent verification, any person requesting to pick up a student during the school day MAY BE ASKED to show picture ID if the office staff does not recognize the person.

When a parent telephones a request that a child be released from school, the identity of the caller will be confirmed before the student is released.

Whenever possible we ask that medical, dental, and other appointments for students be made outside the school day. When it is necessary to pick up students prior to 3:30 p.m., please send a note to school by that morning. We will have your child waiting to be picked up in the office. This will decrease the class interruptions and expedite the pick-up of your child. Except for emergencies, please do not call the office or ask to have students released early without prior arrangements.

## **EMERGENCY SCHOOL CLOSURE**

Our school is prepared to handle foreseeable emergencies with the safety and well being of all children as a primary concern. In order for that goal to be reached, parents are responsible for furnishing the school with accurate and up-to-date alternative contacts (names and phone numbers) of people who could pick up their child in the event that parents cannot be reached.

When the District finds it necessary to close or delay school due to weather conditions or impending natural or man-made disasters, major radio and television stations are

notified, with information updated every 10 minutes. You can find this information by tuning into major radio and television stations, or on the web.

In addition to major media outlets, emergency closure information can be found on the web at [flashalert.net](http://flashalert.net). Finally, North Marion School District uses an auto dialer, when possible, to alert families and staff of school closures.

**\*\*If you do not see your school listed, you have school!**

## **FACILITIES USE**

Any organized community group that is interested in using the district facilities must submit a "Facilities Use Form" to the building administrator. Facilities will be reserved on a first come, first serve basis, all school activities take precedence over outside activities. Requests for facilities will not be accepted prior to August 15th for the upcoming school year.

## **FAMILY SUPPORT– SOLUTIONS TEAM**

The Solutions Team is comprised of our School Counselor, Learning Specialist, Reading Facilitator, Homeroom Teacher, Principal and, most importantly, parent/guardian. The team meets weekly and works to use children's strengths to aid in addressing a child's academic, social or emotional challenges. Teachers and parents can request that a Solutions Team meeting referral be made through the School Counselor. We encourage you to call our School Counselor for further information.

## **FIELD TRIPS**

Throughout the year youngsters may be involved in field trips. Teachers will send home notices in advance of any outing that involves transporting students off the premises. Field trips are an extension of the classroom into the world of experience. Visits to attend live theater, concerts, farms, forests, factories and organizations give students knowledge they can use to understand formal instruction and connect in the classroom. Trips also serve to unite scattered knowledge which students already possess. Supervision on field trips is provided by staff. For certain trips, parents may be asked to chaperone. Only children in the classroom taking the field trip may attend. Prior to volunteering and chaperoning all volunteers must submit a Volunteer Form and pass a Criminal History Verification that will be kept on file in our office.

## **HEALTH AND SAFETY**

### **An Important Note About Accident and Injuries**

North Marion Primary School does not assume responsibility for student injuries but does make voluntary student accident insurance available. Information is made available at registration time each school year, yet may be requested at any time.

#### **1. Accidents / Emergencies**

Students should immediately report all accidents or injuries to the supervisor on duty. In the event of an accident or illness, we make every reasonable effort to reach parents as soon as possible. If the injury or illness is serious enough to warrant immediate treatment and parents cannot be reached, we will summon emergency assistance and transport to Meridian Park Hospital Emergency Room or contact the physician listed on the registration card. Parents will be notified at the earliest possible time. PLEASE BE SURE THAT THE SCHOOL OFFICE HAS CURRENT HOME, WORK, AND EMERGENCY NUMBERS. Remember to notify us immediately of any changes in telephone numbers during the year.

#### **2. First Aid**

When a student is injured at school, the student may be given emergency first aid by a staff member who is trained in first aid. Parents or emergency contact listed on the registration card will be notified. If no one is available, school personnel will use their best judgement for medical assistance. Our School Health Nurse, if available, will be contacted for advice and on-site assessment if needed.

#### **3. Head Lice**

A particularly annoying and frequently misunderstood health problem is head lice. The building principal and the School Nurse are responsible for identifying and following the procedures outlined by the district and the Marion County Health Department.

This problem knows no bounds and all students, regardless of home conditions, are susceptible to head lice. When this occurs, parents and school personnel must work together to control this situation. The following outline describes the problem and procedures to be followed.

Head Lice (Pediculosis)

- Students who have signs and symptoms of head lice must be referred immediately to the office.

#### **What to look for:**

- Persistent itching or scratching of the scalp especially around the neck and

behind the ears.

- Head lice are very small, gray-brown colored bugs.
- Their movement can be noted on an individual's head; however, they do not jump or fly.
- The eggs, called nits, are laid close to the scalp on shafts of hair and can easily be differentiated from dandruff or dirt as they stick to the hair shaft and will not pull off the shaft easily until treated.
- Nits are whitish and opaque in color and look like tiny cooked grains of rice.
- Nits may usually be found behind the ears and at the base of the neck, at the hairline.

#### Classroom Screening

- If a classroom has two or more identified cases of head lice, the teacher may arrange to screen all students in the classroom. A trained assistant may be utilized for classroom screening.
- When a student is identified as having head lice, all brother and sisters in the family who are attending school may also be screened, as well as class friends.
- The most effective screening occurs when parents check their own children at home, treat if any are found and make an effort to remove nits.
- It will be assumed that parents are periodically checking the hair of their children throughout the school year.

References for Lice Policy: American Academy of Pediatrics, Harvard School of Public Health, Centers for Disease Control, Clackamas County Public Health.

#### **4. Health Screening**

While not required, students entering N.M.P.S. should have a physical and dental examination each year. The School Nurse will coordinate and conduct a yearly vision screening for students. The Marion County Education Service District Audiologist coordinates and conducts a hearing screening for all students K-3.

#### **5. Immunizations**

The Oregon immunization law requires all children entering school for the first time to have at least one immunization against polio, diphtheria, tetanus, mumps, rubella, measles, and hepatitis. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the county health department, or a religious exemption signed by the parent, the child will not be allowed to attend school. All students must have current immunizations according to the state by the exclusion date in February in order to avoid exclusion.

Students Enrolling from Out-of-State Parents of new students enrolling from out-of-state will have a 30-day period in which to send for their children's records. The school will follow up after the grace period to see if these children are in compliance with the law.

Students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school without evidence of having received the immunizations.

## **6. Restriction on Home Prepared Foods**

Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination. Commercially prepared food may become contaminated in the handling and distribution of such items.

Home-prepared foods, other than individual student and staff lunches, will not be brought into District locations for any school activity.

Prepackaged food items that are made in licensed commercial facilities may be distributed in District locations provided handling is minimized. Distribution must be preceded by staff-supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed and that servings are individual.

School Nurse School Health Specialist conducts and coordinates assessment and input with regard to student health issues.

Student Medication When a child must take prescription or over-the-counter medication during school hours and a parent can not be at school to administer the medication, the parent must provide the school with:

- Parent authorization (form available in the office).
  - The original prescription container with the label containing the physician's name, the name of the medication, dosage, time interval, and method of administration or
  - The original over the counter container for non-prescription medication.
    - The parent's written instruction including name, dosage, duration, and any special instructions for prescription medication.
    - The parent's written instruction including name, dosage, duration, and any special instructions for non-prescription medication.
- Approval of Building Administrator.

Students may not carry the medication to school themselves. All medication must be delivered by an adult. All medication will be kept in the school office. Students with potentially life-threatening conditions (such as severe insect sting allergy or severe

asthma) who have been taught to self-administer their medications may carry the medication if their physician writes an order for them to do so. The order may be written on a prescription form and will be kept in the school office.

## **HOLIDAYS AND BIRTHDAYS**

We have a diverse population of families at our school. Each family chooses to celebrate holidays in different ways. Federal laws direct us that, "...no student feel excluded or forcibly identified with a religion not their own," and that no activity "...should have the purpose, or effect, of promoting or inhibiting religion." In the classroom, your child's teacher may choose to have seasonal or theme-based celebrations to recognize special events throughout the year,

Please do not send homemade birthday treats to share with the class. Marion County Health Department prohibits us from distributing home baked items. Please contact your child's teacher at least 24 hours in advance to set up a birthday distribution of treats.

When children are planning parties at home, the distribution of invitations should not take place at school (so children who are not invited will not have their feelings unintentionally hurt).

## **HOMEWORK**

Kindergarten Periodic homework activities will be sent home with your child. These activities are meant to be completed with the assistance of an adult. Twenty minutes of reading each night with your child is an important homework activity.

First and Second Grade All students in first and second grade are assigned homework Monday through Thursday nights. The primary homework assignment consists of at least 20 minutes of reading each night. In addition to reading, homework is assigned at the discretion of the teacher as an extension of activities in other subject areas.

## **LIBRARY**

The North Marion Primary School Library is open before and after school and families are welcome to check out books. Students can check out books each week and they are responsible for returning books to the library each week. Books are considered overdue two weeks after checkout. Families will be responsible to pay for lost or damaged books.

## **LOST AND FOUND**

**Lost and Found is located in the cafeteria and by the recess doors PLEASE CHECK FREQUENTLY and you can minimize by labeling all clothing**

## **MEALTIME**

Breakfast (8:40 am) and lunch programs are served at the all North Marion schools.

Free and reduced meal applications are available at registration or from the school office throughout the year. Free and reduced applications must be completed each year. We use a computerized meal accounting system. This makes our breakfast and lunch program efficient and accurate in reporting requirements for meal service. Here is how the system works:

1. Each student is issued a plastic card that identifies the student to the computer and contains his/her name, identification number and bar and color code by grade.
2. Cards are organized by class in the school cafeteria. At lunch the student runs his/her card through the scanner and the price of the meal is deducted from the student's account. After each meal a new balance is shown on the screen.
3. The card allows the student to purchase his/her meal as qualified-free, reduced or paid.

Breakfast and Lunch prices are as follows:

Breakfast Full Price--Free to ALL Students, Adults \$2.00

**Lunch** Full Price \$2.10 Reduced-- No Cost, Adults \$4.00

### **PAYMENTS MUST BE PAID IN YOUR CHILD'S ACCOUNT IN ADVANCE**

1. Make deposits in accounts that last one week or longer. We cannot make daily deposits. The computer will automatically deduct appropriate amounts—breakfast, lunch, reduced or paid.
2. Payments are deposited in each student's personal account. If you have more than one child, you can use one check. However, please indicate by a note how much you want deposited in each child's account.
3. When there is \$2.00 or less in the account, an envelope will be sent home to make a deposit. It is important that you make a deposit immediately so that your child's account does not reach zero.
4. **STUDENTS MAY NOT CHARGE ANY MEAL.** If there is not enough money to cover the cost of a meal, students will not be given that meal. If there is not enough money to cover the cost of lunch, students will receive a peanut butter sandwich that day. A note will be sent home informing parents when this occurs. (School Board Policy)
5. We encourage you to make your first deposit at registration. Use the Breakfast/Lunch Menu to keep track of meal purchases so that you can anticipate when deposit slips will be sent home. **CHECK BACKPACKS FOR ALL NOTICES.**
6. You may also make lunch payments online through our online program at mealtime.com. You will need your child's ID number which is available through the

office.

### **INSUFFICIENT FUNDS**

North Marion School District has a policy procedure for collecting fees for collecting insufficient funds. The handling fee charged by the districts will be \$15. All checks written for breakfast/lunch programs, student fees, athletics, etc. will be subject to this handling charge.

### **PARKING**

Be aware that it is unlawful to leave a child(ren) unattended in a vehicle, no matter the length of time or where it is parked. Staff are required to report such occurrences to the authorities.

We understand that our parking spaces are limited. There are a few Handicapped spaces that can legally be used by vehicles that have such a permit. The 3 – 30 minute parking spaces are only for a quick stop in at our school. We also have some spaces that are marked and reserved for Intermediate Staff and Special Programs building. We ask that people obey the signs as it is possible to be fined if handicapped parking spaces are used illegally. For longer visits we ask that you use any unmarked free spaces in our parking lot, overflow parking in free spaces across the street at the Middle School/ District Office parking lot. You may also park on the street as long as the bike lane is not being completely blocked.

An exception to the "no parking in the fire lane law" is allowed for drive by, car lane student drop-off at the beginning of the school day – 8:40 AM; as well as for car lane pick-up at the end of the school day –3:30 pm. It is required, however, that an adult driver remain in his/her parked vehicle while using the car lane (parked in the fire lane in front of the school)

Car lane is not available at mid-day and parents must walk Preschoolers into the school.

### **PARENT AND COMMUNITY INVOLVEMENT**

As part of North Marion Primary School's status as a School-wide Title I school, we both welcome and expect parent and community participation in school goal setting and annual review and revision of parent involvement policies. Regular meetings are held to discuss student achievement, participation and parent-school compacts. Back-to-School night involves all parents in these discussions. Conference nights are another avenue for discussing school goals and policies and for signing parent school compacts.

Translation is provided during these events and transportation can be arranged on an "as needed" basis. Our school Site Council, which is an open meeting whose schedule is regularly advertised, is a forum for annually reviewing policies, compacts and student

achievement.

## **PLACEMENT OF STUDENTS**

The assignment of students and classes to teachers is the responsibility of the school principal and staff. In all assignments, the student's welfare shall be foremost.

Parents shall have the right to provide input as to the unique needs of their child when classroom assignments are being made. Final selection of students for a program remains the responsibility of the school principal and staff.

PRESCHOOL North Marion Primary School offers half day Preschool classes for children who turn 3 or 4 years old before September 1st. Tuition is charged for these classes. Preschool classes meet Monday, Tuesday, Thursday, and Friday for either an AM or a PM session, but there is no school on Wednesday.

## **RECORDS**

Release of Directory Information and Personally Identifiable Information Directory information is personally identifiable information from a student's educational record. The following are designed as directory information and may be made public by district schools or officials, except as prohibited by the parent.

Directory Information Includes:

1. Student's name 2. Date and place of birth 3. Participation in officially recognized sports and activities 4. Height and Weight of athletic team members 5. Dates of Attendance 6. Degrees or awards received 7. School

The district shall give annual public notice of the types of information considered to be directory information and the district's option to release such information. Such notice shall be given prior to release of directory information.

Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information in the form of lists of students, addresses and phone numbers shall not be released to vendors or others desiring to solicit students for contributions or purchase.

A parent or emancipated student may prohibit the release of all or any category of directory information. Such exclusions must be sought in writing to the school principal within 15 days of this annual public notice.

## **REGISTRATION**

Returning student pre-registration will occur in the Spring for the coming school year.

Kindergarten Registration is held during our Kindergarten Round-Up. New Student registration will be scheduled mid-August. Any new student who registers after the start of the school year will be placed after the following procedure occurs:

1. Parent Interview 2. Student Interview 3. Student Assessment

**SAFETY** The continued safety of children is a major concern. It is important to teach your child the danger of speaking with strangers, accepting gifts from people they don't know, getting into a car with a stranger, etc. These are concepts which are regularly reviewed at school, and your reinforcement at home will stress their importance. Immediately contact your child's principal should your child report any unusual or suspicious occurrence while going to or returning from school. Fire, earthquake, and containment drills are carried out in compliance with Oregon Revised Statute and Oregon Administrative Rules guidelines. Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity.

For the safety of all students, students are not allowed to wear cleats at school and while on the playground.

### **SCHOOL INSURANCE**

School insurance is voluntary. North Marion School Districts will make available Student Accident Insurance for students attending North Marion School on a voluntary basis. Students and/or parents can purchase their own coverage. A brochure detailing coverage is available at each school office.

### **SPECIAL SERVICES AND PROGRAMS**

1. **School Counselor** Our School Counselor works with all children in the school through classroom guidance activities to develop positive self-esteem, decision making skills, personal safety, conflict management, effective ways of communicating ideas and feelings and understanding self and others. In addition, some students will be able to participate in small group, or individual, structured play experiences designed to help them grow in self esteem and social skills. Parent resources and education opportunities are also available through the guidance department.

2. **English Language Development** English Language Development provides language assistance for students whose primary language is other than English.

3. **Learning Specialist** Our Learning Specialist manages the Special Education program which supports students so that they can be successful in school. Students who have need in areas of speech and language, vision, hearing, motor, physical, academic,

social or behavioral could be eligible for services. Students can be referred for a systematic evaluation process which determines areas of need.

4. Talented and Gifted Program The Talented and Gifted Program provides systematic assessment of students and extension instruction within the classroom for those students who qualify.

5. Title I Title I is a Federally Funded program designed to provide supplemental instruction for students in reading and math.

6. Behavior Specialist The behavior specialist services include play groups, social skill groups, and consultation to teachers and other staff regarding behavior problems. The behavior specialist also evaluates students under IDEA guidelines.

7. Speech Language Specialist The Speech Language Specialist is an employee of Willamette Educational Service District. Services include direct instruction, co-teaching, and consultation with teachers and other staff regarding articulation, fluency, oral grammar and language skills. The Speech/Language Specialist also evaluates students for services under IDEA guidelines.

8. Psychologist The psychologist is also employed by the NMSD. She provides consultation and evaluation of students on an on call basis. Areas she is asked to consult include possible mental retardation evaluations, as well as assistance interpreting test data and providing ideas for adaptations and modifications.

9. Physical, Adaptive, Autism, Hearing, Vision Specialist Specialists for these lessor occurring disabilities are provided by the Mid Oregon Regional Service. Specialists provide consultation, evaluation, and direct instruction depending on the students needs. These specialists have varied schedules based on our buildings special needs.

### **THINGS TO LEAVE AT HOME**

Any item which may create a health or safety hazard, or may get in the way of a student's assigned task, should not be brought to school. A student should not bring the following items to school unless a teacher makes a request to the parent in writing:

1. Trading cards and game cards
2. Gum
3. Toys and toy-like objects
4. Pets (any type of animal)
5. Candy or food that is not a part of lunch
6. Radios, recording devices, cameras, calculators, or any handheld electronic games or devices.

7. Golf balls, hard baseballs, footballs 8. Unnecessary, unrequested money or personal property.

Students who bring unauthorized items to school may receive a referral (Behavioral Process) and will have the item confiscated until a parent picks the item up in the office.

A student should NEVER bring the following item to school:

1. Alcohol, drugs, tobacco. 2. Matches, bullets or other dangerous objects. 3. Weapons or replicas of weapons (including, but not limited to firearms, knives, metal knuckles, razors, explosives, noxious, irritating, poisonous gases, or poisons).

Incidents of students possessing the above items will be reported to parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken which may include expulsion.

### **TOBACCO FREE DISTRICT**

North Marion School District has adopted Policies that prohibit the use of tobacco in any form on district property. This includes:

- School and district buildings.
- Vehicles on district property or
- Outdoor areas such as playground
- Athletic fields or field trip participation

### **USE OF TELEPHONE**

Students may not use the school telephone except in case of an emergency. Teachers and students will not interrupt instructional time in the classroom to accept telephone calls. In the case of an emergency, please call the office at (503) 678-8500.

### **VOLUNTEERING AND SCHOOL VISITATIONS**

Parents and patrons are encouraged to visit school and see first hand how students learn. For the protection of all students and their educational process, the following procedures apply to any school visitation. Volunteering and visiting must be prearranged by the volunteer and approved by the classroom teacher. At least 24 hours' notice is required for the teacher to respond to the request. This will also allow teachers time to gather / prepare materials or to decide how to utilize the help.

- Prior to volunteering and chaperoning all volunteers must submit a Volunteer Form and pass a Criminal History Verification that will be kept on file in our office.
- Send a note, call or e-mail the teacher or school principal to schedule a time to visit.
- All visitors, including parents, must secure a name tag and sign in at the office before

going to any other area of the building.

- Adults who ask to speak with students during the school day must obtain permission from the building principal. Student/adult conversations will take place in the presence of school staff members.
- The front door closest to the office is the only door kept unlocked except when being used by groups of students to pass to and from activities.
- Volunteers are to treat information shared by children or staff as confidential and should inform a staff member should they have a question or concern.
- Anyone on school property without a visitor name tag will be questioned by staff.

We are excited you are joining us. Please consider these when volunteering in the classroom.

### **Volunteer Expectations**

1. Provide support to teacher – this could range from making copies and doing prep work to working individually with a student or assisting student work time.
2. Teachers need to know where their students are at all times. Please direct students to ask their teachers if they need to leave the classroom for any reason.
3. Respect teaching and learning time – Our time is spent working with your children so please save conversations, comments, and questions for another time when teacher is available.
4. If there is a question or concern, please address it with the teacher first in a respectful manner.
5. Be thoughtful of how you're speaking to and treating children in class. Use appropriate/positive language and avoid physical contact.
6. Please display positive behavior when you are showing your feelings, thoughts, and opinions in front of children, teachers, other staff members, and parents.
7. Respect the school and classroom environment – please leave the space the way you found it.
8. Confidentiality – Please keep individual student's progress, behavior, or activities **private and confidential.**

9. Before bringing in other siblings, please ask the classroom teacher prior to your volunteer time.

10. Please communicate within 24 hours if you plan to volunteer or cancel your volunteer time.

## **WITHDRAWAL**

When a family plans to move or remove a child during the school year, please advise the school office and the classroom teacher at least one week in advance. The school staff will then have the time necessary to prepare transfer materials, gather student belongings, and bring closure for the student with regard to academic and social activities.

## **Parking**

Be aware that it is unlawful to leave a child(ren) unattended in a vehicle, no matter the length of time or where it is parked. Staff are required to report such occurrences to the authorities.

We understand that our parking spaces are limited. There are a few Handicapped spaces that can legally be used by vehicles that have such a permit. The 3 – 30 minute parking spaces are only for a quick stop in at our school. We also have some spaces that are marked and reserved for Intermediate Staff. We ask that people obey the signs as it is possible to be fined if handicapped parking spaces are used illegally. For longer visits we ask that you use any unmarked free spaces in our parking lot, overflow parking in free spaces across the street at the Middle School/ District Office parking lot. You may also park on the street as long as the bike lane is not being completely blocked.

An exception to the "no parking in the fire lane law" is allowed for drive by, car lane student drop-off at the beginning of the school day – 8:40 AM; as well as for car lane pick-up at the end of the school day –3:30 pm. It is required, however, that an adult driver remain in his/her parked vehicle while using the car lane (parked in the fire lane in front of the school)

Car lane is not available at mid-day and parents must walk Preschoolers into the school.