Starr Elementary School
Student/Parent
Handbook

2020-2021

Starr Elementary School
3230 Starr Ave.
Oregon, Ohio 43616
419-693-0589

www.oregoncityschools.org

Twitter: @StarrBulldogs

Facebook: www.facebook.com/StarrElementarySchool

August, 2020

Starr Elementary School Parents/Guardians and Students,

It is with great pleasure that the Starr Elementary School Staff welcomes you to the 2020-2021 school year!

The purpose of this handbook is to help students and parents become better acquainted with the policies and procedures at Starr Elementary School. It is essential that this handbook be reviewed and understood by you and your child(ren).

The Starr Elementary Staff is looking forward to working with your family. Your involvement is crucial to our overall success. If you have any questions or concerns at any time, please contact me at (419) 693-0589 or email me at tsoltesz@oregoncs.org

Sincerely,

Tricia Soltesz, Principal

Mission Statement of Oregon City Schools

The mission of the Oregon City School Board of Education is to maintain a safe and secure learning environment that provides all students with the opportunity to obtain the knowledge, skills and abilities necessary to be successful in the 21st century.

Office Personnel
Tricia Soltesz – Principal
Ext. 3044
Angel Mehlow – Secretary
Ext. 3000

Guidance Counselor
Julie Taylor - Ext. 3040

Kindergarten
Jennifer Klewer - Ext. 3047
Greenlese - Ext. 3047
Tracy Venia - Ext. 3001
Carly Naufel Ext. 3048

1st Grade
Ryan Donegan - Ext. 3014
Sarah Howard - Ext. 3012
Brianna Geisel - Ext. 3015
Rebecca Oberdick - Ext. 3013

2nd Grade
Debra Kowalski - Ext. 3027
Leslie Munger - Ext. 3026
Karen O'Connor - Ext. 3025
Heidi Schroder-Ext. 3024

3rd Grade
Amanda Vargo- Ext. 3019
Sarah Garand - Ext. 3022
Megan Zapadka- Ext. 3020

4th Grade
Carmela Elmer - Ext. 3007
Elizabeth Holzhauer - Ext. 3004
Megan Cullen - Ext. 3003
Colleen Zatko - Ext. 3002

Intervention Specialists
Amanda Muck - Ext. 3009
Sarah Kookoothe - Ext. 3046
Megan Rohrbacher - Ext. 3007
Shanna Lake-Ext. 3008

Music Teacher
Megan Porter - Ext. 3033

Physical Education Teacher
Jeremiah Przybylski -
Ext. 3035

STEAM Integrator
Heather Armstrong
Ext. 3045

School Nurse
Jill Duwve - Ext. 3031

Library/Media Specialist
Deb Toth - Ext. 3018

Extra Curricular Advisors
Kiwanis Kids - Julie Taylor
Student Activities Advisor - Julie Taylor
Art Club- Julie Taylor & Sarah Kookoothe
Fitness Advisor-Jeremiah Pryzbylski
Vocal Director-Megan Porter

District Speech Pathologist
Jaimie Csehi-Ext. 3029

District School Psychologist
Tiffany Rollins-419-693-0661

Student Centered Paraprofessionals
Michelle Gaskins
Cristin Corrigen
Emily Sibberson
Denise Young
Amibeth Seaman

Cafeteria Staff- EXT.3041
Pam Jones- Manager
Deb Mottmiller
Ann Crawford

Title 1 Teachers
Pat Shafer- Ext. 3040
Amy Rankin - Ext. 3017
Karina Claydon- Ext 3024

ESL Instructor
Belinda Kretzer

Custodial Staff
Karen Jones Day - Ext. 3031
Theresa St.John- Night Custodian
Ext. 3000

Crossing Guard

Cafeteria Monitors
Denise Vargo
Anita Wlodarz
Angie Hales

Playground Monitors
Jayme Vermett

Breakfast/Parent Pick-Up Monitor
Angie Hales

Attendance/EMIS
Becky Dominique -
Ext. 3042

STARR CALENDAR OF IMPORTANT DATES 2019-20 (Parent & Student Handbook)

(There may be additional activities and events not listed. As always, some dates and times are subject to change.)

To be added when complete.

Additional dates will be found in our classroom newsletters,weekly school newsletter (*Starr Gazer*), and on our…….

Facebook page: https://www.facebook.com/StarrElementarySchool (*Like Us*)
Twitter: @StarrBulldogs (*Follow Us On)*

Starr Elementary
DAILY TIME SCHEDULE

Student Arrival Bell – 8:50am

Classes Begin - 9:05am

Lunch & Recess Schedule

11:00-11:25	K	Lunch
11:25-11:50	1	Lunch
11:50-12:15	2	Lunch
12:15-12:40	3	Lunch
12:40-1:05	4	Lunch

11:25-11:50	K	Recess
11:50-12:15	1	Recess
12:15-12:40	2	Recess
12:40-1:05	3	Recess
1:05-1:30	4	Recess

Prepare for dismissal 3:30pm

Dismissal 3:35pm

Starr Elementary
BEFORE SCHOOL PROCEDURES

1. Parents who drop their child(ren) off at school in the morning must drop their child(ren) off at the side door.
2. Only students and staff are permitted in the hallways between 8:50 a.m. and 9:05 a.m.
3. Previous to 8:50 a.m. and after 9:05 a.m., all parents/guardians must enter the office and speak with the school secretary.
4. Parents are encouraged to make an appointment with their child's teacher or contact the teacher by phone or email if questions or concerns arise as teachers may not be available due to previous commitments before the school day begins.

Starr Elementary
DROP-OFF / PICK-UP POLICIES

1. Student drop-off is at the west end doors no earlier than 8:50 a.m.
2. When dropping off your child(ren) you must follow the flow of traffic. Do not enter the front driveway. The front driveway is reserved for buses.
3. Use the entire sidewalk when dropping off your child(ren). Several cars can be lined up along the sidewalk dropping off multiple children at the same time.
4. There is one lane of traffic coming in the parking lot and one lane of traffic going out. Please do not drive against the flow of traffic.
5. Children are not permitted to walk through the line of traffic without an adult. If you choose to not drop your child(ren) off at the sidewalk, you must park and walk your child(ren) through the line of cars to the sidewalk.
6. Do not create extra parking spots near the building/sidewalk during drop-off or pick-up. This narrows the area in which cars must travel, creating an unsafe situation.
7. When dropping off tardy student(s), after 9:05 a.m., you must escort your child(ren) into the main office to sign him/her into school.
8. When picking up your child(ren) from school at the end of the day, you must park your car and wait in the cafeteria until the students are released from class. Do not enter the front driveway. The front driveway is reserved for buses. Refrain from having someone pick you and your child(ren) up while in the line of moving traffic. This impedes the flow of traffic, creating an unsafe situation.
9. Students are not to exit the building into the parking lot without an adult.
10. The cafeteria will be opened for parents to wait for the students at the end of the day at 3:20 p.m.
11. Students should be picked-up promptly at 3:35 p.m.
12. The way in which your child(ren) goes home at the end of the day cannot be adjusted without direct notification from the parent to the teacher. Please make every effort to notify the teacher of the transportation change by 12:00 p.m.

13. Numbered cards will be issued to ensure that the child(ren) are being picked-up by an authorized individual. The child(ren) and adult will be asked to present the numbered cards each day before leaving the building. If a matching set of cards is not presented, the identification of the adult must be verified before the child(ren) are released to go home.
14. The teachers are unable to conference with you during dismissal as they are supervising students. If there are issues that you want to discuss with your child's teacher, please write your child's teacher a note or leave the teacher a voicemail asking him or her to contact you. Teachers may also have obligations after school which would not allow ample time for them to be able to conference with you.
15. Please refrain from cell phone use while driving in the parking lot during school hours.

STARR ELEMENTARY POSITIVE BEHAVIOR SUPPORT SYSTEM

1. Philosophy
    - Starr Elementary School strives to provide a safe, secure, stimulating environment for all learners. We believe that in order to achieve this goal all students must be taught clear behavioral expectations. With hard work and dedication, the entire staff, parents and students agree to uphold our guiding principles of being respectful, being responsible and being a friend.
2. Universal, Unconditional Student Support
    - The Starr Elementary School staff values the unique qualities and abilities inherent in each individual student regardless of how that student performs or what he or she accomplishes. In order for students to meet behavioral expectations, it is imperative they realize their own individual worth and importance as a member of the school community. Part of what makes a safe, secure, and stimulating environment for all learners is the ability to make mistakes and learn from them. Positive risk taking can lead students to reach heights they may not have thought possible. We believe:

        - <u>Every</u> person learns.
        - <u>Every</u> person can contribute.
        - <u>Every</u> person makes mistakes.

To that end, all staff members have committed themselves to fostering each student's understanding of his or her unique place at Starr Elementary School. This commitment includes, but is not limited to:

- Bulldog of the Week: Throughout the school year, students who exemplify positive characteristics that uphold our "Bulldog Principles" may be chosen by their teacher to be the "Bulldog of the Week."
- Bulldog Character Building Traits: Each month students will focus on a specific character building trait. Students may be involved in a variety of activities involving the trait of the month.

- **Bulldog Bucket Filler Program: Bucket filling is a simple but powerful concept: Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy. When our buckets are empty, we feel sad. Staff members at Starr School encourage and recognize students' efforts to be bucket fillers. Students "caught" filling buckets will be acknowledged and their achievements celebrated! They will receive certificates, be recognized on the morning announcements and have their names placed on our "We are Bucket Fillers!" bulletin board.**

3. School-Wide / Home Reinforcement Agreement

The Starr Elementary School staff agrees to post, teach and model our three guiding principles, five school wide rules and recite our positive pledge in our classrooms and throughout our building on a daily basis.

4. Bulldog Principles

- **Be Respectful**
- **Be Responsible**
- **Be a Friend**

5. Bulldog Bucket Filler Pledge

As a bucket filler, I . . .

- **am polite and friendly to everyone**
- **help others without being asked.**
- **practice good manners.**
- **use kind words when I speak to people.**
- **treat others how I want to be treated.**

6. Bulldog Pride Rules

- **Follow all directions the first time given**
- **Keep your hands, feet and objects to self**
- **Use appropriate language with both students and adults**
- **Use others property only with permission**
- **Always allow learning to happen**

7. Home Reinforcement – As parents we agree to:

- **Review the Bulldog Principles and Bulldog Pride Rules with my child(ren)**
- **Enforce the same principles and rules at home**
- **Be supportive of our school community**
- **Keep an open line of communication between all parties involved**

8. School-Wide Management System

All classrooms have a color-coded system to track student behavior. Each color carries a reward or consequence. All students will begin with the color green everyday unless a situation occurs the day before that must be dealt with on the following school day. Possible minor and major offense examples are listed in the chart on page 15.

- **Green -** All students begin daily

- **Yellow -** Student warning
- **Orange -** 15 minute recess detention in the classroom
- **Red -** Student is sent to the office to complete a "Think Sheet" regarding the color changes. The "Think Sheet" is sent home to be signed by the parent and returned to school the following day.
- **Blue** - Referral to office (A minimum of before school detention will be assigned and a phone call home will be made to the parent by the principal or designee.)

Minor behavior infractions will require a single or double card pull while major behavior infractions will require the student to go to an automatic blue card.

If a student reaches a blue card, he/she may be required to report to before school detention. Intentionally failing to report to the before school detention could result in further consequences.

If a student receives three red cards within one semester of the school year, a phone call home may be made by the principal or designee to discuss the behavior concerns. If additional red cards are earned during the school year, a student's privileges may be reduced to manage the student's behavior.

If a student receives three blue cards within one semester of the school year, a parent conference may be set-up with the administrator and the teacher involved to discuss behavior concerns. If additional blue cards are earned during the school year, the following consequences may be assigned as a progressive discipline plan to manage the student's behavior.

- **One day in-school suspension**
- **Two day in-school suspension**
- **One day out-of-school suspension**
- **Three days out-of-school suspension**
- **Five days out-of-school suspension and referral to the district diversion board**
- **Seven days out-of-school suspension**
- **Ten days out-of-school suspension and referral to the expulsion board**

In the case of a serious offense involving physical injury, weapons, or drugs, the principal or designee will take immediate action, which could include emergency removal and suspension.

Should a student be suspended from school, the student and parent will be notified of the suspension and given a "notice of intent to suspend." The notification and discussion about the suspension will act as an informal hearing.

9. Minor/Major Offense Chart

The chart below defines a list of minor/major offenses. Consequences for minor/major offenses will be administered in accordance with our positive behavior intervention system as mentioned on pg. 13. The determination of minor/major offenses will be at the discretion of the staff member involved.

Behavior	Minor	Major
Academic Practice	Failure to turn in required academic practice	
Inappropriate Communication	Name calling, insults, inappropriate slang or non-directed profanity (Up to 2 card pulls)	Any communication viewed as threatening, insinuating physical harm or bullying (purposely and repeatedly mean or hurtful towards others)/harassing/demeaning
Physical Contact/Fighting/Physical Aggression	Inappropriate contact with another student (Up to 2 card pulls)	Inappropriate contact with intent to hurt another student
Defiance/Overt Defiance	Intentionally not following directions, dishonest actions	Insubordination, back talk to any staff member Dishonest actions directly affecting others
Disruption	Talking while staff member is talking, shouting out, slamming items or throwing items	Temper tantrum Exposure of private body parts
Property Misuse/Stealing	Tampering with another person's/school's property, breaking own materials	Destroying or damaging another person's/school's property, intentionally taking something that does not belong to him/her, throwing items with intent to hurt
Weapons (Real or Fake)		Weapon or any resemblance of a weapon real/fake including but not limited to: guns, knives, lighters or any type of explosive materials
Tobacco and/or Drug Products		Any type of tobacco/drug including but not limited to: chewing tobacco, cigarettes or marked/unmarked drug product

At any time, the Starr staff reserves the right to make adjustments to our building-wide management plan without advanced notice in order to maintain safety and to meet the needs of all students and situations.

POSITIVE RECOGNITION FOR STUDENT SUCCESS

Recognizing students' positive traits and achievements stimulates them to succeed. To that end the following awards are given to students on an annual basis.

Bucket Filler Recognition

Staff members at Starr School encourage and recognize students' efforts to be bucket fillers. Students "caught" filling buckets will be acknowledged and their achievements celebrated! They will receive certificates, be recognized on the morning announcements and have their names placed on our "We are Bucket Fillers!" bulletin board.

Superhero Character Trait Award

This is awarded weekly to students who exhibit a character trait that promotes Starr Elementary's commitment to show how Character Counts! Example: Honest, Trustworthy, and Respectful

Math Super-Stars

This is awarded weekly to students who succeed in achieving his/her math facts.

Claire's Day Award

Julie and Brad Rubini were named recipients of the 2010 Hometown Hero Bridge Award for their work in creating Claire's Day, a reading festival that brings authors and illustrators of books for children and teens to the Maumee Branch Library each May. The event was created in memory of their daughter Claire, who died unexpectedly of an undiagnosed heart condition in 2000. The event draws thousands of visitors and hundreds of local students receive awards for their achievements in reading.

2020-2021 Oregon City Schools Elementary PowerSchool Schedule
*Will be updated.

K-6 Grade Updates

1st Quarter

Final

2nd Quarter

Final

3rd Quarter

Final

4th Quarter

Final

Oregon City Schools
Elementary
Student/Parent
Handbook Supplement

www.oregoncityschools.org

Mission Statement of Oregon City Schools

The mission of the Oregon City School Board of Education is to maintain a safe and secure learning environment that provides all students with the opportunity to obtain the knowledge, skills and abilities necessary to be successful in the 21st century.

DIRECTORY INFORMATION

We get many requests from universities and private schools to provide them with our student directory. Oregon City Schools will not provide this for profit-making organizations.

In accordance with the Family Education Rights and Privacy Act, and the Ohio Revised Code, the Oregon City Schools have designated the following personally identifiable information contained in a student's education record as directory information:

1. student's name
2. student's address
3. student's date of birth
4. student's extracurricular participation
5. student's achievement awards or honors
6. student's weight and height, if a member of an athletic team

Parents of eligible students have two weeks from the start of school in which to advise the district, in writing, of any or all items they refuse to permit as directory information about the student. Notification may be sent to the building principal or the Assistant Superintendent of Oregon City Schools.

DISTRICT DIRECTORY

	Phone #	Fax #
Oregon Board of Education - 5721 Seaman Rd	693-0661	698-6016
Transportation Office	693-7727	
Student Services Office	698-6000	
Adult Education Office	693-0668	
OSAP/Preschool (Wynn School - 5224 Bayshore Rd)	698-8003	

Elementary Schools

Coy School - 3604 Pickle Rd	693-0624
Jerusalem School - 535 S. Yondota Rd	836-6111
Starr School - 3230 Starr Ave	693-0589

Secondary Schools

Eisenhower Intermediate School - 331 N. Curtice Rd	836-8498
Fassett Junior High School - 3025 Starr Ave	693-0455
Clay High School - 5665 Seaman Rd	693-0665

BOARD OF EDUCATION

Michael Csehi Keith Kennedy Heather Miller

Carol-Ann Molnar Jeff Ziviski

The Board meets monthly in the Clay High School Media Center. Meetings are open to the public. Dates and times are announced in advance and are available on the district calendar and at

www.oregoncityschools.org. Persons wishing to present an item to or address the Board should contact the Superintendent in advance or see the Board president at the beginning of the meeting.

OREGON SCHOOLS ATTENDANCE POLICY

"The parent or other person having the care of a child of compulsory school age [*ages six to eighteen - ORC 3321.01*] is responsible for that child's school attendance. That responsibility is satisfied by attendance at either a school or special education program, which meets the minimum standards prescribed by the State Board of Education. The responsibility of parents for the attendance of school age children ends when (1) the child receives a high school diploma, (2) successfully completes the high school curriculum or, if a handicapped student, his/her individualized education program, (3) the child is excused from school attendance under an age and schooling certificate, or (4) the child is excused from school or special education program attendance under rules prescribed by the State Board of Education." (ORC 3321.04)

Truancy Policy

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

A "habitual truant" student is any child of compulsory age who is absent without a legitimate excuse for:

1. 30 or more consecutive hours (4.5 days) without a legitimate excuse*
2. 42 or more hours (6.25 days) in one month without a legitimate excuse*
3. 72 or more hours (10.5 days) in one year without a legitimate excuse*

***Legitimate/excused reasons** to be absent from school are:

1. Personal illness with doctor's note stating that the child is unable to attend school on given day(s)
2. Medical Excuse
3. Death in the family
4. Religious Observations
5. Quarantine
6. Court Subpoena
7. Family Vacation (as approved per policy below)

***Unacceptable reasons** for being absent/tardy from school may include but are not limited to: oversleeping, car trouble, missing the bus, ride did not show up, shopping, haircut, beauty shop appointments, babysitting, out-of-school suspension, truancy, family errands, hunting, non-school

sponsored activities or sporting events, non-treatment of head lice or other absences not listed as excused. A doctor appointment does not constitute an automatic excused absence.

When a student is habitually truant, the following will occur:

1. Within seven (7) days of the triggering absence, the district will:

a. select members (2 representatives from the school, parents/guardians, and student) for the Absence Intervention Team (AIT).

b. Make three attempts to secure the student's parent or guardian's participation on the AIT.

2. Within ten (10) days of the triggering absence, the student will be assigned to the selected AIT.

3. Within fourteen (14) days after the assignment of the team, the district will develop the student's Absence Intervention Plan.

4. If the student does not make progress on the plan or continues to be excessively truant, the district will file a complaint in juvenile court.

A student has "excessive absences" when a child of compulsory age is absent:

1. 38 or more hours (5.5 days) in one school month with or without a legitimate excuse
2. 65 or more hours (9.5 days) in one school year with or without a legitimate excuse

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Absent Notification

1. Parent/guardian must call the school by 10:00 a.m. when a student is absent.
2. Upon return to school, a written note is required from the parent/guardian/ physician.

Procedures for Early Departure from School

The policy for releasing students to a parent during the school day in cases of emergency, dental or doctor appointments are as follows:

1. Students who have reason to leave school before the regular dismissal time should obtain an early dismissal slip from the attendance clerk before school starts in the morning on the date needed. A note from the parents should indicate the pick-up time and reason for the early dismissal.
2. When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school prior to the student leaving the building.
3. Students will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian on the emergency medical card completed in the Fall.

Procedures for Family Leave/Vacation

There are times during the year at which parents pre-plan a student absence in the form of a leave/vacation. Please follow the procedures below:

1. A Family Leave/Vacation Form must be completed (may be found in the office or online).
2. The form must be completed prior to the leave/vacation.
3. The student will present the completed form to all his/her teachers.
4. Homework missed from the leave/vacation absence(s) will be given to the student upon their return to school.
5. Leave/vacation time will be approved for the equivalent of 28 hours and 45 minutes.
6. Please try to avoid testing weeks when planning a leave/vacation.

DISCIPLINE

Each child is expected to be a good citizen, accept responsibility for his/her actions, and respect other persons and their rights and property (including school and public property).

School discipline procedures are set forth in school board policies as well as within each school building. The Oregon Board of Education will not tolerate violent, disruptive behavior or inappropriate behavior by its students. No weapons, lasers, or articles resembling weapons will be allowed. Students will receive disciplinary action for any safe school violation. Violation on the part of a student for any one or more of the school rules while on school property (both during school hours and after school hours) or while under the jurisdiction of the school may result in disciplinary action including detentions, emergency removal, in-school suspensions, out-of-school suspensions, referral to diversion, and/or expulsion or other alternatives deemed appropriate by the administration. Oregon City Schools maintains a working relationship with local law enforcement agencies and may request assistance from these agencies when deemed necessary.

Individual teachers have different expectations and standards within the school's general rules of conduct. The cooperation of parents, students, and staff is essential in creating an environment that fosters learning.

<u>In-School Suspension:</u> An in-school suspension is an alternate setting within the school building. Students will be provided work to complete. During in-school suspension, students do not participate in school or classroom activities.

<u>Out-of-School Suspension:</u> A student will only be allowed to complete missed assignments while on suspension. Credit will not be given to the student for any tests and classroom activities which occurred during days missed for any out-of-school suspension.

<u>Diversion:</u> Students will be recommended for diversion for chronic truancy or excessive attendance issues, for chronic behavioral issues as a "last chance" prior to for expulsion, or by the assistant superintendent in lieu of expulsion.

DISCIPLINE CODE AND ZERO TOLERANCE

Regardless of where violations occur, a student may be suspended or expelled if the misconduct is directed at an Oregon City Schools official or employee or the property of an Oregon City School's official or employee. A student may be suspended or expelled if the student's misconduct occurs off of property that is owned or controlled by the school district, but is connected to activities or incidents that have occurred on property that is owned or controlled by Oregon City Schools.

STUDENT CONDUCT ON SCHOOL BUSES

Listed below are the general rules for riding an Oregon City School Bus. Bus conduct slips will be issued by the bus driver for any infraction of these rules. If there are any questions, please contact the Oregon City Schools Transportation Department Supervisor.

School Bus Rules

1. Pupils must go directly to an available or assigned seat.
2. Pupils must remain seated keeping aisles and exits clear.
3. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
4. Pupils must not use profane language or make obscene gestures or harass other students.
5. Pupils will not vandalize the bus or personal property.
6. Pupils must not use or have possession of any tobacco products or paraphernalia on the school bus. (ORC 3301-83-20)
7. Pupils must not use or have alcohol or drugs and paraphernalia in their possession on the bus, except for prescription medication required for the student.
8. Pupils will not fight or strike another person.
9. Pupils will not use or have in their possession weapons including knives, firearms, (contraband) while on the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils will not place their arm, head, or any other part of their body outside of the bus (window).
12. Pupils must wait in a designated location clear of traffic and away from the bus stops. (10 feet from the road)
13. Pupils must not eat or drink on the bus.
14. Pupils must carry on the bus only objects that can be held in their laps (ORC 3301-83-20-1)
15. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Under no circumstances will any type of animal or pet be transported on a school bus.
17. Pupils will follow directions of the bus driver or security aid at all times and when requested must identify themselves or produce their student I.D.
18. Electronic devices can be used at the discretion of the bus driver.

19. All belongings must be kept in the student's backpack.
20. No gang related paraphernalia is allowed to be displayed on the bus.

RECESS POLICY & PLAYGROUND PROCEDURES

Recess Policy

Students are given recess each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times may be scheduled on very cold days. Always assume there will be outside recess and dress your child accordingly. All students must be on the playground during outside recess**. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.** Students will have supervised inside recess on days when inclement weather prevents outside recess.

Weather Chart

The chart that Oregon City Schools uses to determine when the weather is appropriate to send students out for recess can be reviewed at http://www.oregoncityschools.org.

District-Wide Recess Procedures

When several hundred students use the playgrounds every day, rules must be established, understood, and practiced. Perhaps even more important than the rules is that each student respect other students while playing on our playgrounds. Playing cannot be fun when students act in a disrespectful or aggressive manner. Children should be encouraged to care about themselves and the health and safety of others while on the playgrounds.

a. Swings:

- Sit in the center of the swing; never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off.
- Walk around the swing – not too close to the front or the back.
- Never push anyone else in the swing or allow others to push them.
- Have one person in one swing at one time.
- Avoid swinging empty swings, and never twist swing chains.
- Never put head or feet through exercise rings on the swing set.

b. Slides:

- Only one student on top platform at a time.
- Hold on with both hands as you go up steps of the slide, taking one step at a time; never go up the sliding surface or frame.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.

- Be patient, avoid pushing or shoving, and wait your turn.
- Leave the bottom of the slide after you have taken your turn.

c. Ball-type Games:

- Stay behind backstop when not batting in softball.
- Do not play tackle football.
- Baseballs are not to be used during recess.
- Do not kick balls against building.

d. Climbers:

- Get on and off climbers in a proper manner.
- Only stand or walk on the parts of the climbers designed for such activity.
- Always hold on to the climber with your hands.
- Do not grab, push, or pull anyone playing on the climbers.

e. General Rules:

- There is to be no unauthorized gum, candy, or food of any kind on the playground.
- There is to be no throwing of stones, rocks, snowballs or wood chips.
- There is to be no fighting, kicking, tripping, or rough playing on the playground. Keep hands and feet to yourself.
- Stop your playing and stand well back from cars, trucks, and school buses when they drive on our playground.
- Be aware of and do not play in restricted areas including patches of ice or water.
- Do not play around or near cars.
- Do not go back into the building without the permission of the playground teacher/monitor.
- Do not climb the trees or the backstops.
- Play on the blacktop when the field is muddy.
- Snatching hats, coats, etc. is disrespectful and is not allowed.
- No student may leave the school grounds without the permission of the office.

Good safety habits, self-respect, and respect for others should be practiced before, during, and after school. These playground rules are a guide to the safe use of the Oregon School's playground equipment and should be followed at all times. Common sense and courtesy will provide for a safe and healthy playground environment.

The playgrounds are open for student use during school hours only. Any persons using school grounds, including playgrounds, during other times of the day or week do so at their own risk.

ELEMENTARY DRESS CODE POLICY

The students and staff of Oregon City Schools take pride in their appearance. Students who feel good about themselves also tend to feel good about their learning. Uniforms are not required however; we do insist that our students do not bring undesirable attention to themselves by immodest appearance, unkempt appearance or any other form of exaggerated clothing, hairdos or hair color (color must be a natural human hair color). It is the responsibility of parents/guardians to make sure their child is following the Board adopted dress code. The following is the Board adopted dress code:

1. Shoes

a. Shoes must be worn for health and safety factors.

b. Any open toed shoes, shoes without a back strap and/or shoes with wheels are not permitted. Shoes should have no more than 1 inch heels.

c. Gym shoes should be brought on gym days or worn to school.

d. Boots are most appropriate for inclement weather during recess.

*Students may be kept in from recess if wearing inappropriate shoes to school.

2. Shirts

a. All shirts must cover the midriff while standing, sitting or reaching.

b. Tank tops are permitted as long as the shoulder strap is 2" wide or more, the armholes are not excessively large and no undergarments are exposed.

c. Mesh tops, spaghetti strap tank tops, muscle shirts are permitted if a shirt is worn underneath.

d. Any skin-tight shirts are not to be worn unless a shirt is worn over top.

e. Shirts containing slogans or wording that suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school will not be allowed. This includes, but is not limited to, alcohol, tobacco, drugs or gang related insignias/clothing/accessories. Other examples might include: "Talk to the hand," "I hear you talking, but I'm not listening," "I'm with stupid," and etc.

f. The principal will have the final discretion with other clothing containing slogans or wording deemed to be negative/offensive in nature or promoting inappropriate school themes.

3. Lower Body Apparel

a. All lower body apparel including, but not limited to, shorts, skorts, skirts, dresses and scooters must be at least mid-thigh/fingertip length as deemed appropriate.

4. Pants / Shorts

a. Elastic (waist) pants/shorts may be worn if not skin tight.

b. Athletic pants may be worn if there is no elastic around the ankles.

c. Pajama pants are not permitted.

d. There is to be no wording or writing on the seat of any lower body apparel.

e. Pants/shorts must fit snug around the waist without exposing undergarments.
f. Belts may be worn to assure that pants fit appropriately.
g. Snow pants are not allowed.

5. Dresses
a. Must cover shoulders.
b. Must be at least mid-thigh/fingertip length as deemed appropriate.

6. Hats / Head Coverings
a. Hats or head coverings may not be worn in the building unless permission is granted by the building administrator.
b. Students are required to wear coats, hats and gloves during the winter months.

7. Miscellaneous
a. It is encouraged that hair, real or synthetic is to be of natural color. Should colored hair become a distraction to the environment, it will be considered a dress code violation.
b. No body piercings except the ear area.
c. Any type of tattoo is not permitted on the face or neck.

***Additional clothing garment requirements may be imposed at the discretion of the principal for reasons of health, safety or to ensure the educational process is not disrupted.**

ELEMENTARY DRESS CODE VIOLATION PROTOCOL

All staff will promptly report any dress code violation at the onset of the school day. Should a dress code violation be reported, the following protocol will be enforced:

1. First Offense
*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense.

2. Second Offense
*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense of possible future dress code violation consequences. A consequence may be given at the principal's discretion, in accordance with the building discipline policy.

3. Third Offense
*Parent will be called immediately and a change of clothing/shoes will be requested. The parent will receive a letter documenting the offense. The third offense will be handled according to the building's discipline policy at the discretion of the principal.

*With parental permission, a student may be asked to turn his/her shirt inside/out or to change into another clothing garment in order to meet the expectations of our dress code policy.
*If the parent cannot come to school with a change of clothes/shoes, the student may need to remain in the office if deemed inappropriate and a change of clothes is not available. Any missed classroom work while student is in office will be made up and count toward the student's grade.

ELECTRONICS

Cellular phones and other electronic devices (including, but not limited to: iPods and handheld video games, etc.) can be disruptive to the educational process in many ways including, but not limited to: communicating during instruction via text or call, cheating, sexting, eliciting panic, making plans in conflict with established school rules, taking or disseminating or sharing obscene or inappropriate images, etc. For these reasons cell phones and other electronic devices MUST NOT be in the possession of students during the school day. When students enter the building, all electronic devices must be placed in the off position and kept in the student's bookbag for the entire school day through the dismissal bell. Students are to go to the office to make phone calls home. Parents are encouraged to call the school office when needed. The school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main office during school hours; therefore cellular phones are not needed during school hours. The principal reserves the right to confiscate any items that are being used or are making noise that are determined to interfere with the learning process.

First Offense

* The student will be given a warning and asked to put the electronic device in their book bag.

Second Offense

* The electronic device will be confiscated and the parent will be called by the principal or designee. It will be required that the parent pick-up the electronic device in the office.

Third Offense

* Consequences will be issued according to the school's discipline policy.

Teachers may use electronic devices (IPods, IPads, e-readers, cell phones) for educational purposes with-in their classrooms. The students will be told when it is acceptable to use such devices in the classroom. If a student is found to misuse this policy, they will no longer be permitted to use the device for educational purposes.

Please note that the District assumes no liability for electronic devices that are brought to school if they are broken, lost or stolen. Administrative time will not be used to search for or investigate events surrounding lost or stolen items.

SEXTING

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

ACADEMIC PRACTICE

Definition of Academic Practice

Academic practice is an assignment to be completed by the student outside of regular class time. It is to enrich, extend, stimulate or strengthen concepts directly related to the academic content standards. The four key elements of academic practice are appropriateness, consistency, purpose and time.

Appropriateness

Academic practice assignments will reflect the individual student's needs and strengths as each student strives to master the academic content standards.

Consistency

All District students, grades two through 12, use an agenda book or electronic device that records academic practice assignments. The Board encourages the use of the agenda book or electronic device.

Purpose

The assigning of academic practice reflects the need to extend learning outside of classroom time. It serves as a valid learning tool to promote individual growth and mastery of the academic content standards. Academic practice must be reasonable and pertinent. The student/family should understand the learning targets to which the academic practice is aligned. Learning targets are student-friendly statements that communicate what students need to know. Academic practice will be used by the teacher as an informal measure of the student's progress toward mastery of learning targets.

Time

Time parameters for academic practice within grade levels/departments are stated in each building's academic practice policy. Our schools strongly urge each student every day to spend unassigned time reading for pleasure or interest. Academic practice assignments will not be given on holidays/vacations that are printed on the school calendar. The exception is extended time special projects. Advance course work should always consider quality vs. quantity. Academic practice assigned over the weekend should be in moderation, adhering to stated time parameters and used as a tool to promote continuity of a lesson or concept.

Special Note:

Assigned Academic Practice generally is an outgrowth or continuation of a lesson taught during the school day. The amount of work at home will vary according to the child's concentration and use of available time in the classroom. However, drill and practice of the "basics", including vocabulary words and math facts, along with finishing incomplete work, are often necessary. Children are expected to complete Academic Practice assignments and turn them in on time. When Academic Practice is turned in late, the grade/credit may be reduced. Work missed due to absence will likely need to be made up as Academic Practice. When a student is absent due to illness and the parent would like to request Academic Practice, please do so by 11:00 AM. **Academic Practice, class work and tests missed due to pre-approved family vacations will be given to the student upon their return to school or prior to their absence at the teachers discretion.** Students returning from a family vacation or illness will be given the same number of school days to make up the work as the number of days they missed for the vacation or illness. Children have the responsibility of taking home and bringing back the necessary books and materials to complete their Academic Practice. Parents may need to help students prioritize and organize their time at home.

District Reporting Marks

Quarterly reports will be available through PowerSchool to parents and students to communicate a student's progress toward mastery of standards. Progress will be reported using the marks below.

K

Reporting Marks	
4	Student has exceeded End of Year (EOY) expectations for the standard.
3	Student has met expectations for the **current** quarter.
2	Student is showing growth.
1	Student needs intensive support at home and school in the standard.
0	Student has not provided enough evidence to assess proficiency.

1-4

Reporting Marks	
4+	Student has exceeded end of year expectations.
4	Student has met expectations for the current quarter.
3	Student is approaching mastery.
2	Student is showing growth.
1	Student needs intensive support at home and school.
0	Student has not provided enough evidence to assess proficiency.

Music and Physical Education – 1st – 4th Grade
Habits of Success - K - 4th Grade

Reporting Marks	
3	Student consistently meets expectations
2	Student sometimes meets expectations
1	Student needs improvement
0	Student has not provided enough evidence to assess proficiency.

TESTING

Testing takes place at each grade level.
Kindergarten: Kindergarten Readiness Assessment - Revised (KRA-R)
1st Grade: Ohio Reading Diagnostic
2nd Grade: iReady Reading and Math Assessment (3 times per year) and InView Cognitive Abilities Test
3rd Grade: iReady Reading and Math Assessment (3 times per year), Ohio State Test - English/Language Arts, and Ohio State Test- Mathematics
4th Grade: iReady Reading and Math Assessment (3 times per year), Ohio State Test - English/Language Arts, and Ohio State Test- Mathematics

PROMOTION & RETENTION

Oregon Elementary Schools adheres to the Board adopted policy regarding promotion and retention. The promotion of each student is determined individually. The decision to promote a student or to

retain a student in a grade is made on the basis of the following factors: reading ability, cognitive ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

"Academically prepared" as used in this policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

If retention is being considered for your child, you will be notified via a "Possible Retention Notification" letter in February. Final decisions for retention will be made in May. If your child is being retained, a final retention letter will be mailed to confirm the retention.

STANDARDS BASED GRADING AND REPORTING

The state of Ohio sets the learning standards for classroom teachers and all state testing is aligned to the state standards. With such a great emphasis placed on the teaching, learning, and assessment of standards, it makes sense for Oregon City Schools to also report student progress based on Ohio's Learning Standards. Reporting student progress based on grade level standards is often referred to as standards based grading.

A standards-based approach allows parents and students to understand more clearly what is expected of students and how to help them be successful in their learning. It provides information about what each student knows and is able to do based on academic standards and separately assesses the influence of work habits that are essential for learning. Work habits are reported under the Habits of Success section.

To learn more about Standards Based Grading, visit the Teaching and Learning page on the Oregon City Schools website.

Kindergarten through fourth grade uses a scale of 1-4 to indicate progress toward grade-level, academic standards in all four quarters. At the end of each quarter, your child's grades will be available for review in your PowerSchool account. This is the same account you used when registering your child at the beginning of the school year. You can log-in to your PowerSchool account by going to https://oregon.ps.nwoca.org/public/. A link to the PowerSchool log-in page is on the Oregon City Schools Website. Click on Families and Students and select Family Resources. The link is located under the PowerSchool and Report Cards heading. If you have any questions regarding PowerSchool or need a username and password, please feel free to contact Linda Toth at ParentPortal@oregoncs.org or 419-693-0661 ext. 3273.

When viewing your child's grades through your PowerSchool account, grades for individual standards will be found under the Standards Grade tab. Overall subject area grades will be available for grades 1-4 under the Grades and Attendance tab.

There is an iOS and Android app called PowerSchool Mobile for your mobile device that can be downloaded and used to view your child's grades in addition to being able to access your PowerSchool account online. The Oregon City Schools district code for the PowerSchool Mobile app is CRDF.

Parents are encouraged to make an appointment to confer with school personnel whenever the need arises.

PARENT / TEACHER CONFERENCES

Parent / teacher communication is vital to student success. Parent / teacher conferences can be scheduled with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing. By making an appointment, your child's teacher will be better prepared to discuss whatever issue there may be and find a solution that is agreeable for all parties.
There are two scheduled times for conferences throughout the school year. The first scheduled conference is after the end of the first nine weeks, as listed on the district calendar. There will be one additional evening in November, to be determined. The second scheduled parent / teacher conference will take place in February, as listed on the district calendar. The second scheduled parent/teacher conference is on an as needed basis.

EDUCATIONAL FIELD TRIPS

1. Field Trip Policy

Field trips are correlated with the district's adopted curriculum. A parent's written permission is required for a child to go on a field trip with his/her class. Children will not be permitted to attend a field trip without parental permission. It is expected that all students will ride the school bus to and from the field trip location.
Parents may be invited to accompany groups on trips. Children not in the class are not permitted to accompany chaperones on field trips.

2. Chaperone Guidelines

a. Chaperones will support and abide by the policies and procedures established by the classroom teachers. The role of the chaperone is to carry out the tour as planned by the teachers.
b. Chaperones will not smoke or consume alcoholic beverages at any time.
c. Students and chaperones must travel to and from the field trip with the school group using school transportation unless other arrangements are made in advance and approved by the principal.
d. If questions arise about specific situations, the classroom teachers will be contacted.
e. Chaperones will dress according to the school dress code.
f. Chaperones will remain with their designated groups at all times.
g. Chaperones will speak with students in an appropriate manner, using appropriate language.
h. Siblings or other children will not be permitted on field trips.
i. Chaperones will not purchase additional items or food to be distributed only to their group
j. Chaperones will supervise and assist their group in completing the activities assigned.

VISITORS

All visitors must first report to the school office before contacting students or talking with the teachers. A visitor's pass will be issued.

OCR #3313.20 requires that all persons shall upon entering any public school building, report immediately to the office of the principal.

Visitation by children from other schools is normally not permitted. Children under school age are not permitted to visit the school or attend parties unless accompanied by parents.

PARENT GROUPS

Parent Groups exist for the purpose of promoting the welfare of children attending the Oregon City Schools. The members sponsor educational opportunities and family activities for the community. The group also provides equipment and support for the staff.

COMPUTER USAGE

Signed computer usage permission slips are completed at the beginning of each school year stating each child is permitted / not permitted to utilize the computer on / off line. Students are not to tamper with other students' on-line school accounts. Should this situation occur, parents will be contacted at once and the situation will be dealt with in accordance with our school disciplinary code of conduct.

TELEPHONES

The school telephones are primarily business phones. Students are discouraged from calling home except in emergencies.

RESPONSIBILITY FOR BOOKS

Children may take books home for study and academic practice. They are responsible for proper care of books both in and out of school. Fines will be levied for damage beyond normal wear and payment must be made for lost books. Grade cards may be held until outstanding fees/fines are paid.

SCHOOL FEES

School Fees are necessary to supplement the education of our students. Fees cover a portion of the cost of workbooks and supplies that are consumed by individual students. The fee for the upcoming school year is $45.00. Waivers are available to those who qualify for free and reduced lunches. Families who qualify for reduced lunches will pay 50% of the fee. Checks are made payable to the individual school.

ILLNESS

We have nursing personnel in our buildings each day. Children who become ill at school can be better cared for at home. Ultimately, the care of sick children is the responsibility of the parent. It is of utmost importance that parents provide (and update when changes occur) emergency telephone numbers and the names of people to contact in case the school is unable to reach the parent.

Children should not attend school if they have an illness that prevents them from participating comfortably in routine activities, or if they need more care than can be given without neglecting the health and safety of other children. Children should also stay home if they have symptoms of possibly severe illnesses that they might be able to spread to other children. This includes fever, difficulty breathing, spreading rash, weepy sores that cannot be covered, and severe vomiting or diarrhea or vomiting blood. Guidelines for other illnesses include:

- Chicken Pox/ Varicella: Children may return with a parent note once all the sores and blisters are dried and there are no new sores.
- Diarrhea: Children should stay home until diarrhea stops or doctor clears child to return to school. Parent note is acceptable if no blood or mucus is present.
- Students who can use the restroom or whose stools are contained in diaper style underwear do not need to be excluded if not contagious or antibiotics have been completed.
- Diarrhea from Campylobactor, E. Coli, Giardia, Rotavirus or Salmonella: After diarrhea stops (Doctor note required for E. Coli, Salmonella and Shingella).

· Fever by Itself: 100.4 degrees. Can return with a parent note when fever free for 24 hours without medication.
· Fever with Rash or Behavior Change: Take child to physician and medical note is required for return.
· Flu/ Influenza like Illness: Excluded with a fever of 100.4 degrees with cough and sore throat until fever free for 24 hours without medication.
· German Measles/ Rubella/ 3 day Measles: Keep your child home until 7 days after rash began and Medical note to return.
· Head Lice: The largest impact from head lice comes not from the condition itself, but from our culturally-based reactions and emotions towards the condition. A case of head lice in a school can create fear and anger among the community that is far greater than it should be relative to the actual health threat it poses. This can lead to teasing of the child with secondary impact on self-esteem, anger directed toward parents and facility personnel involved, and lost days of school and work, not just for those with lice, but for those afraid of getting lice. Anxiety over head lice can also lead to inappropriate treatments that pose real and significant health hazards to the child and his/her household.
o Any student with live lice may remain in school until the end of the school day. Immediate treatment, at home, is advised. The student will be readmitted to the school after treatment and examination. If, upon examination, the school-designated personnel finds no live lice on the child, the child may re-enter school.
o Any student with nits (farther than inch from the scalp) should be allowed in school.
o Parents/guardians should remove nits daily and treat if live lice are observed.
· Hepatitis A: May return with a Medical Note one week after start of jaundice.
· Hib: Students must be out of school for at least 24 hours after they complete antibiotics and Medical Note is required
· Impetigo: May return after 24 hours of antibiotics if sores are not oozing. Medical Note is required.
· Red Measles: Can return with a Medical Note four days after rash begins if no fever.
· Meningitis: Must remain out of school until Healthcare Provider says they may return. Medical Note is required.
· Mumps: Can return with Medical Note 5 days after beginning of swelling.
· Pink eye/ Conjunctivitis: Eyes that are red or pink, eye pain, itching, or swollen lids with matted eyes or discharge should not return until 24 hours after treatment has begun. Medical Note is required.
· Rash: Students with spreading rash accompanied by fever or behavior change excluded immediately and require a Medical Note for return.
· Ringworm: Students with scalp infection must remain out of school until treatment begun with a prescription oral antifungal. Medical Note is required for return.
· Ringworm of body: May return with a parent note and once treatment has begun and area must be covered.

· Scabies: Students with scabies should be out of school until medication is applied. Medical note is required for return.
· Shingles: Keep students home who have shingles/lesions/sores/blisters that cannot be covered. Parent note is required for return once lesions are dried.\
· Staph or Strep Skin Infections: A student with a draining sore, boil, or abscess that cannot be covered or that ooze through must stay home. A note from a physician is required when student returns to school.
· Strep Throat: Can return to school with medical note 12 hours after starting antibiotics and no fever.
· Sty: A student with a draining/oozing sty should remain home until drainage stops.
· Tuberculosis: A child with TB should be kept home until treating physician writes a Medical note they are no longer contagious.
· Vomiting: A student who has vomited 2 or more times in 24 hours should stay home until the vomiting stops unless s/he is known to be contagious.
· Whooping Cough/ Pertussis: Students with Whooping cough can return to school with a Medical note after 5 days of prescribed antibiotics.

MEDICATION

For safety reasons, medicine, both prescription and over-the-counter (ex: cough drops), should be administered at home. If your physician or nurse practitioner requires the administration of a prescription medication during school hours, state law requires that a Medicine Dispensing Form be on file. This form must be completed by the physician or nurse practitioner , signed by the parent, and be on file in the school office. The form may be obtained in the main office. When the physician or nurse practitioner completes the form, have her/him give some flexibility regarding the time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription or non-prescription) on or with themselves at any time.

The exception to this is an asthma inhaler or epinephrine pen that have written physician or nurse practitioner and parent approval on the designated forms available in the main office. The principal and/or school nurse must receive copies of this form.

2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date.
3. The actual arrangements of the dispensing of medication will be determined by the building principal.
4. Prescription medications are to be clearly identified and are required to be in the original container.

Non- Prescription Medication (Over the Counter): requires that the Parent/Guardian Request for Medication by School Personnel form be completed by the parent/guardian. Name of medication, the dose to be given, and when it is to be given must be included. Parent/guardians are required to bring the medicine to the school office in the original store container labeled with the child's name. No medicine will be given without having this permission form on file in your child's school. Medicine will be given according to directions on this permission form. We need physician or nurse practitioner authorization to give medication dosages higher than those recommended by the manufacturer. Please check the expiration date on the item as we cannot give medications that are expired. For safety reasons, a separate form is required for each child and each medication.

EMERGENCY DRILLS

Each elementary school will hold monthly fire drills. Tornado drills will be held monthly during tornado season. A district wide emergency plan has been implemented for each school building and multiple lock-down drills per year are conducted. In the event of an actual emergency, the school will be placed on a lockdown. Students will not be permitted to be signed in or out during this time.

EMERGENCY DELAYS & CLOSINGS

Announcements are given via local radio and TV stations for bad weather. Delays are for one or two hours. If school is closed for a full day or for early dismissal because of weather or emergency, all after school or evening activities, including those sponsored by the Oregon Recreation Department, are automatically canceled. Parents need to have a workable plan in case children are sent home early due to weather conditions or other emergencies. The plan should ensure one or more of the following: Can you child get into your house if it is locked? Is a key available? Does he/she have a neighbor or friend where he/she can go or call including approval given by the person in advance?
In case of early closing, we will send your child home on his/her regular bus.
School closing/delays can be sent to you via a text message on your cell phone or via e-mail to any e-mail account.
To set this up, complete the following steps:

1. Go to the district website: www.oregoncityschools.org

2. Click on Calendar of Events
3. Click on My DynaCal (Listed under Calendar Views on the left)
4. Create a My DynaCal account by entering your e-mail address and a password (anything you want it to be)
5. Add a New Calendar
6. Name Calendar and Check "School Closings and Delays" and click Save
7. Click Yes for Text Alerts if you want a text message (If you prefer an e-mail, simply click Yes for Email Alerts and confirm)
8. Enter your phone number and choose your cell phone provider and click Save

As soon as school is delayed/closed, DynaCal will immediately send you a text message or e-mail.

INFORMATION SHARING SYSTEM

The Information Sharing Network is a collaborative effort among the Lucas County Juvenile Court, local law enforcement agencies, and schools to share relevant information related to juvenile offenders. Information about students who are charged and/or arrested through juvenile court is provided to the schools, School Resource Officers, and local police agencies.
The purpose of this information sharing is to inform those individuals who have regular contact with the student about crisis situations the student may be facing in order to provide early intervention and support services. The reports are not placed in the student's cumulative file; rather, they are provided to a specific, designated official at each school and treated in a confidential manner.

All court information that is shared has been deemed public information by the Lucas County Juvenile Court and Administrative Judge James Ray. In his ruling dated January 8, 1993, case No. JC92-16401, pursuant to Ohio Revised Code 2151.01, 2151.40, and 2151.54, it was "ORDERED that all school districts, police departments, public and private agencies, social service agencies, societies and organizations within Lucas County, Ohio, which have as their objective the protection or aid of children, may release any and all information regarding any minor which is not otherwise confidential under federal or state law, which may prevent delinquency and/or serve the best interest of the youth."

The bottom line is that schools and law enforcement will be informed when youth are charged or arrested in Lucas County for the purpose of total community involvement in preventing further delinquency.

For more information on this program, contact you school office or the Lucas County Community Prevention Partnership at 866-3611.

CHILD ABUSE REPORTING

Incidents of actual child abuse must be reported as required by law. Each case is then investigated by the Lucas County Children's Services Board. Any parent having personal or family difficulties, causing children to be physically or mentally abused or harmed, should request and obtain assistance.

BULLYING

Harassment, intimidation, bullying and/or hazing by any student or school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, intimidation, bullying and/or hazing means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. The behavior both (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environmental environment for the other student. Such behaviors are prohibited on or immediately adjacent to school grounds; at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop. Harassment, intimidation, bullying behavior, dating violence and/or hazing can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
    a. posting slurs on web sites, social networking sites, blogs or personal online journals;
    b. sending abusive or threatening e-mails, web site postings or comments and instant messages;
    c. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
    d. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
6. excluding other from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes harassment, intimidation, bullying behavior, dating violence and/or hazing, special attention is paid to the words chosen or the actions taken, whether

such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Complaints:

1. Formal Complaints

Students, parents or guardians may file reports regarding suspected harassment, intimidation, bullying and/or hazing. The reports should be written. Such written reports must be reasonable specific including the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation, bullying and/or hazing; and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, bullying and/or hazing by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, bullying and/or hazing, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. The school staff member or administrator who received the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying and/or hazing.

For additional information on how to report bullying in Oregon City Schools and to find additional anti-bullying facts and resources go to
http://www.oregoncityschools.org/coy-news/anti-bullying-tips-and-resources-for-parents.html

SEXUAL HARASSMENT

Students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Sexual harassment includes among other things: unwelcome sexual advances,

requests for sexual favors, or other verbal or physical conduct of a sexual nature including epithets, derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in removal of students from class, suspension, expulsion and/or referral to law enforcement.

CUSTODY

Whenever there is a custody issue, the school will abide by the most current copy of the legal documents in the child's file in the office. It is important that we know who the custodial parent is and what the visitation rights are. Because of this, the office must be provided by the parent with the most current copies of legal documentation.

BUILDING SECURITY

The Oregon City Schools uses surveillance cameras in our buildings and on our grounds to promote order, safety and security of students, staff and property.

SCHOOL FEES

School Fees are necessary to supplement the education of our students. Fees cover a portion of the cost of workbooks and supplies that are consumed by individual students. The fee for the upcoming school year is $45.00. Waivers are available those who qualify for free and reduced lunches. Families who qualify for reduced lunches will pay 50% of the fee. Checks are paid payable to the individual school.

CAFETERIA SERVICES

Breakfast is served daily in our cafeteria and the cost is $1.50. If your child receives a free lunch, then he/she is entitled to a free breakfast. If your child receives lunch at a reduced cost, then he/she will receive a reduced price of .30 for breakfast. If your child eats breakfast at school he/she should arrive no earlier than 8:45 A.M.
Students may choose to buy or pack their lunch daily. If your child decides to pack his/her lunch, any type of carbonated drink such as pop is not allowable.
Elementary lunches cost $2.75. Milk cost .50. The reduced price for a lunch is .40. Breakfasts, lunches, and snacks may be purchased weekly or monthly. This can be done by sending cash or check (made out to Oregon City Schools) in the proper amount at the beginning of each week or month. Students should take this check to the cafeteria before school begins in the morning.

The cafeteria sells snacks which can only be purchased after the child has eaten his/her lunch. There are no substitutions for milk unless a doctor's note is on file with the school nurse indicating that the child cannot have milk and must have a substitute equivalency to milk.

Parents may use the optional Pay Schools system and students will be served a balanced lunch if they forget their money but are still responsible for the payment. Chronic abuse may result in the students having to eat an alternate lunch. (SEE WEBSITE FOR CHARGING POLICY) Students with financial hardships are encouraged to apply for Free and Reduced Lunches. A form must be completed for the family and turned in to one of the schools their children attend. The student will receive a letter from the office notifying of the eligibility determination. This program is available throughout the school year

If there is a financial need, a Free and Reduced Lunch Application can be filled out to see if the student is eligible. A form must be completed for the family and turned in to one of the schools their children attend. The student will receive a letter OR E-MAIL from the office notifying of the eligibility determination.

CAFETERIA BEHAVIOR

1. Cafeteria Behavior Expectations

The climate in the lunchroom shall be one that:

a. Promotes healthful eating habits and manners.
(NO carbonated beverages such as soda pop)

b. Provides for sound nutrition and proper digestion.

c. Provides for order and appropriate student conduct.

d. Provides for the respect of oneself and others.

e. Is conducive to fostering interpersonal relationships among students.

2. Cafeteria Rules

Students are expected to demonstrate behavior which is conducive to maintaining order in the lunchroom. This includes the following:

a. Be respectful to classmates, teachers, and cafeteria staff.
b. Stand in line in an orderly fashion. No pushing, shoving, fighting, or line-cutting.
c. Remain seated. Students shall raise their hands to alert lunchroom supervisors of their needs.
d. Use a moderate tone of voice when talking. No talking when the lights are out.
e. Use acceptable eating habits.
f. Eat your own lunch and do not bother other students.
g. Return tray and clean your eating area.
h. Dismiss in a slow, orderly fashion when told to do so.

EDUCATIONAL SERVICES

STUDENT SERVICES

The Oregon City Schools offer many student services. Several specialists are employed to work with our students.

Guidance Counselor: A guidance counselor is available for each elementary building. The purpose of the program is to help each individual student achieve his/her maximum growth mentally, emotionally, and socially.

School Nurse: Our school nurse conducts various screenings throughout the school year. The screenings include vision and hearing. The nurse also maintains immunization records.

Title 1 Teachers: Title 1 provides instruction to small groups of students who have demonstrated a need for additional skill development in reading and/or math.

The following specialists provide services to those students who qualify and are identified by the school using state requirements:

Specific Learning Disabilities: This program is designed to serve the student who has difficulty achieving success in the regular classroom and requires an adjusted curriculum. The adjusted curriculum is created with the input of the specialist and parents. An Individual Education Plan is then created for each student.

Gifted & Talented: This program provides a one day per week pull out setting. Students qualifying for the program are given the opportunity to work in academic areas that go beyond the typical classroom setting.

Psychologist: Each building is served by a school psychologist. The psychologist evaluates any student who has been referred for possible academic, social, or behavioral difficulties.

Severe Behavior/Emotionally Disturbed: This program is designed to help children better internalize behavioral controls, while at the same time have their educational needs met.

Speech Therapy: Speech-Language Therapy services are provided for students whose speech, expressive language and/or comprehension is affecting their performance in their specific academic curriculum.

English as a Second Language (ESL): This program is for students whose first language or primary home language is something other than English. ESL pullout assistance helps students with speaking, listening, reading or writing skills depending on what their individual needs are.

ADDITIONAL STUDENT OPPORTUNITIES

Music
All students are taught music by certified specialists. All fourth grade students have song flute/recorder lessons and are required to purchase or provide a flute and song book.

Physical Education
All students are taught physical education by certified specialists. Children must wear tennis shoes in physical education classes. A signed note of explanation from a parent and/or physician must be provided to the physical education instructor in any instance when a child is not to actively participate

Makerspace/ STEAM Integration
All students will have the opportunity to engage in hands-on activities/projects in Science, Technology, Engineering, Arts and Math.

Library Services
Each school has a library open to students supervised by a regular library staff member. Each class has a weekly library period. Children can also use the library during other available time. Normally books are checked out for two weeks. A fine will be charged for overdue books. Lost or damaged books must be paid for.

OREGON CITY SCHOOLS

PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

Student's Name:_____Date of Birth_____

School: _____ Grade _____ Teacher_____

Name and Strength of Medication_____

Dose of Medication_____

Times to Give this Medication_____

Reason for this Medication_____

Specific Instructions for Administration_____

Reactions Which Should be Reported to the Physician_____

Special Instructions (storage and sterile requirements, etc)_____

Starting Date of this Request_____Ending Date of this Request_____

School personnel approved by Oregon City Schools are authorized to administer the above medication. Authorization must be renewed each school year. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

As parent/guardian, I agree to:

1) Return to school this completed and signed request form.
2) Deliver the medication to school in the original container.
3) Label the medication with the child's name.
4) Notify the school principal or designated person of any change in healthcare provider and or change in medication, dosage or procedure to be changed or eliminated

Parent/Guardian Signature_____Date_____

Principal's Signature_____Date_____

_____ _____

Signature of Physician or HealthCare Provider Date

_____

Physician's Address & Phone Number

OREGON CITY SCHOOLS
PARENT/GUARDIAN REQUEST FOR THE ADMINISTRATION OF NON-PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL

Student's Name:_____Date of Birth_____

School: _____ Grade _____ Teacher_____

Name and Strength of Medication_____

Dose of Medication_____

Times to Give this Medication_____

Reason for this Medication_____

Specific Instructions for Administration_____

Reactions Which Should be Reported to the Physician_____

Special Instructions (storage and sterile requirements, etc)_____

Starting Date of this Request_____ Ending Date of this Request_____

School personnel approved by Oregon City Schools are authorized to administer the above medication. Authorization must be renewed each school year. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

As parent/guardian, I agree to:

1) Return to school this completed and signed request form.
2) Deliver the medication to school in the original container.
3) Label the medication with the child's name.
4) Notify the school principal or designated person of any change in healthcare provider and or change in medication, dosage or procedure to be changed or eliminated

Parent/Guardian Signature_____Date_____

Principal's Signature_____ Date_____

_____ _____
Signature of Physician or HealthCare Provider Date

_____Phy
sician's Address & Phone Number

PRE-PLANNED ABSENCE FORM

Please help us plan for your child's absence due to a family leave/vacation.

Be aware of following guidelines and follow the steps below to complete the form:

- **This form must be completed prior to the leave/vacation.**
- **Only 1 family leave/vacation will be granted each school year.**
- **Students with excessive absences may be denied family leave/vacation.**
- **The form will be sent to and completed by all his/her teachers.**
- **Homework missed from the approved leave/vacation absence(s) will be given to the student upon their return to school.**
- **Leave/vacation time will be approved up to the equivalent of 28 hours and 45 minutes.**
- **Please try to avoid testing weeks when planning a leave/vacation.**

Student Name: _____ Today's Date: _____

Family Leave/Vacation Dates: _____ Reason: _____

(illness, funeral, or vacation)

Grade: _____ Teacher: _____

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1. _____ _____

(Teacher's Signature)

2. _____ _____

(Teacher's Signature)

3. _____ _____

(Teacher's Signature)

I have read the above information and ensure that my son/daughter will complete work missed as a result of our family leave/vacation.

Parent/Guardian Signature: _____

Principal's Signature: _____ Approved Denied