

2023-2024

# Student/Parent Handbook Lundy Elementary School



Visit us on the web at: **[www.lowell.k12.or.us](http://www.lowell.k12.or.us)**

Contact Us at: 541-937-2105

M-TH- 7:30-3:30

F- 7:30-12:30

Superintendent

Scott Yakovich

Principal K-6

Jessica Edgerton

WELCOME TO LUNDY ELEMENTARY SCHOOL!



Greetings!

Welcome to the 2023-24 school year at Lundy Elementary School! This handbook has been designed to help explain rules, expectations and procedures for the benefit of both parents and students. If you have a question or concern about any of the information in this handbook or other questions that may arise, please feel free to contact us. We will be more than happy to help in any way we can.

Lundy Elementary staff are dedicated to providing a quality education to each and every child. Our staff are highly motivated and determined to make each child's experience the best it can possibly be. We have high expectations for our students and believe all students can learn and achieve.

A close relationship between home and school is vital to the success of our children. We encourage parents/guardians to stay involved in their children's education. We want you to feel free to volunteer in your child's classroom, join us for special events and visit often. We encourage you to be involved!

We work in a partnership with parents and community. If you have ideas, suggestions or concerns, please let us know. We want this year to be the best one yet. We look forward to a positive and successful year with your student(s).

Sincerely,

A handwritten signature in black ink that reads 'J. Edgerton'.

Jessica Edgerton  
K-6 Principal  
Lundy Elementary School  
jedgerton@lowell.k12.or.us  
541-937-2105

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Lundy Elementary  
45 S. Moss St.  
Lowell, OR 97452

**Mailing address:** 65 S. Pioneer  
Lowell, OR 97452

**Phone:** 541-937-2105

**FAX:** 541-937-8709

**Website:** [www.lowell.k12.or.us](http://www.lowell.k12.or.us)

**Email:** First initial of person's first name and then their entire last name @lowell.k12.or.us.

Example: Jessica Edgerton (Principal) is jedgerton@lowell.k12.or.us

Lowell School District is an **Equal Opportunity Employer**, complies with all state and federal rules and regulations, and does not discriminate on the basis of race, color, national origin, sex, marital status or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and grievance procedures may be directed to the school district's Title IX/Section 504 Coordinator, at 65 S Pioneer Street, (541) 937-5095.

A copy of the District Policy is on file at the district office and is available upon request.

# *The Lowell School District Vision and Mission*

## *Our Vision*

Dedicated to educational  
achievement and the success  
of every student.



## *Our Mission*

Together with families and the community, we will provide each student a challenging, quality education, in a safe and supportive small school environment. We are committed to:

- ❖ Providing rigorous standards-based teaching and learning programs that are responsive to each student's needs
- ❖ Ensuring that each student makes measurable yearly academic progress
- ❖ Preparing all students for personal success by providing college and career opportunities and programs
- ❖ Promoting diverse opportunities, in and out of the classroom
- ❖ Maintaining our unique environment that assures participation in team sports, arts, clubs or extra-curricular activities
- ❖ Inspiring creativity, critical thinking, leadership skills, and life-long learning
- ❖ Cultivating respectful students with a strong work ethic, grit and determination, who are self-directed, responsible community members.

**DISTRICT POLICY**

The Lowell School Board sets district policy. District policy is on file at the District Office and is available upon request. It is also found on the district website: [www.lowell.k12.or.us](http://www.lowell.k12.or.us).

**HIGH ACADEMIC STANDARDS**

The Oregon Educational Act for the 21<sup>st</sup> Century required Oregon to set much higher standards for all students in English, Mathematics, Science, Social Sciences, Arts and Second Language. State Assessments are given at the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade levels. Please contact the school if you have questions regarding assessments.

**DISABILITY STATEMENT**

If you have a disability and need this publication in an alternate format, please contact Colette Ullrich, at 937-2105.

**DISTRICT IMPROVEMENT PLAN**

Lowell School District's Consolidated District Improvement Plan is available at either school office for your inspection.

**PERSONNEL/FACULTY MEMBERS****BOARD OF DIRECTORS**

Jim Chapman  
Mike Galvin  
Suzanne Kintzley  
Dionne Plahn  
Jason Prenevost

**ADMINISTRATION**

Scott Yakovich, Superintendent  
Josh Metzger, Principal, 7-12  
Jessica Edgerton, Principal, K-6  
Haidee Copeland, Director of Special Education  
Colette Ullrich, Lundy Elementary Secretary  
Shannon Fassbender, Lowell High School Secretary  
Cindy Neet, Lowell High School Secretary  
Jason Pickett, Director of Maintenance, Operations, and Transportation  
Michelle Stephens, HR and Communications Director, Assistant to the Superintendent

**TEACHING STAFF**

Kindergarten: Erin LeVesque  
First Grade: Kimberly Fisher  
Second Grade: Ashley Clinard  
Second Grade: Chantelle Wendt  
Third Grade: Nicole Durden  
Fourth Grade: Dani Blankley  
Fourth Grade: Roxanne Hetzer  
Fifth Grade: Kriston Maloy  
Sixth Grade: Sean Bedell  
Title 1 Teacher: Erin Claflin

**SPECIALISTS**

Katie Buckley, Special Education Teacher  
Teresa Carson, Speech/Language  
Paul Burch, Music  
Nathan Bowers, Technology Coordinator & Director of Food Services

**EDUCATIONAL ASSISTANTS**

Shanel Cantrell--Library Technician  
Jamie Kenworthy  
Kim Owsley  
Susan Rose  
Kari VanOrman

**CUSTODIAL / MAINTENANCE STAFF**

Christy Poggemeyer--Lundy Elementary  
Rachel Johnson--Lundy Elementary

**TRANSPORTATION**

Jason Pickett--Director of Maintenance, Operations & Transportation  
Mark Kintzley--Coordinator  
Jessica Pelroy--Transportation Secretary

**PERSONNEL POLICIES**

Lowell School District No. 71 maintains personnel policies, which are available on the Lowell website at <http://policy.osba.org/lowell/index.asp>.

**TEACHER & EDUCATIONAL ASSISTANT QUALIFICATION NOTIFICATION**

Parents may request information regarding the professional qualifications of their child's classroom teacher including the license held by the teacher, the baccalaureate degree earned by the teacher, the teacher's major, endorsements, and other academic degrees. Parents also have the right to request the qualifications of any educational assistant working with the child. Parents must be individually informed if their student is taught for four weeks or more by a teacher that is not highly qualified. If you have questions call the Lundy Office @ (541) 937-2105.

**CURRICULUM**

Lundy Elementary utilizes a school wide reading and writing curriculum aligned to common core standards. The reading curriculum is "My View".

In math, teachers use Oregon Math and 6<sup>th</sup> grade uses Illustrative Math.

Other subjects including, Studies Weekly and Scholastic for social studies, Mystery Science, CATCH (Coordinated Approach to Child Health) for P.E. and health, art and music have a wide-base of curriculum used at various levels and ages. Lowell School District has provided teachers with materials in these areas from previous adoptions and continues to update materials. Teachers also supplement the core programs provided with their own units, activities and ideas.

## **SPECIAL EDUCATION**

### **WHERE DO I GO WHEN MY CHILD NEEDS HELP?**

Ask your child's teacher about the Child Study Team (CST). The Child Study Team (CST) is a group of school professionals that work to help families, students and teachers meet the needs of each child. The CST reviews the child's school performance, relevant medical or personal considerations, learning style, behavior, development and social skills. Parents are invited and encouraged to participate as team members in the process of finding solutions that work for their child.

A CST can:

- Make suggestions for specific strategies to help a child.
- Connect families with outside service agencies and supports.
- Refer a child for an educational disability evaluation that may result in the identification of a student for a 'Section 504' plan or Special Education.

If you have additional questions, ask at the front office and they will direct you to someone who can answer your questions about the CST and supports for your child.

Section 504: If your child has a disability, but does not need special education, the school can develop a 'Section 504' plan to provide your child with reasonable accommodations to help them be successful at school. For more information, please contact your child's teacher or the principal to see if a 504 plan is appropriate for your child with a disability.

## **STUDENTS WITH DISABILITIES**

Special and regular educators work together to provide an educational environment that will provide all children access to curriculum. If your child is eligible to receive special education services under IDEA, or if you suspect your child may be eligible, you may have additional rights defined by federal law. Please ask your school receptionist for a copy of the Parental Procedural Safeguards for parents with IDEA eligible children.

### **TITLE 1**

The district participates in Title I federally funded programs that provide basic skills instructional services for grades K-6. Students identified in need of Title I services are provided instruction on a weekly/daily schedule, as appropriate. Title I staff will meet with individual teachers regarding scheduled instruction.

## **PARENTAL PLACEMENT IN PRIVATE SCHOOL OR OBTAINING PRIVATE SERVICES**

While parents are free to choose private schooling or additional services (such as tutoring) from a private individual or organization, the District has no obligation to pay for such services or schooling. If the parent wants the District to consider making a placement for the child in a private school or with private services, parents must give the District written notice and opportunity to propose other public school options prior to making the private placement or obtaining private services.

## **RETENTION**

The Board is dedicated to the best total and continuous development of each student enrolled in the district. In general, the district believes that it is best for a student to be placed in the grade level best suited by reason of age, ability, maturity and achievement. Some students may benefit from staying another year in the same grade-particularly in kindergarten through grade three. For information regarding retention see the Lowell School District website for policies and guidelines.



## **ATTENDANCE**

### **Attendance Guidelines and Procedures**

School begins each day at 7:55 and ends at 2:45 on Monday-Thursday. On Friday school ends at 12:25. School attendance is a primary factor in determining student success in school. Irregular attendance is the number one reason why many students fall behind academically. We work hard to encourage good attendance because of its importance to the educational welfare of your child and want your child's educational experience to be positive and productive. Regular school attendance is paramount in accomplishing that goal. Please review the following guidelines regarding attendance and be familiar with our practices to help ensure the best possible experience for your student.

### **Illness**

Students who are ill may be excused. However, students who are ill for four or more days within a ten (10) day period will require a physician's note in order for absences beyond the three days to be recorded as "excused".

### **Appointments**

Parents are encouraged to alert the school to a planned absence due to an appointment. Most instances of this are medical and dental appointments. Any absence that is accompanied by a note from the physician, dentist, etc. will be excused.

### **Pre-Arranged Absences**

Students who will be absent due to a planned activity or event need to complete a Pre-Arranged Absence form, available from the school office. The form must be completed at least 48 hours prior to the planned absence in order to arrange for classroom work that will be missed to be supplied by the classroom teacher and to receive approval from the school administrator. These absences will be recorded as "excused". No more than five (5) school days per academic year will be approved as pre-arranged. Days in excess of the five (5) pre-arranged absences may be recorded as "unexcused". The building administrator may, at their discretion, approve additional days of excused absences on a case by case basis for extenuating circumstances, such as custodial arrangements with appropriate documentation (i.e. court order, etc.).

### **Absences/Non-attendance Notification**

The district will, at minimum, notify parents via letter of inadequate attendance quarterly. Any student who has accumulated five (5) or more absences on average per quarter will be notified. The letter will state the number of absences on record with the school for the student and will include a copy of the Oregon compulsory attendance laws. The school recognizes absences are sometimes due to extenuating circumstances such as medical issues, guardianship/custody arrangements or family commitments. However, in an effort to comply with state law and to ensure maximum student attendance, all students accumulating five (5) or more absences on average per quarter will be notified. In addition to the quarterly letters, notification letters may also be sent to students who demonstrate a pattern of non-attendance, have reached the eight (8) half day/four (4) full day state non-attendance rule or otherwise appear to need notification that the student is not attending school regularly.

All letters to students regarding attendance will be copied to the student's cumulative (permanent) file, which are kept on record with students attending Lowell schools and are transferred to any school the student may attend. These files are protected by the Family

Educational Rights and Privacy Act (FERPA).

### **Truancy**

Oregon Public Schools are required to report student absences and abide by Oregon laws with regards to referring students for non-attendance (truancy). Lowell schools contract with Lane Educational School District (Land ESD) to comply with this law. Any student who accumulates eight (8) half-days or four (4) full days of absences in any four (4) week period is in violation of Oregon compulsory attendance laws and will be referred to Lane ESD for non-attendance.

When a referral is made to Lane ESD, an Attendance Supervisory (known generally as the "Truancy Officer") will make personal contact with the parent/guardian in order to determine the reason(s) for the student absences and to ensure the parent is aware of the ramifications of non-attendance. Parent(s)/Guardian(s) may be cited for non-attendance.

Referrals for non-attendance and the Attendance Supervisor's subsequent report are filed in the student's cumulative (permanent) file.

### **END OF THE DAY PROCEDURES**

All Students will follow regular scheduled transportation routines unless they have a parent/guardian signed note submitted, or phone call to the office by 2:00 p.m. of the day the transportation change is requested. The note must include the following:

- What the change is;
- Where they are to go;
- With whom they are going; and,
- How are they getting there.

Without a note or phone call, your student will be following their normally scheduled routine.

### **CHECK-OUT PROCEDURE (ILLNESS)**

Students are not allowed to leave the building during school hours without signed permission from the office. Students who become ill during school hours are to report to the school health assistant and, if necessary, the school health assistant will arrange for transportation home.

### **CLOSED CAMPUS**

Students at Lundy Elementary School are not permitted to leave school grounds once they have arrived at school. This applies to all students, regardless if they walk to school, ride a bicycle, are dropped off or ride the bus.

### **RETURNING TO SCHOOL**

Upon return of the student to school after an illness, etc., a written excuse or telephone call from the parent to the office must be submitted. The excuse **must** have the following information:

- Present date
- Brief description of the reason student was absent
- Date(s) of absence
- Parent or guardian signature

### **VISITING STUDENTS**

Lundy Elementary School does not allow student visitors during school hours unless Administration grants approval.

### **OPEN DOOR POLICY / VOLUNTEERS / VISITORS**

Volunteers are welcomed and encouraged to be a part of our school community and the students' educational experiences. In order to ensure the safety of our students, we must ask that all volunteers, both regularly scheduled and drop-in, complete a Volunteer Packet and successfully pass a background check. This may be obtained at the school office. Also, all visitors MUST sign in at the office and wear a visitor's badge in a visible place so that students and staff can easily identify them. High school students who are teacher assistants must also sign in and wear a pass. The visitor pass is for Lundy Elementary School only and does not include access to the Mt. View Academy.

### **USE OF PHONES**

The office phone is a business phone and not for general public use. Students who need to call home for emergencies may use the phone with permission from office personnel. Students should not use their a cell phone to call home without permission. General calls are not permitted.

### **BREAKFAST PROGRAM**

Lundy Elementary encourages students to eat breakfast each day and provides breakfast to all students at no charge. Breakfast is available to late students up until 11:00 a.m..

### **LUNCH PROGRAM**

Lowell School District participates in the National School Lunch/Breakfast Program. The Food Service Department provides nutritionally balanced meals to all students each day at no charge. For more information please contact the Lowell School District Food Service Department at 541-554-4969.

### **BUSES**

School District No. 71 owns and operates its own buses. Transportation is furnished for eligible students. These services shall be provided throughout the regularly scheduled year and during the regular school day as set by the Board of Directors. For the safety of our kindergarten students someone at least 12 years of age meet them at their bus stop for pick up.

### **BUS RULES AND PROCEDURES**

The buses are provided for the convenience of all pupils who live in the areas served. In order to ensure the safety and rights of each student, the following rules are to apply to all buses transporting students to and from our schools.

While riding a school bus, students will:

- \*1. Obey the driver at all times;
- \*2. Keep objects in their own possessions;
- \*3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- \*4. Not fight, wrestle or scuffle;
- \*5. Stay seated while the bus is in motion;
- \*6. Keep hands, head, feet or objects inside the bus;
- \*7. Not possess matches or other incendiaries and combustion devices;
- \*8. Use emergency exits only as directed by the driver;
- \*9. Be respectful of school property and the personal property of others and cause no damage;
- \*10. Not threaten or physically harm the driver or other riders;
- \*11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;

- \*12. Be respectful at all times and refrain from making obscene statements;
- \*13. Not possess and/or use tobacco, alcohol or illegal drugs;
- 14. Ask permission about chewing gum and eating on the ride;
- 15. Only bring plastic containers onto the bus;
- 16. Ask about where to place objects which might pose safety risks or barriers to safe entry and exit from the bus, (band instruments, project boards, etc.);
- 17. Accept assigned seats;
- 18. Stay away from the bus when it is moving;
- 19. Be at the bus stop five minutes before the scheduled pick up time;
- \*\*20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

- \* These regulations, if broken, are violations with severe consequences because of the threat to the safety of others.
- \*\* Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

### **Bus Violations**

Each year, the District will include the following violations in the student/parent handbook. The District will provide interpretation to those students/parents whose primary language is not English.

### **Disciplinary Procedures for Violations**

1. **Minor infraction:** The driver verbally restates behavior expectations to the student and makes a note on the tracking record if warranted.
2. **First Citation - Warning\*:**  
The driver corrects the behavior and writes a citation which is turned in to the transportation supervisor. The supervisor, principal and student meet to discuss the behavior as soon as practical. The supervisor decides whether to issue the citation as a warning or a suspension from the bus, depending on the events of the citation. The citation will be mailed home to the parents/guardians before the suspension begins. A signed copy of the citation must be presented to the driver when the student returns to the bus.
3. **Second Citation\*:**  
The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to five days. A signed copy of the citation must be presented to the driver when the student returns to the bus. At this time a behavior contract will be made with the student and a bus seat will be assigned.  
Further violations of bus regulations will be considered a severe violation.
4. **Third Citation\*** of the year:  
The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to ten days and may be for as long as the remainder of the year, depending on the situation.

5. **Severe Violations:**  
Severe violations may result in an immediate suspension of the student for up to 10 days, should the transportation supervisor feel the action warrants such a decision. The supervisor, principal, student and parents/guardians will meet to discuss the behavior and consequences as soon as is practical.
6. In all instances, the appeal process may be used if the student and/or parent desires.
- \* All citations must be signed by the parents/guardians, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

### **FIELD TRIPS**

Field trips are considered an extension of the curriculum. All students normally eligible to participate in regular classroom activities will be permitted to participate in field trips.

It is also recognized that students on field trips represent their school and community. All students are to act in an orderly manner and socially accepted behavior is expected at all times. Students who violate these basic tenets of behavior may have this privilege of participation terminated.

There are rare occasions when a student, before the field trip, has exhibited behavior which indicates an inability to function in a less structured environment associated with the very nature of a field trip. In this situation, the following criteria will be used to determine eligibility for participation: Two (2) or more suspensions from school during the eight (8) weeks prior to the next scheduled trip will cause the student to be ineligible for that field trip unless the student is accompanied by a parent or guardian. Any student receiving two (2) or more suspensions within the eight (8) week time limit becomes ineligible for participation.

### **MAJOR DISASTERS**

Lowell School District has established procedures for the immediate evacuation of all students in the event of the following major disasters. These procedures are practiced on a regular basis through emergency drills. We practice each drill at least once per year and conduct fire drills monthly.

For each of the major disasters we have developed plans for, we have pre-determined staging areas where we account for students, teachers, staff and volunteers. Parents should become familiar with the location of the staging areas.

Flooding: Tumac, Inc. – Parking lot

Evacuation: To be announced

Earthquakes: Lundy Elementary Fields

Fires: South Field

Other: Tune to local TV/radio stations for directions on what to do/where to go.

### **DIRECTIONS FOR EARTHQUAKE**

Signal: Announcement from office by intercom

1. Duck under any furniture such as desks or tables and hold on.
2. Remain there until teacher instructs you to vacate building.
3. Quickly and orderly move to outside safety zone.
4. Remain in safety zone until instructed to move to bus zone.

## **DIRECTIONS FOR FIRE DRILL**

Signal: Voice announcement that there is a fire drill via the alarm system

1. Those closest to the windows should make sure that they are closed before they leave. Last one out of the room, shut the door.
2. Students must follow the exit directions as explained by the teacher.
3. First student to reach the outside door holds it open while the remainder of the class files out.
4. The hall door and outside door should both be closed.

## **DIRECTIONS FOR LOCKDOWN**

Signal: Announcement from office by intercom

1. Scan hallway quickly for any students/staff/etc. and then close door(s).  
**Do not open them for anyone!**
2. Draw shades.
3. Turn off lights.
4. Remain in classroom/location until further notice, even if the fire alarm rings.

## **DIRECTIONS FOR ROOM CLEAR**

Signal: Teacher direction

1. Students immediately leave classroom and report to their assigned receiving classroom.
2. Teacher or designated student and receiving teacher notifies office.
3. Students are to remain in receiving classroom until further notice.

## **EMERGENCY SCHOOL CLOSURE/SNOW DAYS AND DELAYS**

Each year the school district is faced with the possibility that an emergency may arise necessitating closing the school with or without advance notice. We participate in the *Emergency Closure Notification System*. Closures will be announced through the following media:

### **Radio:**

KUGN-FM 97.9; KPNW-AM 1120/FM 99; KKNU-FM 93.1; KMGE-FM 94.5; KZEL-FM 96;  
KDUK-FM 104.7; KNRQ-FM 95.3; KLCC-FM 89.7; KRVM-FM 91.9

### **Television:**

KEZI-ABC  
KMTR-NBC  
KVAL-CBS

### **Internet:**

[www.lowell.k12.or.us](http://www.lowell.k12.or.us), Lowell School District Facebook Page and @LowellSchool on Twitter

### **Telephone:**

Lowell School District has an automated phone system that will notify families about emergencies, school closures and other time-sensitive information. Please ensure your contact information is up to date. You can verify this information or provide a preferred number for this system by contacting Colette Ullrich, Lundy Elementary Secretary.

If schools are closed due to hazardous weather conditions, all after-school activities are cancelled including athletic events, school events, band & choir events, practices and building rentals.

In the event of a mid-day emergency closure, regular end of day procedures will be followed so be sure to fill out the emergency dismissal information on your children enrollment packet and those instructions will be followed.

### **ASBESTOS NOTIFICATION**

This is to notify all concerned that Lundy Elementary School contains asbestos. The specific location of the asbestos and the asbestos management plan are available for review in the District Office located in Lundy Elementary School. Note that with the recent remodeling, much of the asbestos has now been removed.

### **STANDARDS OF CONDUCT**

Standards of conduct which are consistent with good citizenship are to be maintained by all students. This implies a respect for the person and property of others, a respect for the rights and dignity of the individual, a cooperative attitude and a willingness to observe the limitations on personal freedom necessary for the successful operation of the school. Students shall comply and submit to the lawful authority of teachers or school officials. Special attention is directed to the following points:

- Disruption or potential disruption of a school function will subject the student to disciplinary procedures.
- Possession or consumption of alcohol or tobacco by students is prohibited by law. The same is true in regard to non-prescription drugs and narcotics.
- Care in handling of school property is required. Students will be held responsible for the loss of or damage to school property and equipment due to carelessness, negligence or abuse.
- Damage to or destruction of private property on school grounds or during a school activity will subject the student to disciplinary procedures.
- The following is a list of acts which are representative of inappropriate conduct, but the list is not exhaustive:
  - a. Scuffling or fighting in school building or on other school property;
  - b. Assaults or threats of harm to another person or to school property;
  - c. Unauthorized use of weapons or dangerous instruments;
  - d. Persistent failure to comply with rules or the lawful directions of teacher or school officials;
  - e. Willful abuse of school property;
  - f. Wearing of unacceptable clothing;
  - g. Interference with the orderly processes of the school program; and,
  - h. Use of vulgar, profane or obscene language.

### **SPECIFIC RULES OF CONDUCT**

1. Possession, consumption or sale of any alcoholic beverage on or about school property or at any school-sponsored activity is prohibited. Violation of this regulation may result in suspension or expulsion of the violator. Violations may also be referred to appropriate law enforcement agencies.
2. Unlawful possession, use, sale or supply of any narcotic or dangerous drug, on or about school property or at any school sponsored activity is prohibited.
3. Use or possession of any type of tobacco product on school property or at any school-sponsored activity is prohibited. School personnel will confiscate tobacco products and bring such products to the office for disposal.
4. The office has a list of potential sources of treatment available to students who may need counseling, rehabilitation or guidance as a result of substance abuse.
5. Use of vulgar, profane or obscene language in the school buildings, on school grounds

- or while attending or participating in a school sponsored activity is forbidden.
- 6. Defacing school property is punishable by fines and discipline.
- 7. Disrespectful attitudes towards teachers and/or staff members will not be tolerated.
- 8. Gambling will not be allowed in the school buildings, on the school grounds or during school sponsored activities.
- 9. Full attire shall be worn, including shoes, in all classrooms.
- 10. Inappropriate public displays of affection and body contact are not allowed on school property.

Rules of conduct apply while at school, going to or from school and at school activities whether at Lowell or at another site. Failure to comply with the rules of conduct subjects the student to discipline, suspension or expulsion.

### **COMPUTER / TECHNOLOGY USE AGREEMENT**

Lowell School District policy requires students, parents and faculty to review and sign the Technology Use Policies form annually in order for students to utilize technology in our schools. This form outlines of the expectations of individuals utilizing the district's network and associated technology.

More detailed guidelines, expectations and definitions are outlined in the District's Technology Use Policy (IIBGA-AR) and may be obtained by request at the district office.

#### **Acceptable Use**

- I am personally responsible for appropriate use of electronic communication at all times and will comply with all district rules and guidelines.
- I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

#### **Personal Responsibility**

- I will report any misuse of the network to the Technology Coordinator.

#### **Privileges**

- The use of the information system is a privilege and inappropriate use will result in a cancellation of those privileges.

#### **Network Etiquette and Privacy**

- I will be polite and use appropriate language.
- I will not reveal my home address or other personal information or that of others.
- I understand electronic mail is not private and that I must report any messages relating to or in support of illegal activities.
- I will use good manners and adhere to classroom standard level of ethics.

#### **Services**

- Lowell School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

#### **Security**

- If I identify a security problem, I will notify the Technology Coordinator immediately.
- I will use only my user name and password to access the network; no one else's.



**Vandalism and Harassment**

- Vandalism and/or harassment will result in cancellation of user privileges.

**Controversial Material**

- I will not initiate access to any controversial material.
- I understand the district employs filtering software on its school based network.

**Monitoring**

- Lowell School District reserves the right to review any material on user accounts and to monitor fileserver space.

**Updating**

- You must notify the Technology Coordinator of any change in your account information.

*To obtain a copy of Lowell School District's Technology Policy (IIBGA-AR) in its entirety, please contact the district office at 937-5095.*

**DISCIPLINE (Severe Problems)**

Severe discipline problems are defined as any student behavior which results in disruption of the educational program of the individual student or other students and which exhibits disregard for the rules and regulations of the district established for the smooth operation of the schools.

**GUIDES FOR STUDENT CONDUCT AND DISCIPLINE**

A well-ordered, friendly atmosphere in the classroom as well as in the school is essential...

- ...if students are to learn to the maximum of their capacity
- ...if teachers are to do their best
- ...if good relations with the community are to be upheld
- ...if the total school operation is to be carried on in the best manner possible.

The area of pupil discipline is one that directly affects the total purpose and total achievement of the school. It is an area that needs the support and the combined responsibilities of everyone.

Helping to establish a desirable learning situation is the work of many people--parents, pupils, teachers, administrators and members of the Board of Education. It is vital to the community because habits learned or condoned in the schools will be carried over into private and community life.

The responsibilities of parents, students and teachers are defined in this statement. It is designed to serve as a useful guide for disciplinary action.

Student disciplinary action by the administrator is discretionary depending on the age, grade and severity of the offense. The following is provided as a general guide which may be used by the staff person responsible for student disciplinary action.

## **PROCEDURES FOR DEALING WITH GENERAL CLASSROOM DISRUPTIONS**

- Teacher's Responsibility:
  - a. The teacher will warn the student and attempt to solve the problem.
  - b. The student will make parental contact (by phone if possible).
  - c. The teacher will make parental contact.

(All teacher actions and phone contacts must be documented. If disruptive behavior continues, the teacher should refer the student to the office. Documentation of the incident and previous attempts to solve the problem should be forwarded to the office as soon as possible. **ONLY SEVERE SITUATIONS** will be dealt with by the administrator without the above steps being completed).

Parents will be notified by an administrator if a student has a major or "level 3" referral.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearings officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

## **SUSPENSION PROCEDURES**

1. Notification of suspension shall be given to parents or guardians by telephone.
2. If contact with the parents cannot be made, the student will begin in-school suspension. In the event the student refuses to stay for in-school suspension, further disciplinary measures will be initiated.
3. After parent notification of suspension, the student may be sent home unless the administration feels it is advisable to hold the student until the end of the school day.
4. Parents may request a conference with the principal or with a representative of the superintendent at the earliest possible time.
5. Efforts will be made to discuss any questions concerning suspension and additional steps that could be taken by the school, the advisor, the student and parents (guardian) to assist the student.

### **PARENT RESPONSIBILITY**

Good discipline originates in the home because the parent is the child's first teacher. The parent, by teaching and by example, will develop in the child good habits of behavior as well as proper attitudes toward school. To help his/her child progress in school, a parent should:

1. Recognize that the school staff takes the place of the parent while the child is in school.
2. Teach and require the child to respect law, authority, rights of others and private and public property.
3. Talk with the child about school activities and share with the child and with the teacher an active interest in the student's progress, including the child's report cards and progress reports.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Safeguard the physical and mental health of the child and be responsible for a periodic health examination.
6. Attend individual or group conferences.
7. Attend special school programs.
8. Arrange for a time and place for homework assignments and for supervision of the child's study habits.
9. Work with the school in carrying out recommendations made in the best interests of the child.
10. Encourage and guide wholesome friendships, interest and activities.
11. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.

### **STUDENT RESPONSIBILITY**

Good discipline originates in the home and the student must carry this on to school. A student attends school to develop his/her individual capacities to the fullest in order to become the best person possible. To do this the student should:

1. Make a sincere effort to do his or her best.
2. Develop standards of personal conduct that are reflected in socially approved behavior.
3. Accept responsibility for his or her own actions.
4. Respect the rights of others.
5. Comply with the authority of staff, teachers and administrators.
6. Obey school rules and regulations.
7. Attend/be punctual in meeting all school obligations.
8. Dress appropriately and maintain habits of personal cleanliness.
9. Help to maintain and keep school property free from damage and defacement.
10. Be prepared with all class supplies.

### **TEACHER RESPONSIBILITY**

The teacher should:

1. Approach teaching with enthusiasm and regard each pupil as a worthy individual working in a mutual endeavor.
2. Plan and conduct a program of instruction which will make each child eager to learn and which will enable each pupil to reach their full potential.

3. Manage classroom routines so that they contribute to the total instructional program and to the development of civic responsibility on the part of the student.
4. Teach the child what is expected of him/her in terms of conduct in and about the school.
5. Enforce the rules of the school system courteously, consistently and objectively. Inform parents, in accordance with District procedures, about the academic progress and the general behavior of their child.
6. Distinguish between student misconduct that should be handled by the teacher and that which requires the assistance of the principal.
7. Refer to the principal any student who is defiant, behaves in an immoral manner, uses profane language, is physically violent, is in possession of a potentially dangerous weapon or who, in the opinion of the teacher, jeopardizes his own safety, the safety of other students or of the teacher or who seriously interferes with regular classroom routine.

#### **EDUCATIONAL ASSISTANT RESPONSIBILITY (Common areas and classroom)**

1. Keep students safe.
2. Guide students in problem solving.
3. Report problems to appropriate staff member.
4. Teach proper etiquette in all areas.
5. Assist teachers in academic situations.

#### **CODE OF CONDUCT SUMMARY**

It is fully realized that the need for student behavior policies is brought about by the behavior of a small number of the total student body. This code of conduct is prepared and considered reasonable and necessary in the light of prior experience and in recognition of rights of other students, staff members and the total community. It is the intent that these rules, as set forth, are reasonable and will result in a better climate for learning for all students.

#### **EXPULSION**

Any suspension that is considered criminal behavior may result in the student being referred to the Board of Education for expulsion. Such recommendation for expulsion shall be at least for the remainder of the semester.

1. Public school pupils shall comply with rules for the government of such school, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority. (ORS 339.250)
2. The District School Board may authorize the punishment, suspension or expulsion of any refractory pupils. (ORS 339.250)
3. Willful disobedience, open defiance of a school employee or the use of profane or obscene language is sufficient cause for punishment, suspension or expulsion from school. (ORS 339.250)
4. Expulsion of a pupil for any cause shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. (ORS 339.250).

## DRUG ABUSE

The Board of Directors and the staff of School District No. 71 will attempt to discourage through education, counseling and sanction the use/abuse of drugs or alcohol by students on school property. The possession or use of alcoholic beverages or drugs on school property is prohibited except as allowed by the controlled substance policy. The drug abuse policy is applicable to all students in the district.

1. Unlawful possession or use of drugs or alcoholic beverages on school district property or at any school-sponsored activity is prohibited.
2. The use of School District property for the illegal sale, storage or distribution of any alcoholic beverage on school property is prohibited.
3. Being under the influence of any drug or alcoholic beverage on school property is prohibited. Violation of the drug abuse policy by a student will initiate administrative action as follows:
  - a. The student who violates the drug abuse policy will be immediately suspended from school attendance for a period of three to five (3-5) school days.
  - b. Parent/guardian of the student will be notified.
  - c. Law enforcement officials will be notified.
  - d. A conference will be arranged by the school principal. The student, the student's parents/guardians and school personnel will participate in the conference. During the conference the student will be questioned concerning the use and the source of the drugs and/or alcohol. The student and the student's parents/ guardians will be asked to sign a Drug/Alcohol Reinstatement Form. The Drug/Alcohol Reinstatement Form will be the parents/guardians assurance that the student will obtain a substance use/abuse assessment and will participate in a treatment program which may be prescribed by the assessing agency as a result of the assessment. A copy of the results of the assessment and any prescription will be supplied to the school. Enrollment by the student in a substance use/abuse treatment program prescribed by the assessing agency will cause the suspension to be placed in abeyance and the student will be allowed to attend school. If the student is certified as having completed the substance use/abuse treatment program the remainder of the suspension will be rescinded. *Should the student fail to complete the substance use/abuse treatment program the suspension will be enforced and the student will face an expulsion hearing as soon as appropriate arrangement for the hearing can be made.* (The cost of the assessment and any prescribed substance use/abuse treatment program will be borne by the student and/or the student's parents/guardians.)
4. Any students who violate the drug abuse policy a second time will be immediately suspended from school attendance and may be required to face an expulsion hearing.

Any student who distributes or sells a drug or alcoholic beverage while on school property will be immediately suspended from school attendance. Law enforcement officials will be notified. An expulsion hearing will be timely convened and the District No. 71 Board of Directors shall expel the student.

### **DISPLAY OF AFFECTION**

Any show of physical affection by students will not be tolerated and will be dealt with as a discipline problem. Holding of hands is permissible.

### **CLASSROOM PARTIES/CELEBRATIONS**

Classroom parties can be held at the discretion of the classroom teacher. The classroom teacher may decide to elicit volunteers or request parents' help to provide supplies for parties. Home baked or created items are not allowed due to the concern for student health, wellness and specific health conditions, such as allergies or dietary needs. The district wellness policy requires food goods brought in to have the nutritional and/or ingredient list. Healthy choices are encouraged.

### **GUM CHEWING**

Chewing of gum is not allowed in the school building and on school buses. Repeated violations of this rule will be treated as a discipline problem. The only exception to this is by teacher approval in the classroom only.

### **HALL POLICY**

Students are not to be in the hall during class time unless approved by the teacher or office. All students in the hall must have a hall pass. No students are permitted in the halls during the lunch hour without a hall pass.

### **COMPLIANCE WITH DIVISION 22 STANDARDS FOR PUBLIC ELEMENTARY & SECONDARY SCHOOLS**

As required by the Oregon Department of Education, the Lowell School District submits this annual report to the local community that it is in compliance with and implementing as required all of the Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22, including all new and revised rules. A copy of the requirements by list are available in the District Office at 45 South Moss Street in Lowell.

### **HAZING/HARASSMENT**

**Complaint Form may be obtained in the school office.**

The district is committed to a learning environment that is free from hazing and/or harassment. It is the responsibility of all staff, with the cooperation of students, to enforce the policy approved by the District (JFCF) in order that students and staff may enjoy an environment free of such activities. All staff are required to report hazing or harassment activities witnessed between and among students. This report is to be presented to the immediate supervisor on the form provided by the District and available in the office.

It is the responsibility of the supervisor to thoroughly investigate each report of hazing or harassment. The following procedure is considered essential if a viable remedy to these activities is to be realized.

1. Complaints regarding hazing and/or harassment are to be submitted to immediate supervisor on forms provided by the District. Forms are available in the office.
2. Any staff member who receives a verbal complaint from a student regarding hazing or harassment or is a witness to such activity is required to document the details of the alleged activity.
3. The building administrator or designee will investigate the alleged violations and determine the appropriate action.
4. It is required that the building administrator, or designee, contact the parents of the complainant and the accused, within three (3) days, to outline the details of the

- incident, explain the disposition of the case and come to resolution.
5. Either party may request a hearing before the Superintendent should there be no satisfactory resolution at the building level.
  6. The Superintendent shall conduct the hearing, evaluate the disposition as determined by the building administrator and may alter, change or confirm the original disposition. The Superintendent's decision will be communicated in writing and copies sent to all parties directly involved.
  7. The interested parties may appeal the Superintendent's decision to the Board of Directors by requesting it to be placed on the next Board's agenda. The Board, in executive session, will hear the case, evaluate the disposition and make final determination. The Board's decision is final.
  8. Suspension is the removal of a student from his/her normal class schedule and may range from one day in-school to a maximum of ten (10) days out-of-school. Alternatives to suspension may be available.
  9. Expulsion is a minimum exclusion from school attendance for the remainder of the current semester. This decision is made by the Board after a hearing. Alternatives are considered by the Board during the hearing process.

#### **ELECTRONIC DEVICES**

Bringing electronic devices such as cell phones, electronic games, and mp3 players is not allowed due to the potential for theft, damage and disruption of classes. Such items may be confiscated. Bringing toys, remote control cars, etc., is discouraged as well. It is preferred that only items needed for class are brought to school. The school cannot be held responsible for loss or damage of these items.

Consequences for disruptive use of electronic devices:

1. First offense – The item will remain in the office until the end of the day when the student may pick it up.
2. Second offense – The item will remain in the office until a parent/guardian picks it up.
3. Third offense – The item will remain in the office until June or until the parent picks it up and may not come back to school.

#### **SKATEBOARDS/ROLLERBLADES/SCOOTERS**

Skateboards, roller blades and scooters may be used only for transportation to and from school and may not be ridden on school grounds. They may be kept in the designated area in the gym or office; however, the school will not be responsible for any damage or theft.

#### **STUDENT DRESS**

Student dress and grooming is the responsibility of the individual and the parent or guardian under the guidelines that follow:

1. Dress and grooming shall be clean and in keeping with health, sanitary and safety practices.
2. Everyone will wear shoes. "Flip-flops" are allowed with limited activity; sandals with back straps are allowed with any activity.
3. A mode of dress that is detrimental to the process of education may be cause for disciplinary action.
4. Shorts may be worn with the following guidelines.
  - a. Acceptable shorts are approximately mid-thigh, hemmed styles.
  - b. Unacceptable shorts include cutoffs, running shorts, bathing suits, skin tights or spandex.
  - c. Pajama bottoms not allowed with the exception of "Pajama Day" specifically.
  - d. The principal's decision is final in all questionable cases.
5. The wearing of any article of clothing listed below is prohibited.

- tank top (except those with 2" or larger straps)
  - garment imprinted with explicit or implicit, vulgar or obscene expressions
  - garments which advertise alcohol, drugs or weapons
  - half shirt or blouse
  - fish net skirt, shirt or dress
  - spandex pants or shorts
6. Hats, hoods and sunglasses are not permitted inside the building. Students may wear these items outside and/or on field trips at the discretion of supervising staff.
  7. Dress and guidelines for extra-curricular trips will be determined by the sponsor of the group.

### **EXCHANGE OF MONEY OR PERSONAL PROPERTY**

Students are not allowed to exchange money or personal property.

### **CONFERENCES**

Parents may periodically be contacted by the school for parent/teacher conferences. These conferences are generally designed to provide the parent with background information on the academic progress of the student. It is imperative, for the benefit of the child, that all scheduled conferences are kept. The teachers are flexible in their schedule and every effort will be made to set a conference time which is acceptable to the parents. The importance of these conferences cannot be over-emphasized. Parents should make this a high priority.

### **REPORT CARDS**

There are four grading periods per year. Each quarter teachers have one in-service day to prepare grades for that term. Report cards are sent home the following week. Parents/guardians are expected to review the report card with the child. Parents may keep the report card; it is a copy for the parent's records. Parent conferences concerning grades or other issues, are formally scheduled twice a year. Once in the fall for all parents and one following 3<sup>rd</sup> quarter for any students the teacher feels that a conference is necessary. For informal or otherwise unscheduled conferences, please see "Conferences" above and/or contact your child's teacher.

### **PARENT COMPLAINT PROCEDURE**

There may come a time during your child's educational years that a decision is made by district staff with which you do not agree or understand. Parents are encouraged to bring these concerns to the attention of the teacher as soon as possible. Every effort will be made to clarify the actions and attempt to rectify problems expediently. Parents should communicate their concerns, at least initially, directly with the staff person who made the decision which generated the concern.

The following procedure, if followed, will expedite the process and result in an accurate and meaningful exchange of information and acceptable resolution through cooperation.

1. Discuss your concern directly with the classroom teacher. Call the school to set a conference date and time. The staff will be available at your convenience unless it conflicts with required duties or prior commitments.
2. It is advantageous to all parties concerned if the essence of all conferences is documented. If the parent or guardian is not satisfied with the result of the conference, an appeal may be made to the next level, which is the employee's immediate supervisor. Call for a conference date and time.



3. The parent has two options at this time:
  - a. Continue to seek resolution on an informal basis (or)
  - b. File a formal complaint with the supervisor. Any formal complaint concerning a licensed staff member must be submitted in written form. A formal complaint form may be secured in the office.
4. The supervisor will attempt to resolve the issue of concern and may request a conference with all persons involved. The supervisor will notify all parties of the decision or attempts at resolution in writing, should it be at the formal level.
5. An appeal to the superintendent will result in an investigation of all concerns and documents and will attempt to reach an amicable solution. If the superintendent is unable to resolve the conflict, the item will be placed on the next agenda for disposition by the Board of Directors.

#### **STUDENT COMPLAINT PROCEDURE**

1. Write down specific complaint and give to teacher.
2. Talk to teacher about the complaint.
3. Make an appointment with teacher and parent.
4. Make an appointment with principal.

#### **FAMILY PRIVACY RIGHTS**

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information," to certain people or institutions, unless you request, in writing, that such information not be released. We are also requesting at this time you formally release your child's information; however, without a specific written request not to release your child's information, the school district can supply your child's directory information to any permitted party requesting it.

In many cases, requests for this type of information come from the news media.

"Directory Information" may include:

- . Student name, address and telephone number
- . Date and place of birth
- . Participation in officially-recognized activities and sports
- . Weight and height of athletic team members
- . Dates of attendance
- . The most recent educational agency or institution attended by the student
- . Photographs or other similar information
- . Diplomas and awards
- . Name of previous school

Photographs may occasionally be taken of students for use in the news media or school district publications, as well.

We will not release any "directory information" for commercial or other purposes not related to school business. **Please be sure you have completed the Annual Parental Authorization form (provided in the yearly registration packet). If you need a copy of this form, please contact the school office. If you fail to return this form, your child's information will automatically be included in all releases.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **Annual Notice of Student Education Record Privacy**

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of the records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record: Jessica Edgerton, Principal. You will be notified of the place and time the records may be available for review.
2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify(s) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of the school officials in the education record or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record: Jessica Edgerton, Principal.
3. To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their consent prior to the disclosure of student information. Some exceptions to consent apply such as school officials needing information or legitimate educational interest or when students move to other districts.
4. To file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **SCHOOL ENTRY AGE**

The state of Oregon has established uniform entry qualifications: For kindergarten, a child must be five years of age by September 1<sup>st</sup>; for first grade, a child must be six years of age by September 1<sup>st</sup> in the year of entry.

## **HEALTH INFORMATION**

All kindergarten students or first grade students entering school for the first time are required to have a birth certificate and a signed certificate of immunizations on file with the school. Any new student to the district from out of state is also required to have a signed certificate of immunizations on file when first entering school. Oregon Law (ORS 433.267) requires that all children attending public/private schools show evidence of compliance with state immunization requirements or have a medical or religious exemption.

Oregon immunization requirements are as follows:

1. Diphtheria/Tetanus containing vaccine (DPT/TD/DT) 4 doses, if the 4th dose is given after age 4 years or 5 doses if the 4<sup>th</sup> dose was given before age 4.
2. Polio vaccine (TOPV/IPV) 4 doses unless the 3<sup>rd</sup> dose was after age 4 than 3 doses.
3. Measles, Mumps and Rubella vaccine (given individually or together as MMR) 2 doses.
4. Hepatitis B Vaccine 3 doses
5. Hepatitis A Vaccine 2 doses
6. Varicella (chickenpox) vaccine 1 dose
7. Tetanus/diphtheria/pertussis (TDAP) 1 dose for all 7<sup>th</sup> graders

In addition to the above vaccines Oregon House Bill 3000 requires public school students seven years of age or younger who are beginning school to have a vision screening or eye examination.

Health examinations for children entering school for the first time are highly recommended but are not required for non-disabled students by the Oregon Department of Education. It is much better to be aware of a physical or mental condition which may interfere with the students learning prior to her/his beginning school, so individual adjustment can be made. All students should find school a successful experience from the start.

Any student participating in the competitive school athletic program must have a physical examination on file and be covered by insurance in case of injury. Physical exams are required every two years. All of the necessary forms must be on file before the student may begin practice.

There is a "Clothes Closet" at Lundy Elementary which has clothing, coats, and shoes for children that need them. The clothing is also used for emergencies (ie. spills, accidents and injuries). If your child is not needing to keep the clothing it can be laundered and returned to the school office.

Students are to utilize the services of the school health assistant for illness, injuries, to administer prescribed medications sent from home (see medication procedure) and as a resource for health information. **Parents are requested to assess their child's health prior to sending him/her to school in the morning. If the child has been vomiting or having diarrhea within the last 24 hours, has a temperature over 100° orally within the last 24 hours, or was sent home from school with a temperature or vomiting, has severe pain anywhere and/or a severe rash on their body, please do not send the child to school.** A child with any of the above symptoms will not be able to concentrate on learning activities and may be exposing other students to a communicable disease. Any child well enough to attend school should be able to participate in all regular school activities including physical education classes, unless a medical excuse is obtained from the family health care provider.

To assist parents in maintaining the health of their children and family, when it becomes evident that a class has been exposed to a communicable disease in school, a notice regarding this illness may be sent out to the parents via the student. Parents are requested to contact the school if their child develops a communicable disease (i.e. chickenpox, measles, mumps, rubella, lice, scabies, impetigo, strep throat, MRSA, or influenza).

Parents are responsible for the care of students who become ill or injured at school. It is important that the school be able to contact the parent or another adult who will assume responsibility in case of an emergency. The school should be notified immediately of changes of address, telephone, employer or emergency numbers.

## **MEDICATION PROCEDURE**

1. No school personnel will issue, dispense, deliver or provide prescription medications to any student of Lowell School District #71 without written orders from a physician, dentist or nurse practitioner indicating:
  - a. Name of student
  - b. Name of drug
  - c. Dosage
  - d. Time interval that the medication is to be taken and date/s to be given
  - e. Diagnosis or reason for the medication to be given

This information must be provided on the medication container labeled by the pharmacy, health care provider or on a separate form completed by the care provider.

2. Parent must complete the Authorization For Medication Administration requesting that the district comply with the health care provider's orders for drug administration at school and sign the medication into the office.
3. The district shall provide a locked cabinet for the storage of medication.
4. Over-the-counter medications will only be administered if medication is provided in the original container along with a written request from the parent/guardian with the information from items a through e (see above). This request must be signed and dated by the parent/guardian.
5. All prescription medication should be brought to school by an adult and must be in a container appropriately labeled by the pharmacy or health care provider and turned in to the office.
6. The medical assistant shall see that at least one other staff member is trained in the procedure for medication administration. This person shall have the responsibility on the days or times that the school health assistant is not available.

## **ILLNESS / INJURY**

There are some circumstances when a child should not attend school. Please be aware of the symptoms listed previously in bold on page 25 and do not send your child to school if he/she has any of these conditions. When your child returns to school after having head lice or a communicable disease, he/she must have clearance from the medical assistant to return to school.

Any child well enough to attend school should be able to participate in all regular school activities, including physical education classes. The medical assistant will write an excuse for a student to sit out in PE classes for one day only. A parent may excuse the student in writing for up to three days. Please provide a written note explaining the condition or injury and the extent of the allowable participation. Beyond this time period, a medical excuse must be obtained from the family health care provider.

## **HOMELESS EDUCATION ASSISTANCE ACT**

If your family lives in any of the following situations, your child has certain rights under the McKinney-Vento Homeless Education act:

- In a shelter, motel, vehicle or campground;
- On the street;
- In an abandoned building, trailer or other inadequate accommodations;
- "Doubled Up" with friends or relatives because you cannot afford housing.

For further information, please contact the Lowell School District Homeless Liaison at 541-937-2105.

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866)

632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442; or

email:

Program.Intake@usda.gov

This institution is an equal opportunity provider.



**VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students or staff in violation of Board policies, Administrative Regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

## **SCHOOL WIDE RULES AND EXPECTATIONS**

### *Lundy Elementary Guidelines for Success*

<i>Choose To</i>	<i>Be Safe</i>	<i>Be Responsible</i>	<i>Be Respectful</i>
Hallways	<ul style="list-style-type: none"> <li>Walk in the center under the lights</li> <li>Keep hands, feet &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Be purposeful</li> <li>Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Use appropriate language</li> <li>Respect others' personal space</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Walk</li> <li>Keep floor dry</li> <li>Wash hands with soap</li> <li>Keep feet on floor</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities as intended</li> <li>Report problems to staff</li> <li>Put trash in garbage</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Use quiet voice</li> <li>Flush toilets after use</li> </ul>
Gym	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Follow directions</li> <li>Play by the rules</li> <li>Use gym only when supervised</li> </ul>	<ul style="list-style-type: none"> <li>When whistle blows - <i>Freeze &amp; Listen</i></li> <li>Return all equipment</li> </ul>	<ul style="list-style-type: none"> <li>Respect others property</li> <li>Share equipment &amp; space</li> <li>Be a good sport</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Walk on the blacktop</li> <li>Use equipment as intended</li> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>When whistle blows- <i>Freeze &amp; Listen</i></li> <li>Return all equipment &amp; pick up belongings</li> <li>Get a pass to leave</li> </ul>	<ul style="list-style-type: none"> <li>Include others &amp; play fairly</li> <li>School equipment &amp; group activities include everyone</li> <li>Share property with permission</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>Walk</li> <li>Eat <i>your</i> food</li> <li>Carry tray with two hands</li> </ul>	<ul style="list-style-type: none"> <li>Feet on the floor &amp; face forward</li> <li>Raise hand for questions &amp; dismissal</li> <li>Check &amp; clean your area</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Follow directions</li> <li>Use good manners &amp; kind words</li> </ul>
Library	<ul style="list-style-type: none"> <li>Walk</li> <li>Sit properly in chairs</li> <li>Stay in library until excused</li> </ul>	<ul style="list-style-type: none"> <li>Use shelf marker</li> <li>Use time wisely</li> <li>Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Treat books with care</li> <li>Leave library tidy</li> </ul>
Computer Lab	<ul style="list-style-type: none"> <li>Food &amp; drink stay out of lab</li> <li>Sit properly in chairs</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment as intended</li> <li>Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Share equipment &amp; space</li> </ul>
Office/Detention	<ul style="list-style-type: none"> <li>Check in when arriving &amp; leaving</li> <li>Enter office carefully</li> </ul>	<ul style="list-style-type: none"> <li>Be patient &amp; wait for assistance</li> <li>Phone in office only with permission</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voice</li> <li>Respect others' personal space</li> </ul>
Bus Loading/Walkers	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Stop, check, walk</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Have parent notes ready for driver</li> </ul>	<ul style="list-style-type: none"> <li>Treat others kindly</li> <li>Respect others' property</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Walk in designated areas</li> <li>Stay seated</li> <li>Keep hands, feet &amp; objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Respond appropriately</li> <li>Meet personal needs before assembly</li> <li>Quickly respond to quiet signal</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' personal space</li> <li>Give attention to the presenter</li> <li>Use quiet voice only when appropriate</li> </ul>

*& always do your best!*



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