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Welcome to Harrisburg Elementary School

Welcome to Harrisburg School District, home of the Harrisburg Eagles. Our schools are proud of the high academic and behavior standards we hold.

We believe this information will be useful to you during the school year. It provides you with a broad range of information on the school's programs and services. You are encouraged to read it thoroughly. If you have any questions, or need additional information, please call Harrisburg Elementary School at 541-995-6544.

We hope this will be a positive and rewarding school year for all students and their parents/guardians. The opportunity for growth, both academically and behaviorally, is extended to all.

Yours for a better school,
Steven Woods, Superintendent 541-995-6626
Darcey Edwards, Principal 541-995-6544

Harrisburg School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, or sex in providing education or access to benefits of educational services, activities, and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues: Section 504 of the Rehabilitation Act of 1973 and amendments, and the Americans with Disabilities Act (ADA).

Harrisburg School District Mission Statement

Harrisburg School District strives for academic excellence, outstanding character, and strong relationships between staff, students, families, and community while supporting students in pursuit of success and fulfillment.

The Harrisburg School District is committed to excellence for all students.

Guiding Expectations

Be Safe!
Be Respectful!
Be Responsible!
Be an Eagle!

School Colors

Purple
Gold
White

STUDENT HANDBOOK INTRODUCTION

A student handbook, code of conduct, or other document shall be developed by district administration and will be made available and made available to parents, students and employees outlining student conduct expectations and possible disciplinary actions, including consequences for disorderly conduct, as required by the Every Student Succeeds Act (ESSA).

Harrisburg Elementary Staff

Administration

Superintendent Steven Woods
K-4 Principal Darcey Edwards

Office

Executive Secretary Sheri Glover
Attendance Secretary Media Culver

Teachers

Kindergarten	Milkayla Buhler, Kim Buzzard, Ashley Page
1st Grade	Kristen Lang, Madison Megy, Tessi Sims
2nd Grade	Christina Carter, Meredith Grassman, Jodi Stevens
3rd Grade	Christy Barrett, Brody McGowan, Lori Patch
4th Grade	Jennifer Erlandson, Erin Newman, Natasha Zeiger
P.E.	Jordan Buhler
Resource Room	Tina Burian
Reading Specialist	Jennie Ehmling
Speech Pathologist	Hannah Embry
Counselor	Courtney Besotes
Band/Music	Gus Gydé
EL	Trisha Page
Life Skills/SEL	Dawn Abrahamson

Maintenance

Terry Thorn (Supervisor)
Andrew Lighty

Custodians

Rachelle Lighty
Patrick Giles

Cafeteria Staff

Barbara Perry (Supervisor)

Transportation Staff

Amy Traw (Supervisor)

District Nurse

TBD

GENERAL SCHOOL INFORMATION

Office Hours: 7:30 AM - 4:00 PM

School Hours: 8:10 AM - 3:35 PM

Tardy Bell: 8:20 AM

Attendance / Student Services: 541-995-6544 ext. 163

Main Office Phone: 541-995-6544 ext. 160

Arrival and Dismissal

Doors open at 8:10 AM. Students should not arrive at school before 7:55 AM unless they are attending breakfast. Students are considered tardy at 8:20 AM after the tardy bell rings.

ATTENDANCE (District Policy)

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend school full time during the entire school term unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Regular attendance shall mean attendance that does not include more than eight unexcused one-half day absences or the equivalent in any four-week period in which school is in session.

Schools will notify parents in writing when their student has missed eight unexcused ½ days of school in a four week period. Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district designee (truancy officer), for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required. Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

Absence and Excuses

When returning to school after an absence, a parent may call or send a signed note within three days that describes the reason for the absence. Absence from school or class may be excused under the following circumstances:

- ⇒ student illness or injury (documentation may be required)
- ⇒ bereavement or illness of an immediate family member when the student's presence at home is necessary
- ⇒ religious instruction (under conditions specified by Oregon law)
- ⇒ educational/occupational interviews
- ⇒ medical, dental, therapeutic appointments—confirmation of appointments may be required
- ⇒ legal or court appointments
- ⇒ other reasons deemed appropriate by the building administrator when satisfactory arrangements have been made in advance of the absence

Examples of unexcused absences are the following:

- ⇒ oversleeping
- ⇒ multiple sick days, after 5 days in a quarter/or 3 days in a row a doctor's note may be required
- ⇒ a parent/or guardian repeatedly causing the student to be late
- ⇒ leaving campus without school staff permission

⇒ transportation issues

Harrisburg Elementary School will call parents when a student has an unexcused absence.

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The office will decide whether or not the student should be sent home and will notify the student's parent, as appropriate.

Students may be excused on a limited basis from a classroom activity on the basis of a disability or for personal, religious or ethnic considerations.

Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. A student who is absent from school for any reason may not be allowed to participate in school-related activities on that day or evening.

Doctor and Dentist Appointments

Parents are expected to make every effort to schedule student doctor and dentist appointments outside of school hours (preferably Friday). However, when this is not possible, students may be excused for these special appointments.

Tuancy

A student who is absent from school without permission will be considered truant and may be subject to disciplinary action including fees, detention, suspension, ineligibility to participate in athletics or other activities.

Bicycles

All bicycles should be parked in the bicycle area provided on the playground of the school. All bicycles should be locked with a good locking device. The bicycle area is off limits to students during school hours. Damage to, or loss of, a bicycle should be reported immediately to the school office and the police. The school assumes no responsibility for damage or theft of bicycles.

Students are required to walk their bicycles around and under the covered area to assure safety. It is strongly recommended that students record their serial number and place it in a safe location. When traveling to and from school, students must obey all traffic

regulations including wearing a helmet. DURING SCHOOL HOURS (7:30 AM - 4:00 PM) **BICYCLES ARE NOT TO BE RIDDEN ON SCHOOL PROPERTY.**

TRANSPORTATION

Ensuring the safety of the students on the bus is of utmost concern for the Harrisburg Staff and Harrisburg School Board. Harrisburg School District #7 provides transportation for elementary students living more than one mile from the school. The State of Oregon and the District have established rules to provide safe student transportation. In setting up rules for riding, school bus safety is the utmost consideration. The rules are posted in the front of each bus. Drivers explain these rules to the students at the beginning of the school year and at other times throughout the year. There should be only one designated drop off location for each student. Students who choose to misbehave, and cause the bus drivers to divert their attention from driving safely, will be given a bus citation. Students who continue to be disobedient create unsafe conditions on the bus thereby forfeiting their right to ride.

Disciplinary Procedures for Violation

- First Citation
 - ⇒ The driver verbally restates behavior expectations and issues a warning citation.
- Second Citation
 - ⇒ The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held involving the student, parent, bus driver, transportation supervisor, and principal.
- Third Citation
 - ⇒ The student receives a 5 to 10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held involving the student, parent, bus driver, transportation supervisor, and principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

All citations must be signed by the parents, transportation supervisor, bus driver, and principal, before the student will be allowed to ride the bus again.

- Severe Violations

- ✧ Any severe violation will result in the immediate suspension of the student's bus privilege for a minimum of 10 days, and up to a one-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, bus driver, transportation supervisor, parent and principal.

All violation records will be kept for the remainder of the school year. Students who damage the bus in any way will have to pay for the repair of the damage.

In all instances, the appeal process may be used if the parent desires.

Any student who creates an immediate danger to other students by remaining on the bus may have the privilege of riding the bus revoked on the spot by the driver. (For example: The student is injuring another child and has to be restrained or physically forced to stop and refuses to settle down.)

Students must have a bus pass from the office if:

1. They are not regular students on that route. Regular students will have priority for the space to ride their regular routes.
2. They want to get off the bus at a stop other than their regular stop.

BUS REGULATIONS: OAR 581-53-010 RULES GOVERNING PUPILS RIDING SCHOOL BUSES

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in cases of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion. This means that feet shall remain on the floor, and at least a portion of the students' back should be touching the seat at all times.
7. The bus driver may assign seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads out bus windows.
10. Pupils shall have written permission to leave the bus at stops other than home or school.

11. Pupils shall converse in normal tones; loud or vulgar language is prohibited
12. Pupils shall not open or close windows without permission from the bus driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the bus driver, to fellow pupils, and others (i.e. pedestrians, automobile drivers, community residents).
15. No horseplay, book snatching, cap snatching, keep-away, teasing, jabbing, tickling, shoving, tripping, or ANY other activities that may cause confusion or create an angry atmosphere is allowed.
16. Pupils who refuse to promptly obey the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
17. Rules Governing Pupils Riding School Buses must be posted in a conspicuous place in all school buses.

Additional Bus Rules:

1. For safety reasons, children in grades kindergarten through 6th grade will be asked to sit at the front of the bus. The seat backs are very high and drivers can't see or hear all that is happening in the back of the bus. Changes may be made under the discretion of the bus driver.
2. No changing seats without permission
3. The bus driver may require additional rules from time to time.
4. A written permission slip is required in order for children to depart the bus at any place other than their own home. In the event of an emergency, a phone call from the parent or guardian will suffice. (See rule 10)

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless there is a significant safety risk or any unusual circumstances. The district has a calling system that will call your phone with school closure information

The Harrisburg School District belongs to a system that notifies most of the local papers, radio stations, and TV stations of any school closures or alterations in school hours. School closures are also listed on the district web site at www.harrisburg.k12.or.us.

In the unusual circumstance when school must be canceled during the day, school staff will attempt to determine that all students have satisfactory transportation to and supervision at their home before releasing them from school.

Care of District Property

It is each student's responsibility to show respect for all district property. Any student who willfully damages or defaces district property will be disciplined and charged restitution for costs related to his/her acts. The Board declares its intent to hold students and their parents responsible for the full costs of restitution including prosecution to the full extent of the law if such costs are not paid. Notice of the district's intent will be provided annually in the student/parent handbook as required by law.

Child Find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

Complaint Procedure

Procedures for filing complaints can be found in District Policies KLD-AR Public Complaints about District Personnel, KL-AR (1) Public Complaint/Non-Personnel, and KL Public Complaints Except Regarding Personnel. Policy books are located in the school library as well as online at <http://policy.osba.org/harrsbrg/>.

Dress and Grooming Code

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment. Thus, any article of clothing with obscene, racist, drug-related, sexually explicit logos and/or gang related clothing/colors will not be allowed. Half shirts, tube tops, open back clothing or spaghetti strap clothing are not appropriate. Students will take their hats off when entering the building.
2. Items that can be a threat to the health and/or safety of the students concerned or of other students.

Any type of dress or grooming that is distracting, disruptive and/or deemed inappropriate for an elementary setting will not be permitted. School personnel will be obligated to ask a student to "cover up" and/or change clothes if necessary. Closed toe and closed heel shoes are recommended for safety. Makeup is not allowed unless being used for a spirit day. Shoes with wheels are not allowed. Students who represent the school in a voluntary activity may also be required to conform to dress and grooming standards approved by the administrator and may be denied the opportunity to participate if those standards are not met.

Equal Educational Opportunities

Any student who because of his or her religious beliefs is unable to attend classes on a particular day shall be excused from attendance requirements and from any examination or other assignment on that day. The student shall make up the examination or other assignment missed because of such an absence. The absence shall not be counted for the purpose of an attendance policy that may result in exclusion, failure, or reduction of grade based upon a certain number of days.

Electronic Devices

Electronic devices will be allowed at school only with the permission of a supervising adult. (Examples of times allowed: field trips, class parties, show and tell, and other special uses.) These devices may be handheld games, smart watches, cell phones, and tablets, etc. Devices should not have data capability. Students who bring these devices to school must keep them turned off and in their backpack until they are permitted to use them. Cell phones should be off and away during school hours. Students who bring these devices to school assume the risk of having them damaged or stolen. The school assumes no responsibility for damage or theft of cell phones or electronic devices.

Emergency Drills

Fire, crisis, and earthquake drills are conducted throughout the school year. Detailed exit plans are posted inside the door of each classroom.

Emergency Information

In case of an emergency each student is required to have on file at the school office, the following information:

1. Parent(s) or guardian(s) names

2. Complete and up-to-date address
3. Email information
4. Emergency phone numbers of friends or relatives
5. Physician's name and phone number
6. Medical alert information

EMERGENCY NUMBERS SHOULD BE KEPT CURRENT!

Change of Address, Email or Phone

It is very important for emergency and administrative reasons that every family maintains an up-to-date address, phone and email address record at the school office. Please keep the office informed of any changes in parent work numbers, home numbers and emergency contact numbers.

Equipment Usage

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

Every Student Succeeds Act (ESSA)

Formerly known as No Child Left Behind Act, the Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. The law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. The new bill helps to ensure opportunity for all students by:

- a. Holding all students to high academic standards that prepare them for success in college and careers.
- b. Ensuring accountability by guaranteeing that when students fall behind, states redirect resources into what works to help them and their schools improve, with a particular focus on the very lowest-performing schools, high schools with high dropout rates, and schools with achievement gaps.
- c. Empowering state and local decision-makers to develop their own strong systems for school improvement based upon evidence.
- d. Encourages a smarter approach to testing by moving away from one single focus on standardized tests and allowing for the use of multiple

measures of student learning and progress to make school accountability decisions. It requires that states maintain important statewide assessments to ensure that teachers and parents can mark the progress and performance of their children every year, from third to eighth grade and once in high school.

- e. Providing more children access to high quality pre-school.

Field trips

Permission slips will be sent home for field trips. Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip. Sometimes money may be requested from each student to help reduce transportation, facility use or admission costs. At times, teachers will ask parents to help chaperone. All chaperones must submit a **"Criminal History Background Check"** to the district in advance before going on any field trips. Chaperones must also fill out the Confidentiality Agreement and return to the elementary office. These forms may be picked up in the school office and should be filled out at the beginning of the year. Any parent that wants to transport their own student, must fill out a "Transportation and Release Form" before the day of the field trip. These forms are also available at the school office. Due to legal difficulties, preschool children and children outside of the specific class are not allowed to ride on the bus. If students don't want to go on the field trip, they need to stay home and will be considered absent from school (unless special circumstances must be considered and arrangements at school have been made). If a student receives more than two major referrals in a semester, they may lose the privilege of field trips during that semester. This includes recreational field trips that have been earned for good behavior. This decision will be made by the principal and/or classroom teacher.

504 and Americans with Disabilities Act (ADA):

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funding. The Americans with Disabilities Act gives civil rights protections to individuals with disabilities. Harrisburg School District honors and upholds these regulations.

Special Education/Special Programs

Further support is provided through our Special Education, Speech-Language, and supplemental reading classes. Some students require individualized programs in reading, language arts, math and/or other subjects. This is determined by the SST (Student Support Team) and/or IEP (Individualized Education Program) team. Evidence for program development will include assessments, teacher observations, classroom performance, and adherence to state and federal law.

Food Service

All food must be eaten in the cafeteria and not taken out of the cafeteria. Parents wishing to eat lunch with their children are to call the school prior to 8:45 AM and let the school know how many extra lunches are needed. Meals may be paid for in the cafeteria before 8:20 in the morning or in the office after that time. Meals cannot be charged. Our cafeteria staff, following Federal and State guidelines for a "Class A" lunch, determines the daily menu for our school meal program. The menu is sent home monthly with the students. The menus are subject to change due to product availability.

Breakfast

Breakfast is available in the cafeteria before school begins. The cafeteria doors open at 7:30 AM, breakfast is served at 7:45 AM. When students are done eating they will join their classroom line outside. Only students eating breakfast will be allowed in the cafeteria.

Home Room Placement

While we both appreciate and respect parent input regarding the educational setting for their child, we will not consider a request for a particular teacher. Responding to individual requests for a particular teacher does not allow us the flexibility we need to adequately balance classrooms for the best possible educational setting. In making these decisions, we continue to address the emotional and academic needs of every child. Every attempt will be made to create classes balanced by gender, academic levels, learning styles, and social skills. The goal is to create the best educational opportunity for your child.

Homework

Home study is a necessary part of education. Students are expected to spend some time studying every day, in addition to scheduled class instructions, to achieve satisfactory work. Some assignments are longer in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. K-4 students will be assigned homework. The amount of time will vary depending on the grade level. Based on the average time over five days:

	Approximately
Kindergarten	15-30 minutes each night
First Grade	15-30 minutes each night
Second Grade	20-30 minutes each night
Third/Fourth Grade	25-35 minutes each night

*Students in K-2 should spend a minimum of 15 minutes per night being read to or reading to self in addition to the homework time.

*Students in 3-4th should spend a minimum of 15 minutes per night reading to self.

Study Skills

Parents can help their students be aware of skills and techniques, which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper, and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do your very best work possible; just "getting by" is not a worthwhile goal.
7. Be respectful and cooperative, with both the teacher and other students.

Health Services

Students who have an accident at school, become ill, or have some personal health problems, may go to the office, after first informing their teacher. If a student becomes ill, they must not leave the school without first checking out at the office.

Illness or Injury

In case of illness or injury a student will be cared for temporarily in the health room by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the local paramedics will be called and parents will be contacted. If parents are not available, the paramedics will decide whether to transport the student to the nearest local hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. Students who are ill or have a minor injury and cannot participate in P.E. and/or recess must bring a note signed by their parent or guardian stating why they cannot participate. The note will excuse the student from undesired activities for three days. Any extension will require a doctor's written excuse stating the amount and type of activity that can or cannot be done, and the reason and amount of time to be out of P.E. class and recess. Please consider that if your child is too sick to participate in P.E. and recess, she/he is probably too ill to be at school. We understand that there are exceptions. **Students need to be fever free 24 hours, without medication, before returning to school.**

Head Lice Procedures

Harrisburg Elementary School will do head lice checks when necessary.

1. If students are found with live head lice, parents will be notified that their student needs immediate treatment. Siblings may also be checked.
2. The student will be rechecked when he/she returns to school. This will be done before the student returns to class. If live lice are found, the parents will be contacted again.
3. As a courtesy, the student will be checked again one week later.

Immunizations and Vaccinations State Law requires that every child who is admitted to public school must have evidence of a successful vaccination for Diphtheria-Tetanus-Whooping Cough (DTaP), Polio, Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), Hepatitis A and Hepatitis B. ORS 433.267 Immunization of school children

Insurance

Student accident and health insurance will be offered at the beginning of each school year. The cost for this coverage is small compared to the potential cost of medical care. Parents are encouraged to take advantage of this service. All students participating in athletic events are required to have insurance. The forms can be picked up at the school office.

Accidents should be reported to the teacher and/or the school office within 24 hours. If a doctor's services are required and the insurance offered through the school has been purchased, parents must pick up, from the office, a copy of the accident form. If the insurance offered through the school is not taken, the student and parents are responsible for all medical costs. The school does not carry accident coverage on students.

Medications

ALL MEDICATION, PRESCRIPTION OR OVER THE COUNTER, MUST BE TURNED IN TO THE SCHOOL OFFICE.

The medication must be in the original packaging. There is a form available in the office that must accompany medication.

Lost and Found

All clothing found on the campus, regardless of its value, is placed in the lost and found area near the elementary office. It is requested that parents mark the student's name on jackets, sweaters, sweatshirts, etc. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Items not claimed at the end of each quarter will be given to local organizations that distribute clothing to the needy. The school is not responsible for lost, damaged, or stolen articles. Children are discouraged from bringing toys or other valuable items from home.

Off-Campus Regulations

All school policies and regulations are to be followed at all school sponsored events, games and field trips. Students are also subject to school discipline at High School athletic events and functions.

PTA

The Harrisburg Elementary Parent Teacher Association has been highly involved in our school. All parents are urged to become members and actively participate. Each year the PTA sponsors several fundraising projects. With the help of all parents these projects can be very successful and allow the PTA to fund many important activities at the school.

Fundraising

Our school will hold fundraising activities during the year. Selling will be voluntary and no minimum sales will be required. All fundraising must be approved by the school administration.

Parent-Teacher Conferences

Parent-teacher conferences occur after the first grading period of school. Parents are strongly encouraged to make a specific appointment with the teacher of each of their children, regardless of the progress of the child. These conference times, if spent wisely, can be very valuable to the overall educational program. At times, a teacher may find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Spring conferences are by teacher invitation.

Parent Volunteers

Harrisburg School District considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. Criminal History Background Checks are required on every volunteer (refer to District Policy). This also includes field trips. This needs to be updated every 5 years and should be submitted by October. Refer to the Visitor and Volunteer sections.

Pets

No pets of any kind are allowed at school or on school grounds, unless they are service animals (this includes dogs on leashes out front). Teachers may give special permission for pets to be brought into school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school, nor can any pet be transported on the school bus.

Process of Appeal

To make an appeal of a decision, the person making the appeal must put his/her concerns and evidence of his/her perspective in writing and submit the request for review via the district's established chain of command according to District Policy K.L. Policy books are located in the school libraries.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Please carefully review the student's progress and contact the school if you have questions regarding the grades. Each teacher will explain his/her grading system to students at the beginning of the school year.

Sexual Discrimination/Harassment (Title IX)

Title IX prohibits discrimination on the basis of sex in education programs, including athletics.

Harrisburg School District does not discriminate on the basis of sex in the admission to its education programs or activities. District policy AC refers to non-discrimination relating to race, color, religion, sex, age, national origin, disability and marital status. Inquiries or grievances concerning the application of Title IX and its implementation regulation may be referred to the District Superintendent, who has been designated as the Title IX coordinator and contact person. The Superintendent can be located at the District Office at 865 LaSalle Street, Harrisburg, 541-995-6626 ext. 1. A procedure for filing a grievance can be found in the District Policy GBN/JBA-AR. Policy books are located in the school libraries or online at <http://policy.osba.org/harrisburg/>.

Complaints can be registered through the Oregon School Hotline by either calling toll-free 1-866-305-7745 or through the web site at www.oregonschoolsafety.com.

Inquiries may also be made through the Office of Civil Right, Seattle Office, U.S. Department of Education; 915 Second Avenue, Room 3310; Seattle, WA 98174-1099; (206) 220-7900; Email: OCR.Seattle@ed.gov.

Unauthorized Articles

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students would not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom.

Toys, cards, etc. brought from home are not to be sold or traded.

Weapons of any sort are strictly forbidden on school property. Students found with any form of a weapon will be given serious consequences.

Vandalism

Vandalism is the willful or malicious destruction or defacement of public or private property. Students who willfully destroy school property through vandalism/malicious mischief or arson, who commits larceny, or who create a hazard to the safety of other people on school property will be suspended in accordance with State Law and the Board's Policy on student suspensions and referred to law enforcement agencies. Vandalism to school property constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by school officials, which could result in any or all of the following:

- ★ Discipline, suspension or expulsion
- ★ Payment to school for damages incurred
- ★ Turning the case over to law enforcement

Weapons/Look Alike Weapons

Weapons or replicas of weapons will not be permitted on all district property. Weapons include, but are not limited to, firearms (and/or ammunition); knives; metal knuckles; straight razors; explosives; noxious, irritating or poisonous gasses; poison; drugs; or other items fashioned for the purpose, among others, to injure, kill, harm, threaten, or harass another person and will include any device, instrument, material or substance, animate or inanimate, which under the circumstances in which it may be used, attempted to be used, or threatened to be used is readily capable of causing death, or serious physical injury. Toy or look alike weapons used in

this matter will be treated as if they were weapons or will not be brought onto the school grounds. These items will be confiscated and the police will be informed.

***In accordance with Oregon Law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property, or recklessly discharges a firearm in school, is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 15 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.*

****In accordance with the Federal Law, students who bring a weapon to school will be expelled for up to one year. However, on a case-by-case basis the superintendent may determine an expulsion for less than one year is appropriate.*

18 U.S.C. § 921(a)(25).
ORS 166.370

Visitors

In order to make our school as safe as it can be for students and staff, all visitors are asked to check in at the office upon their arrival. Parents are included on our visitors' list. Please help us to keep our schools safe for everyone by following these procedures:

- ⇒ During school hours, if a parent needs to speak to his/her children or pick them up, the parent will check in at the office and the students will be called down to the office.
- ⇒ If parents are going to a classroom to help, they must stop by the office, sign in, and get a visitor's pass.
- ⇒ Students are not allowed to have student visitors at school.
- ⇒ If parent, spouse, significant other, etc. has something that needs to go to a student or staff, it needs to be dropped off at the office. School staff will deliver the items.
- Only parents that are signed in and have a badge may be in halls and classrooms.**
- Parents are welcome to eat lunch with their students, but will not be permitted to the playground due to increased security.**

Substitute Teachers

A substitute teacher will periodically teach every student. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately and may result in suspension.

Volunteers

Volunteers are to be commended for their willingness to volunteer in the district. All volunteers must complete a criminal history background check form. This will need to be updated every 5 years and it is recommended that they are submitted by October. You must also fill out the Confidentiality Agreement available at the elementary office. There are four areas that need to be considered as a volunteer:

1) **Attendance:** If you volunteer on a regular basis please maintain communication with the supervising teacher. Notify the teacher when you must be late or cannot attend during a scheduled time. This makes it easier for everyone to plan and prepare.

2) **Confidentiality:** It is important that confidentiality and ethics play a part in your role as a volunteer. There may be circumstances that cause you concern. Please be sure to discuss your concerns with the teacher or the building principal rather than with members of the community. It is not necessary that volunteers be sounding boards for complaints, grievances, etc. The proper channel of complaints involving instruction, discipline, or learning materials is as follows:

Teacher
School Administrator
Superintendent and School Board

3) **Role Model:** Role modeling is an extremely important issue. It is as important for volunteers as it is for the teachers to be good role models for students.

4) **Visitor Pass:** You must check in at the office and obtain a visitor's pass prior to assuming your volunteer duties. This is an important element for

safety and organization of all volunteer work. Furthermore, it is part of your duties as a volunteer to assure that no unauthorized persons are on the school premises. All visitors are required to report to the school office and will receive authorization to visit elsewhere in the buildings. Unauthorized persons on school property should be reported to the building principal or superintendent.

INSTRUCTIONAL & SUPPORT PROGRAMS

Educational Goals

The general objective of Harrisburg Elementary School is to develop individuals who will be able to function effectively in a democratic society. To be an effective citizen an individual should have:

1. Good Health
- ⇒ The school plans health, physical education, and recreational programs to help individuals understand and practice sound health habits.
2. Emotional stability or good mental health
- ⇒ The school program provides children with experiences which tend to develop wholesome personalities, based on high moral standards.

3. Social understanding and skills

⇒ The school carries on a program to give students practice in individual planning and in proper conduct, habits, and attitudes. Subject matter for study includes the activities of the people of the community as well as those of the state, the nation, and other countries of the world.

4. Basic Skills

⇒ These are the tools of learning: reading, speaking, writing, spelling and arithmetic. A program for learning these skills is essential and is a major part of the curriculum.

5. Experience in creative expression

⇒ Creative and self-expression through music, art, crafts, and writing are the needs of every individual. The school provides opportunities to meet these needs. Personal experiences with manipulative skills are desirable and necessary.

6. Opportunities, encouragement and motivation to develop each student to his/her greatest potential

⇒ Several approaches are incorporated into the school day to assist students in doing their best.

Instructional Programs

The Harrisburg Elementary academic program outlines the responsibilities of students, parents, and staff members for academic achievement. To ensure that each student's academic potential is met, it is critical for each of us to know and fulfill our respective responsibilities.

Math Program

Harrisburg Elementary school uses the math program *Into Math* by Houghton Mifflin Harcourt. The program has a focus on conceptual understanding intertwined with the other components of math proficiency. For more information about this math program, please contact the school. Other curriculum may be used as well to meet the academic needs of all students.

Reading/Language Arts Program

All grades use *Wonders* by Macmillan/McGraw-Hill as our Core Language Arts curriculum.

Kindergarten

Children entering kindergarten are required to be five years old on or before September 1st for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must provide proof of birth, immunization records and vision screening in order to complete the enrollment. General information concerning kindergarten enrollment, readiness, and learning expectations will be discussed at the pre-registration meeting.

RESPONSIBILITIES

The education of a child is extremely important and takes a team effort for each student to achieve his or her potential. If each member of the team does their part, the success of the student will be more likely. Listed below are the responsibilities of each team member to ensure this success.

Student Responsibilities

- A successful school is one where:
- Everyone works together to support the learning activities
- Students feel safe and secure
- Self-esteem and self-confidence are promoted and ridicule (put downs) is not permitted
- People care about and respect one another

Teacher Responsibilities

- Provide clear instruction in a positive environment
- Give opportunities for guided practice, and assignments for independent practice
- Expect all assignments to be completed satisfactorily and turned in on time.
- Maintain records that show academic progress, attendance, and give feedback to the student regarding his/her performance
- Maintain a liaison with the counselor, parents, and administrators, where appropriate, in individual circumstances
- Be available to provide extra help and guidance
- Contact the parent if a problem or concern arises.

Parent Responsibilities

- Enable student to purchase necessary supplies
- Establish a good study environment and designated study time every day
- Contact the school when there is a question, problem or concern
- Discuss progress reports with student
- Initiate Plan of Assistance with student, teacher, and/or counselor when necessary
- Follow through on any Plan of Assistance
- Support the school's efforts to maintain discipline and an environment conducive to learning.

Counselor Responsibilities

- Check referred student's behavioral and academic files for past history
 - Contact a referred student to discuss problem and solution
 - Provide written follow-up to referring teacher
 - Follow up on new students and on students who have been excessively absent
 - Develop a Plan of Assistance with student, parents, and respective staff
 - Work with parents and staff implementing and following through on a Plan of Assistance
- A professional counselor is on staff at our school. The counselor is available to assist students with questions, social problems, and crisis situations. Students are encouraged to make use of this professional by arranging for an appointment directly with the counselor. Parents who wish to see the counselor may call the school at any time to set up an appointment.

Administration Responsibilities

- Provide the staffing as needed for support of the program
- Assure information regarding the Harrisburg Elementary academic program has been extended to student body members and their parents/guardians
- Inform parents of program availability for students seeking extra help
- Make decisions based on what is best for students.

OTHER PROGRAMS OFFERED AT HARRISBURG ELEMENTARY

Awards

Students receive special recognition at school through a variety of awards programs. Students of the month are recognized monthly during assemblies and school board meetings. Students are recognized by their teachers and peers for behavior, citizenship, academics, and improvement. Teachers and parents are expected to promote these awards as an encouragement and an incentive for effort and achievement by the students.

3rd/4th Orchestra

Orchestra is offered in 3rd and 4th grade.

Students are allowed to drop based upon the following criteria:

- a. Students are allowed to drop only at the end of quarter 1.
- b. There will be a conference including the parent, student and teachers involved before the drop is final.

Computers

Our school is very fortunate to have the iPads and Chromebooks that we have. In order to take care of these computers we ask that students follow the rules established to protect this equipment. Students are not allowed to go into programs without permission. Students using computers are expected to follow teacher instructions and be only where the teacher has instructed them to be. Students failing to follow these instructions will be prohibited from using computers for a minimum of 9 weeks. Parents will be contacted. Additional problems may result in a loss of computer use for the remainder of the year, parent contact, and police intervention.

Library

The library is open each school day (hours vary from year to year). Materials may be checked out for 1-2 weeks. Some items can be used in the library only. Lost/damaged books or material must be paid for at the cost of

replacement or repair. Students are encouraged to use the library for research, study, assignments, and quiet reading.

RTI - Response to Intervention

The goal and expectation of Response to Intervention (RTI) is that all students can learn if given the right instruction. RTI is a systematic and data-based method used to identify, define, and resolve a student's academic difficulties. It integrates high-quality teaching and assessment methods in a systematic way so that students who are not successful when presented with one set of instructional methods can be given the chance to succeed with the use of other practices. We have been using the RTI Reading and Math programs for several years.

Talented and Gifted Program

The Harrisburg School District believes that talented and gifted students have specific educational needs and abilities. It is important to provide these students with an educational program that addresses their needs and strengths and expands their abilities. The Talented and Gifted Program helps them to realize their potential contributions to self and society.

Positive Behavioral Intervention and Support

Positive Behavioral Intervention and Support (PBIS) is a way of creating a positive and predictable school environment. PBIS is focused on improving climate and culture through three basic ideas:

- 1) Develop consistent schoolwide and classroom beliefs.
- 2) Teach these beliefs to all students in a variety of ways.
- 3) Recognize students for following beliefs.

PBIS strategies also include using data for decision-making, providing extra support for struggling students, and consequences for not complying with beliefs.

At HES, we have expectations for all areas of our school including: hallways, bathrooms, cafeteria, classroom, playground, arrival, and dismissal. All staff teaches these expectations / beliefs through activities and assemblies. Staff provides recognition for students who follow the expectations in school wide celebrations. Self-management strategies and discipline procedures are used with students who need more support. Finally, data is collected and reviewed to improve the system.

PBIS creates a culture of respect that allows teachers and students to focus on reading, writing, and math. Through PBIS, misbehavior is minimized and self-management is maximized. The end result is more time for teaching and learning.

STUDENT BEHAVIORAL EXPECTATIONS & SUPPORT

The school and parents working together for the benefit of students makes for outstanding school programs. It helps to create a school where students want to work hard to do their best.

We believe that students will achieve well in school when they have learned to balance their rights and responsibilities, and have developed respect for themselves and those around them. Through planning, cooperation and evaluation; parents, teachers, and other staff can help students achieve this important balance.

Harrisburg Elementary School uses the pro-social skills approach to behavior issues to help students learn respect, develop responsibilities, and encourage positive attitudes.

Behavior Responsibility

Behavior is a choice. A student may choose behavior that helps at school and earns awards of recognition, or the student may choose behavior that will cause penalties to be charged against him/her. Good choices can help a student with learning and with getting along with others.

Most students make excellent choices and demonstrate model behavior, but occasionally a student may choose a behavior that interferes with teaching and learning. When a wrong choice is made, the student MUST be willing to accept the consequences. On occasion, students need assistance assuming responsible behaviors. For those behaviors that do not respond to the classroom or recess behavior plans, where others are endangered, students will be referred to the Wellness Room. Refer to the Procedures for Behavioral Discipline for more details on this procedure.

The Nest

To protect the learning environment of the classroom, and to provide students with guidelines to learn responsible behavior, we have established

The Nest. The room is designed to allow students time to reflect upon their behavior and to help them become more self-directed and regulated. Here the student has an opportunity to regulate their emotions and then return to class.

At HES, we believe that students are capable of treating others in ways that show positive action. Learning requires attention and involves listening, sharing and focusing without interference. Any student behavior that has the potential to interfere with learning at HES invites intervention and/or consequence from an adult at school. Adults are expected to deal with this type of behavior when observed in the school environment.

Procedures for Behavioral Discipline

Misbehavior/Offenses

- Profanity
- Gender or race based comments
- Touch that involves private parts
- Teasing, taunting, repeated name calling
- Use of materials to harm others
- Major disruption that stops the classroom learning and instruction
- Repeated play fighting
- Threats to harm: hitting, punching, kicking, hair pulling, biting, etc.
- Physical aggression: posturing, pushing, physical intimidation
- Theft
- Repeated lying
- Repeated use or display of play weapons (toys, fingers, etc.)
- Inappropriate use of technology (phones & computer)
- Vandalism

Misbehavior/Consequences

Please see our PBIS Tiered Support Triangle (see supplemental pages)

Minor Behavior Referral Report(see supplemental pages)

Major Offenses

- Repeated theft
- Repeated profanity
- Use or possession of a weapon
- Inappropriate gestures (middle finger, sexual references, etc.)
- Repeated inappropriate use of technology (phone & computer)
- Repeated major disruptions that result in removal

- Assault: intentional touch that causes injury
- Intentional touch that involves private parts
- Harassment (repeated threats or bullying)
- Leaving school property unattended

Procedures (Not necessarily in the following order)

- Administrator will conference with the student and refer to District Policy
- Parent/guardian Conference
- Detention
- In-School suspension
- Out-of-School suspension
- Behavioral Program developed
- Police Intervention
- Referral to appropriate agency
- Board referral for placement
- Removal from class for a period of time

In-School Suspension Guidelines (Grades K-4)

- All In-school suspensions will be served at school during the regular school day. Students will be excused at the end of their regular school day.
- The student will go directly to the Main Office after checking in with the teacher and getting the day's classroom assignments.
- Bring all the materials to complete these assignments.
- Include a reading book in case you finish all your work.
- You will be expected to do academic work all day.
- You may leave your seat during breaks, which will be provided by the supervising staff.
- Lunch will be eaten in the Main Office at a desk.
- In-School suspension will be during normal school hours from the beginning of the school day until the normal end of your school day or as assigned by the Principal.

Out-Of-School Suspension Guidelines (Grades K-4)

Students are not allowed to be on campus at any time on the day served for out-of-school suspension.

HES Referral Report Process

HES looks at behavior issues as an opportunity to have a conversation, work on building relationships, and re-teaching expectations. Our goal is for students to become self-managers by empowering them to make better choices when confronted with problems.

1. Each classroom teacher keeps a running record of FYI behaviors to track incidents throughout the year. These FYI's are where teachers and other adults have a conversation with the student to make them aware of the inappropriate behavior and reteach the expectations.

2. If a negative behavior becomes habitual and cannot be resolved through relationship building and re-teaching, a minor referral may be written.

Classroom teachers, the counselor, and the family will receive a copy of the minor referral. Classroom teachers keep a student file of minor referrals (this file should be available to reference for student meetings). This ensures one person, who has a relationship with the student, is aware of all referrals/incidents and can communicate knowledgeably with the student's family.

3. The classroom teacher will assign consequences that make sense for the minor referral when possible. Preferred consequences are restorative, with a direct relationship between the inappropriate action and the consequence (i.e. a student throws food in the cafeteria, the student is required to help clean the cafeteria in lieu of recess). Once a minor referral is given/received:

- The teacher will meet with the student and discuss minor referral(s).
- The teacher will assign consequences and contact the caregiver via phone, remind app, email, etc. and document the contact.
- If the student is on an IEP or 504, the case manager/counselor will be emailed by the teacher so they are aware of the minor referrals (major referrals - Principal will get a copy to case managers/counselors).

- Parents will be contacted. Teachers will make a plan with the parent /caregiver, review the consequences, and will ask them to be a partner in supporting their student's success.

4. For a student who receives multiple minor referrals, the classroom teacher will write a major referral. The principal will work with the student and family.

Most student behaviors will fit into the above process. Fights, acts of violence, weapon violations, etc. will be immediately processed by the principal. School safety is always a top priority.

Supplemental Forms

PBIS Tiered Support Triangle

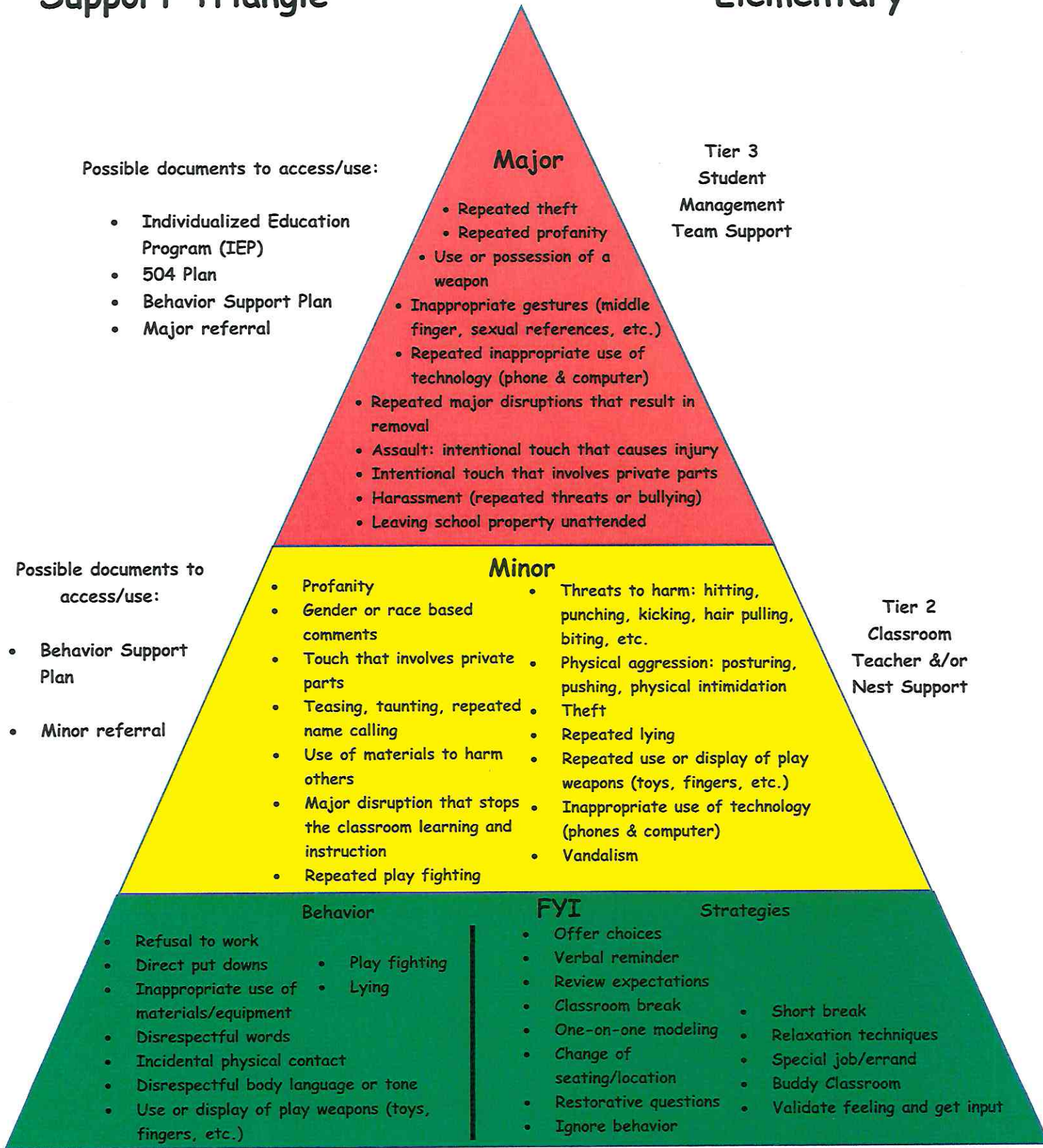
- PBIS Triangle (3.30).pdf

Harrisburg Referral Report

- Harrisburg Referral Report (1).pdf

PBIS Tiered Support Triangle

Harrisburg Elementary



Harrisburg Referral Report

Minor

*Teacher responsible for contact

Major

*Administration responsible for contact

Student Name _____ Grade _____ Date _____

Reported by _____ Homeroom _____ Time _____

Location

- | | | | |
|--------------------------------------|-----------------------------------|---------------------------------|----------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Bathroom | <input type="checkbox"/> Office | <input type="checkbox"/> Library |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Recess | <input type="checkbox"/> Music | <input type="checkbox"/> PE |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> Bus Zone | <input type="checkbox"/> Speech | <input type="checkbox"/> Title |
| <input type="checkbox"/> Other _____ | | | |

Incident

- | | | |
|---|---|--|
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Technology/Materials Violation | <input type="checkbox"/> Safety Violation |
| <input type="checkbox"/> Disorderly/Disruptive | <input type="checkbox"/> Fighting | <input type="checkbox"/> Lying/Dishonesty |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Vandalism/Property Damage | <input type="checkbox"/> Defiance of Authority |
| <input type="checkbox"/> Inappropriate Gestures | <input type="checkbox"/> Theft | <input type="checkbox"/> Hitting/Pushing/Shoving |
| <input type="checkbox"/> Other _____ | | |

Incident Explanation: _____

Has contact been: Attempted Made
Guardian _____ Contacted Via _____ Date _____ Time _____

Contact Description: _____

Staff Response

- | | | |
|--|---|---|
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> Think Sheet |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Timeout/Break | <input type="checkbox"/> In-School Suspension |
| <input type="checkbox"/> Apology | <input type="checkbox"/> Lunch/Recess Detention | <input type="checkbox"/> Out of School Suspension |
| <input type="checkbox"/> Team Meeting | <input type="checkbox"/> Other _____ | |

Details of Response: _____

Staff Signature _____ Date _____