



2019-2020
PC ELEMENTARY

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Message from the Administration

Dear Families, Parents and Friends,

Welcome back, we missed you!!

On behalf of our entire staff, we would like to welcome our new and returning students to Prairie City School District 4. School pride and community support have been the backbone to the success of PCSD. The staff and student body at PCSD take pride and responsibility in upholding the traditions set by our past alumni to pass down to the upcoming classes. Our goal for our staff is to make this experience better each and every year!

Let me begin by introducing myself! My name is Mr. Hallgarth and I will be your superintendent/principal! I am thrilled to welcome you to the 2019-2020 school year, and I am looking forward to meeting new faces, revisiting with familiar ones, and hearing all about your summer adventures! For those of you who have not met me, I originally hail from Elgin Oregon. My family and I moved to John Day five years ago to teach sixth grade. I have coached numerous sports and love football and basketball. This is my second year as a superintendent/principal, and I am very excited to work together to make this a fabulous new school year!

I would also like to recognize one of our staff, our Secretary, Mrs. Susie Combs, who has been at our school for 35 years! Susie started at PCSD in 1984. She has two daughters and five grandchildren. She has worked with many superintendent/principals throughout the years and still exhibits a passion for the school district and a love for the kids. So when you get a chance, make sure to say “hi” and “thank you”.

Additionally, I would like to offer my sincere thanks and appreciation to our custodial staff. They worked diligently throughout the summer to clean and ready the school. Many hours were spent on the front of the school updating the curb appeal. It is very important to take pride in our school, and our custodial staff did an amazing job this summer.

All teachers and support staff have spent hours preparing materials, creating child-centered classrooms, and reviewing data. The rooms look amazing! Susie has registered new students, put together information packets to be sent home with all students, and organized new materials.

We are looking forward to watching the students’ stream off of the bus and out of cars and to have the hallways filled with the hustle and bustle that has been absent all summer. Old friendships are quickly rekindled and new friendships made. Students swap stories about summer and show off new backpacks and school supplies.

As excited as I am for you to get this letter, it is the face-to-face interactions that I value most. Please know that we have an open door policy, and welcome any opportunity to meet with you. We are looking forward to our collaboration in providing a safe and nurturing environment, as well as a challenging and diverse curriculum.

Remember, school starts on Monday, August 26, 2019!

This will be a FANTASTIC year!

Sincerely,

Casey Hallgarth, Superintendent/Principal

DISTRICT MISSION STATEMENT:

“To create a safe and productive learning environment where personnel are encouraged to be effective and students are encouraged to realize their full potential.”

CHARACTER AND INTEGRITY = PANTHER P.R.I.D.E.

At Prairie City Junior / Senior High School we strive to develop individuals of integrity by reinforcing the following pillars of character:

Participation: We want our students to come to class prepared and ready to be actively engaged.

Respect: We want our students to have respect for their school, their community, and to treat others the way they would want to be treated.

Integrity: We want our students to uphold academic integrity and complete all assignments honestly.

Diversity: We want our students to learn to treat others equally; to value and honor all people; to resolve disagreements without violence and to be courteous and polite.

Excellence: We want our students to strive to do their best in all situations and to be successful in their endeavors.

Panthers have PRIDE in the classrooms

Participation	<ul style="list-style-type: none"> • Report Unsafe Behavior • Turn Work in On-Time • Be Dependable • Be Present Everyday • Be On-Time Everyday
Respect	<ul style="list-style-type: none"> • Clean Up after Yourself • Agree to Disagree • Follow Classroom Rules • Use Good Manners • Respect Other's Property
Integrity	<ul style="list-style-type: none"> • Do Your OWN Best Work • Use Classroom Passes Appropriately • Come to Class Prepared Everyday
Diversity	<ul style="list-style-type: none"> • Respect the Differences • Be Fair • Be Tolerant
Excellence	<ul style="list-style-type: none"> • Ask Questions for Clarification • Come for Tutoring When You Need Extra Help • Check on class status • Use Appropriate Language • Work Hard

Panthers have PRIDE in the halls

Participation	<ul style="list-style-type: none"> • Report Unsafe Behavior • Do Your Best at All Times
Respect	<ul style="list-style-type: none"> • Clean Up After Yourself • Use Appropriate Language
Integrity	<ul style="list-style-type: none"> • Keep Moving and Walk in a Single File Line • Be in Class When the Bell Rings • Use Classroom Passes Appropriately
Diversity	<ul style="list-style-type: none"> • Used by ALL With Equal Dignity
Excellence	<ul style="list-style-type: none"> • Keep Hands and Body Parts to Yourself • Use walking feet not jumping feet

Panthers have PRIDE at recess

Participation	<ul style="list-style-type: none"> • Report Unsafe Behavior
Respect	<ul style="list-style-type: none"> • Clean Up After Yourself • Respect facilities
Integrity	<ul style="list-style-type: none"> • Return To Class Promptly • Use Restroom Passes Appropriately • Enter the Correct Restroom
Diversity	<ul style="list-style-type: none"> • Used By Everyone With Equal Dignity
Excellence	<ul style="list-style-type: none"> • Flush, Soap, Wash, Dry, "Good-bye"

Panthers have PRIDE in the restrooms

Participation	<ul style="list-style-type: none"> • Report Unsafe Behavior • Enjoy time with friends
Respect	<ul style="list-style-type: none"> • Clean Up After Yourself • Use Appropriate Language • Use inside voice • Use manners
Integrity	<ul style="list-style-type: none"> • Attend Assigned Lunch Only
Diversity	<ul style="list-style-type: none"> • Treat Everyone with Equal Dignity • Be courteous • Be Tolerant
Excellence	<ul style="list-style-type: none"> • Treat others As YOU Wish to be Treated • Keep Hands, Lips, and Body Parts to Yourself • Dump trays as instructed

Panthers have PRIDE at lunch

<i>Participation</i>	<ul style="list-style-type: none"> • Report Unsafe Behavior • Do Your Best at All Times • Play by the Rules of the Game
<i>Respect</i>	<ul style="list-style-type: none"> • Use Appropriate Language • Respect others space • Be Patient, Wait Your Turn
<i>Integrity</i>	<ul style="list-style-type: none"> • Return or Go to Class Promptly
<i>Diversity</i>	<ul style="list-style-type: none"> • Used by Everyone with Equal Dignity
<i>Excellence</i>	<ul style="list-style-type: none"> • Treat Others As YOU Wish to be Treated

Panthers have PRIDE at school-sponsored events

Participation	<ul style="list-style-type: none"> • Report Unsafe Behavior • Cheer loud, Cheer Proud • Support teams with good sportsmanship
Respect	<ul style="list-style-type: none"> • Use Appropriate Language, Keep It Clean • Wear Appropriate Dress • Respect Performers and Facilities • Respect officials, Coaches, Teams, Visitors
Integrity	<ul style="list-style-type: none"> • Have the Courage To Do What Is Right • Build and Keep Your Reputation • Be Courteous, Polite, and Civil to Everyone
Diversity	<ul style="list-style-type: none"> • Respect the Dignity Of All Individuals • Be Open-Minded
Excellence	<ul style="list-style-type: none"> • Treat Others as YOU wish to be Treated • Be Honorable

School Hours

Classes are held from 8:04am to 3:00pm on all school days for grades K-6th.

Teacher hours are from 7:45 am to 4:00 pm. Office hours are from 7:00 am to 4:00 pm on regular school days.

Students should not arrive before 7:30 am unless working directly with a staff member and after 3:00 pm students will need to leave the building unless under direct supervision by staff.

The cafeteria opens at 7:30 am for breakfast.

Four Day Week

Prairie City is on a four day week. We do have five school day weeks scheduled throughout the year. We often attend on Fridays if there are non-school days during the week.

Students are required to be in attendance when requested by teachers for tutoring or make-up work or Fridays. Friday School times for students to work with teachers are from 9:30 am to 12:00 noon.

TIPS FOR SUCCESS AT PRAIRIE CITY ELEMENTARY

The following are suggestions that will help your child gain the greatest benefit from the instruction provided at school. As partners in educating your children, we encourage you to follow these seven suggestions.

- **All** children will benefit by having parents read to them 15 – 20 minutes each day.
- **All** children will benefit by sharing books or reading material with parents.
- **All** children will benefit by reading or looking at books alone each evening.
- **All** children will benefit by being encouraged to write and/or draw at home.
- **All** children will benefit by having a regular bedtime and getting adequate (at least 8 hours) rest each night
- **All** children will benefit from a healthy breakfast each morning.
- **All** children will benefit when parents point out the use of numbers, counting money, etc. in everyday experiences.

ANNUAL OCCASIONS

Open House
Elementary Pumpkin Patch
Prairie Pumpkin Run
Parent – Teacher Conferences
Elementary Thanksgiving Feast
Elementary Christmas Program
Health and Safety Fair
Parent – Teacher Conferences
Spring Book and Art Festival
Fire Safety and Prevention Day
Elementary Field Day

ATTENDANCE POLICY AND PROCEDURES:

Strive for 5 – Do your best to miss no more than 5 school days during the school year.

It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school. Absenteeism has a direct negative effect on student achievement, promotion, graduation, behavior and employment potential.

ATTENDANCE (see Board Policy JEA):

1. Oregon Law (ORS 339) requires all children between the ages of 6 and 18 years of age to regularly attend a full-time public school until they have completed the 12th grade and receive their diploma.

ATTENDANCE PROCEDURE:

1. **All absences must be excused with a written note or a direct phone call.** The note must include the student's name, the date/s of absence, a specific explanation of the reason and the parent's signature. The school will only accept notes from a parent or legal guardian; we do not accept notes for students or from a non-parent. A doctor's verification may be requested for an extended absence.
2. *For safety reasons, we require a written note from parents or guardians for any bus or walking changes occurring after school. Please send the written note with your child to give to his/her teacher when they first arrive at school.*
 - ***If a change of plan does occur during the school day, please bring a note to the school or call the school office. No changes will be made after 2:00pm to give us time to notify the teachers through our email system so the classroom environment is not disrupted.***
 - ***If you are picking up your student afterschool, dismissal is at 3:00pm and parents should be here at that time.***
3. **Procedures for pre-arranged absences:** All absences (as defined below) other than illness and emergencies should be planned for in advance.
 - a. The student's parents must notify the teacher of a pre-planned absence with a note/phone call.
 - b. The parent/guardian/student understands that the student will complete the assigned work in advance and/or turn it in on the day of return and acknowledges the possible negative effects from being absent from class.
4. If a student is ill, a parent should call or send a note to the school to excuse their child.
5. If a student is absent and has not prearranged (unless an Emergency or Excused) the absence or a parent has not called to excuse them from school during their absence, the student needs to bring a note on the day they return to school. The parent may also call the school to excuse them.

Students have **TWO DAYS** to bring the note or for the parent to call. Failure to do so after **TWO DAYS** will result in an unexcused absence. An unexcused absence means that everything due on the day of the absence, as well as anything assigned by the teachers that day is a zero in the teachers' grade books; discretion of the individual teacher as to allowing any credit.

6. Students who are absent at 8:04am, without an excuse, will receive a phone call home from our secretary, Susie, notifying parents of the absence. Definitions:
 - **EXCUSED ABSENCES** are absences from class or school if the absence is caused by a student's sickness, by the sickness of some member of the student's family or for medical/dental appointments that cannot be scheduled for Fridays, death in the family, religious holiday, or by an emergency. The principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.
 - **UNEXCUSED ABSENCES/TRUANCY:** are those absences where there is no parent request or authorization to justify the absence, such as truancy/skipping. **IT MUST BE EMPHASIZED THAT PARENTS-GUARDIANS, ACCORDING TO OREGON LAW, ARE NOT GIVEN UNILATERAL PERMISSION TO EXCUSE THEIR SON/DAUGHTER FROM SCHOOL.**
 - **Some examples of unexcused absences would be:** skipping, car trouble, sleeping in, missing the school bus, shopping, hair appointments, getting or returning personal items, or paying bills, etc.; are unexcused absences.

CONSEQUENCES FOR UNEXCUSED ABSENCES:

Unexcused absence from class(s): --will result in Lunch Detentions, Friday detentions, In- School Suspension, and could include Out of School Suspension.

PLEASE SEE “Excessive Absences” information on impact of missing class.

EXCESSIVE ABSENCES-

A student who has accumulated 10 absences, EITHER EXCUSED OR UNEXCUSED, in any one semester is in serious danger of falling behind in class. It is possible (must arrange with individual instructor) to make-up participation points during Friday school or, by other arrangements. Each teacher will develop and notify students and parents of the effect of excessive absences in their class.

Students will be referred to the Administration when absenteeism becomes chronic or excessive.

This may result in a fine to the parents.

EMERGENCIES: a written note or direct phone call from a parent is required on the day of return or at the time of checkout. Examples: bereavement, livestock loose and need to be secured, accidents; others that occur will be evaluated on a case by case basis.

TARDY POLICY:

1. The staff at Prairie City Elementary School strongly believes that students need to be on time for school. When students arrive on time, there are no disruptions for the class. Plus, being on time is an important concept for students to understand. They will receive a tardy mark on attendance. If the parent excuses the tardy it will be documented as an excused tardy.
2. Three to seven unexcused tardies will result in recess detentions. The eighth unexcused tardy will result in an office referral.
3. Oversleeping and transportation issues are not an excuse to be tardy.

Prairie City Elementary Policies, Rules, and General Information

(Rules subject to change: The Administration reserves the right to add, delete or modify any rule(s) as situations warrant.)

ANNOUNCEMENTS, DAILY ANNOUNCEMENTS:

The daily announcements are sent to teachers via email to be shared with students. Communication is a shared responsibility. As a school, we are responsible to make information available to students and parents if so desired. Parents can add their e-mail to the morning announcement list located in the office and will be able to receive daily announcements.

ASSEMBLIES:

Varying types of assemblies are scheduled throughout the school year for different purposes. For Assemblies in the Old Gym, students are expected to sit with their class in the bleacher section provided. A student's conduct at an assembly must meet the same standards as in the classroom. Students who fail to abide by those expectations may lose the privilege of attending future assemblies and may also be subject to school discipline procedures.

Pep Assemblies are usually in the New Gym and seating is assigned by the Pep Assembly organizers.

BUS ROOM

1. The school offers an After School Bus Room for those students who ride the rural bus; need to wait for older siblings to be released from school; or for parents who are working and are unable to meet their children at 3:00pm.
2. For students to participate in the Bus Room program, **parents/guardians must sign a permission slip.**

CAFETERIA SERVICES

1. Lunch/Breakfast program

The district participates in the National School Lunch and the School Breakfast Commodity and offers free and reduced-priced meals based on student's financial need. Free and Reduced forms may be picked up in the school office at any time of the school year.

- **Lunches must be paid for in the office and must be paid for in advance of the meal.**

Lunch Prices are:	Grades K-3	\$2.00
	Grades 4-5	\$2.25
	Grades 6-8	\$2.50
	Grades 9-12	\$2.75
	Adults	\$3.50

2. Unpaid Lunch Charges

If a family has lunch charges, the parents will be notified in writing.

3. Lunch Room Behavior

If any student fails to follow proper rules in the cafeteria, he/she will lose the right to use the cafeteria facility and will eat lunch in the classroom or office. The lunch period is to be a time for relaxing, eating, and visiting with friends.

Persistent refusal or insubordinate behavior to follow food and beverage guidelines will result in discipline action.

CELL PHONES/ELECTRONIC DEVICES:

Cell Phones and electronic devices (I Watches, CD players, MP3 players, iPods, radios, etc.) can be disruptive to the school environment.

1. The use of cell phones and electronic devices during school hours from 7:15am until 3:45pm are **NOT** allowed.
2. Cell phones and electronic devices are not allowed to be visible in the school or on school grounds during these hours. Elementary students may turn off their cell phones and leave them in their backpacks in the hallway.
3. Theft of electronic items becomes the responsibility of the student and parent.
4. Taking pictures of other students with your electronic device without their permission is not allowed.
5. Parents and guardians who need to contact their student(s), please call the office at 541.820.3314 and a message will be delivered to your student(s).

Refusal to give item to teacher will result in insubordination/willful defiance and other consequences may apply.

First Offense:

1. Device confiscated brought to the main office returned to student at end of day; warning given.

Second Offense:

1. Device confiscated brought to the main office. Parent called to pick up device.

Third Offense:

1. Device confiscated brought to main office. Permanent removal of the device until end of year. Parent called to pick up. Student suspension up to (3) three days.

Subsequence Offenses:

1. Device confiscated brought to main office and held until end of year. Student suspension up to (10) ten days.

CHANGE OF ADDRESS OR PHONE NUMBER

1. To maintain accurate office records, students are requested to submit to the school secretary any change of address or phone number. Call 820-3314

CHECK CASHING

1. Checks are accepted in payment for school lunches or any other school obligation made FOR THE EXACT AMOUNT ONLY, payable to Prairie City School District #4. It is not possible to cash checks for other purposes, and two party checks are not acceptable.

CHILD ABUSE:

1. School employees are required by Oregon State Law to report any suspected cases of child abuse or neglect to the local law enforcement agency or Department of Human Services division. Oregon law recognizes these types of abuse: physical, mental, neglect, threat of harm, and sexual abuse.

CHILD FIND:

1. Child Find is a component of 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.

CLOSED CAMPUS:

1. Prairie City is a CLOSED CAMPUS. Once students are at school it is expected they remain on campus until their school day is completed or have properly checked out through the Main Office or through classroom teacher.

COMPUTER USE:

1. We are very fortunate to have access to laptops in our elementary classrooms. Permission from parents or guardians is required before the students can access the networks. The computer agreement is attached. The school reserves the right to monitor electronic transmissions, and the school may revoke, deny, or suspend user accounts at any time because of inappropriate use.

DISTRIBUTION OF MATERIALS:

1. Written materials, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated or distributed on school property by anyone without the approval of the administration.

DRESS 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:

- Disruption or interference with the classroom learning environment;
- Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. (JFCA)

To meet this standard, students are required to comply with the requirements of this policy. Specifically:

- Students must wear clothing including both a shirt with pants or skirt, and the equivalent (for example: dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments.
- Clothing covering breasts, genitals, and buttocks must be opaque.

- Hats and other head covering may be worn only by students as an expression of sincerely held religious beliefs or for students with disabilities as per their individual education plan.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict gang identifiers or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- Clothing must not pose a threat to the health or safety of any other student or staff.

DUE PROCESS

1. Due process assures the protection of individual rights in the process leading to disciplinary action. The process meets the criteria of fairness. Fairness includes the following: notice of the charge; the right to be heard; privilege against self-incrimination; right to counsel or other representation; right to review by the School Board.

EMERGENCY INFORMATION

1. Emergency Drills:

- a. Fire drills:** Fire drills are required to be conducted monthly. Students are to proceed quickly and in an orderly, quiet fashion to the nearest exit and outside to the assembly area. Exit routes are posted in each area. Occasionally exits are blocked so students can practice going to alternate exits. Students' total cooperation is required as each fire alarm signal must be considered "real" until staff determines no danger exists. With the great danger of forest fire in our area, swift, orderly evacuations are critical.
- b. Earthquake:**
 - Drop and take cover.
 - Turn away from windows.
 - Stay under shelter until shaking stops.
 - Listen for instructions, by intercom, or in person, if system is out.
 - If evacuation takes place, follow the same procedures as with a fire drill.
- c. Lock Down Drills:** We will conduct periodic lock down drills in the event of a school emergency. The purpose of a lock down drill is to determine how safe we can make our school in the event of an intruder or other emergency.

2. **In the event of a Lock Out, parents will be notified via our automatic phone system during the event.** If it is a Lock Down, parents will not be notified until after the event is over.
After both events, school personnel will release students to parents in a systematic procedure. Student transportation will be provided through or after school bus routes.

EMERGENCY NUMBERS SHOULD BE KEPT CURRENT!

It is very important for emergency and administrative reasons that every student maintains an up-to-date address and telephone 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.

FIELD TRIPS:

A yearly permission slip will be sent home at the beginning of the year for all 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.

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). Administration reserves the right to determine if a student needs to miss a field trip due to behavioral difficulties.

FLAG SALUTE

Per Board Policy INDB, Students will have the opportunity to salute the United States flag at least once each week by reciting the Pledge of Allegiance. Students who do not participate in the salute must maintain a respectful silence during the salute.

GRADING POLICIES:

1. Each teacher shall have a written grading system.
2. Each teacher's grading system, which may reflect participation points, shall be approved by the school principal before implementation.

HEALTH RELATED ISSUES

1. Emergency Medical Treatment:

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school staff shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school the student will be released to the student's parents or to another person as directed by the parents on the student's emergency form. School staff may administer emergency or minor first aid if possible and necessary. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported.

2. Immunizations:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such times as he/she has met immunization requirements. Parents will be notified of the reason for exclusion. A hearing will be afforded upon request.

3. Medications:

Prescription medication can be given at school. It must be kept locked in the Front office, come in the original pharmacy container and have the appropriate form signed by parent/guardian requesting that we administer the medication at school in accordance with the Rx. Prescription medications are not to be kept in desk or backpack. By school board policy, aspirin cannot be given due to the danger of Ryes syndrome.

HEAD LICE:

Prairie City Elementary School will do routine head lice checks when necessary.

1. Students found with head lice and/or nits (dead or alive) will be removed from class and sent to the office. After parents are contacted, the student will be sent home. If the parents cannot be contacted, the students will remain in the health room.
2. Siblings will also be checked.
3. Information will be sent home with the student found to have head lice and all students in the class. This information will include how to search for, and treat head lice.
4. The student will be rechecked when he/she returns to school. This will be done before the student returns to class. If head lice and/or nits are found, the parents will be contacted and the student will be sent home again. If parents cannot be contacted, the student will remain in the health room.
5. The student will be checked again one week later.
6. If there is a reoccurring situation, exceptions can be made, by the administration, if progress is being made in the treatment.

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 long-range 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. Students in K-6 may be assigned homework. The amount of time will vary depending on the grade level.

ILLNESS POLICY

Should a child become ill while at school, the child will be separated from the other children and made comfortable while we contact a parent or designated adult to pick up the child. While separated from the other children, your child will remain within sight and hearing of a staff member.

Send your child to school if they have a runny nose or just a little cough, but no other symptoms; haven't taken fever reducing medicine for 24 hours and haven't had a fever in that time; and haven't thrown up or had any diarrhea for 24 hours.

For the well-being of the children in school, please avoid sending your child to school if they are displaying the following conditions.

1. Diarrhea
2. Vomiting
3. Nausea
4. Severe cough
5. Unusual yellow color of skin or eyes
6. Skin or eye lesions or rashes that are severe, weeping or pus filled
7. Stiff neck or headache with one or more of the symptoms listed above
8. Difficult breathing or abnormal wheezing
9. Complaints of severe pain
10. Fever more than 100 degrees
11. Or any other communicable disease

We reserve the right to monitor your child’s well-being and will make contact with you the parent if it is determined the student is not well enough to function in school.

Parents are required to notify a staff member if a child has been diagnosed with any of the following:

CHICKEN POX	PINK EYE	COLD SORES	HEAD LICE
HEPATITIS	DIPHTHERIA	PERTUSSIS	RUBELLA
MEASLES	STREP THROAT	SCABIES	IMPETIGO
TUBERCULOSIS	MENINGITIS	MUMPS	

INSTRUCTIONAL MATERIALS COMPLAINTS

Complaints by students or parents about instructional material should be directed to the principal. Should the student or parents, following initial efforts at informal resolution of the complaint, desire to file a formal complaint; a “Re-consideration Request Form for Re-evaluation of Instructional Material” may be requested from the school office. The “Re-consideration Request forms” must be signed by the complainant and filed with the superintendent.

INSTRUCTIONAL & SUPPORT PROGRAMS

Friday Academy

Students will be invited by teachers to school on Fridays from 9:30am – noon for additional support in specific areas of instructional need by their teachers.

Response to Intervention (RTI)

The goal and expectation of 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.

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 Student Study Team (SST) and/or Individualized Education Program (IEP) team. Evidence for program development will include assessments, teacher observations, classroom performance, and adherence to state and federal law.

Talented and Gifted Program

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.

INSURANCE:

Prairie City Elementary School has information available for accident insurance that provides for partial coverage for students during school hours or 24 hours a day. The school district does not recommend or promote any insurance coverage, but will distribute informational pamphlets to students at registration or the first week of school. These insurances usually do not cover the entire cost of medical care for accidents. Contact the phone number on the pamphlet if you need further information. Personal insurance can be found online.

KINDERGARTEN:

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

LIBRARY/MEDIA CENTER

1. Library materials may be checked out for two weeks. Students must return overdue items or pay for lost items before additional library materials may be checked out. Bills will be sent home for the replacement cost of all lost library items. Books may be renewed for an additional period if they have not been reserved.
2. Teachers are instructed to not send students to the Library unsupervised.

LOST AND FOUND:

Any articles found in the school or on school grounds should be turned in to the office. Unclaimed articles will be disposed of periodically during the school year. Loss or suspected theft of personal or school property should be reported to the office.

PARENT CONFERENCES:

Parent conferences are scheduled to correspond with quarter grades. They are held in the evenings and on Friday mornings to accommodate parents. Check the school calendar for parent conference dates.

PETS AT SCHOOL:

Animals are prohibited on school district property including all athletic facilities. However, if an animal is brought for educational purposes prior permission must be obtained by the administration.

PHYSICAL RESTRAINT

A staff member or administrator is authorized to employ physical restraint when, in his/her professional judgment, the physical restraint is necessary to prevent a student from doing harm to others or to himself. When so employed, a physical restraint shall not be considered a form of physical discipline.

PROMOTION, RETENTION, PLACEMENT

Prior to high school PCSD Policy IKE (Promotion and Retention of Students) guides retentions.

In grades K-6, student shall be promoted from one grade to the next on the basis of normal academic development, and achievement. Recommendation for retention is determined by the classroom teacher, principal, and other academic resources that are involved with the student. Typically parents have the final say in this matter.

RECESS

Unless it is pouring down rain or the outside temperature is 20 degrees Fahrenheit, including the wind chill, students will play outside for recess. In the winter time, please dress your child warmly for outdoor recess (coat, hat, gloves, snow pants, and boots). Before school starts, the playground will be open for students.

In the event of inside recess due to the inclement weather, students will play in the old gym or in their classrooms.

SCHOOL CLOSURE

1. When hazardous or emergency conditions exist, the following procedures will be followed to determine school closure, late start, early dismissal and/or retention at school.
2. The Transportation Director will contact ODOT and drive all routes to determine road conditions, contact ODOT and make a recommendation to the Superintendent if it is safe to run our buses.
3. The Superintendent will make the decision to hold or to not hold school.
4. If the decision is made to not hold school, the Superintendent will notify radio station KJDY, and the station will begin announcing that information at 6:55 A.M.
5. School closures will be in effect only for the day of the announcement.

A. LATE START

1. Under certain conditions, e.g. road crews needing more time to clear the roads or for ice to melt, etc., it would be best to start school later rather than close for the entire day; an administrator will make that decision.
2. Radio stations will be notified and will make "Late Start" announcements starting at 6:55am.

B. EARLY DISMISSAL

1. When weather and/or road conditions are deteriorating to the point that holding school until normal closing time would create unsafe transportation conditions, school will be closed down and students will be sent home.

2. Radio stations will be notified and will make the appropriate announcement
3. Parents should make prior arrangements, e.g. house keys, alternate house etc., in order to insure the safety and comfort of their children in the event that no adult would be home when early dismissal occurs.
4. Early dismissal will be in effect only for the day it occurs and schools will be open on the following day unless there is an announcement to the contrary.

SEARCH AND SEIZURE:

School officials may search a person and his/her personal property (including vehicles, back packs and clothing) when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, or in violation of the student code of conduct or district policy. Illegal items, (weapons, alcohol, and unlawful drugs, etc.) or other possessions determined to be a threat to the safety, security or disruption of the educational process of others may be seized by school officials. Random general searches of school facilities and any properties including, but not limited to: lockers, PE lockers, or storage areas may occur at any time or when a justifiable suspicion exists. Items belonging to the school, items which are unlawful, or items which are in violation of school policy may be seized.

SICKROOM:

We have a sick room in the main office. Health services at school are limited to emergency first aid and TLC only. If a student becomes ill at school, they need permission from their parent/guardian or their emergency contact person to go home.

SPECIAL EDUCATION TEAM

The Special Education addresses issues such as Individual Education Plans, testing for special needs, placement, behavioral contracts, transition and appropriate referral to servicing agencies. Special Education Staff, teachers and other school staff attend IEP and other Special Education meetings.

TEXT BOOKS:

Students are responsible for the care and upkeep of the books checked out to them in the classroom. The student will be required to pay for lost or damaged books.

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.

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:

- A. Restitution
 - B. Discipline or suspension
 - C. Payment to school for damages incurred
 - D. Turning the case over to law enforcement

VISITORS:

Student guests are not allowed at Prairie City School. Parents, guest speakers, etc. are encouraged to visit our school. To ensure the safety and welfare of students, to protect the school environment from disruption and see that visitors are properly directed to the areas in which they are interested; all visitors must be pre-approved by Administration. Approved visitors are required to check into the main office upon entering school and wear a school issued visitor pass.

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 only needs done once, and will be kept on file from year to year. 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, 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 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.

WEAPONS:

No student shall possess, use, deliver, or manufacture a weapon, real or imitation, on school property or at any school activity. Weapons include, but are not limited to the following: firearms; any knife, regardless of blade length; cutting or stabbing instruments; explosive devices; fireworks, noxious or irritating gasses, poison, live ammunition and electrical-mechanical devices. Any object may be considered a weapon if it is used or intended to be used to cause bodily harm. It is a violation of federal law for a firearm to be in a vehicle on, or in the proximate vicinity of school property. This rule applies to look-alike weapons or other objects that are represented as dangerous weapons.

**Possession of dangerous weapons on school grounds will result in:
First and/or Subsequent Offenses:**

1. Up to ten (10) school days suspension and disciplinary hearing, this may result in recommendation for expulsion up to 1 school year.
2. Law enforcement will be contacted; student may be cited.
3. Mandatory immediate removal from school in accordance with Safe School Alliance protocol.
4. Parent will be contacted.

Playground Rules

Since it is impossible to list all the conceivable rules regarding activities on the playground, students must exercise common sense and good judgment so as not to cause serious injury to themselves or others. Instead of listing out all the possible things students should NOT do, we've listed out what they CAN do so they are safe! Thank you in advance for helping your child to remember to:

1. Be considerate of others; treat other children as you wish to be treated;
2. Remember to take turns;
3. Follow the directions of the playground supervisors the first time given;
4. Treat all adults on the playground with respect and courtesy;
5. Take care of school equipment;
6. Remember that hands are for helping, not hurting;
7. Bark chips, rocks and snowballs are to be enjoyed on the ground;
8. Get permission from the playground supervisor in order to go into the building to use the restroom;
9. Enjoy fences and trees with your eyes only;
10. Remember to kick and throw balls away from the windows;
11. Report any injuries to the playground supervisors;
12. Remember to be safe on the ice and walk carefully;
13. Play within view of playground supervisors;
14. Play wall ball with the wall as the only target;
15. Unless there is a special event, please eat and drink inside;
16. Please keep baseball bats, hardballs, and all other toys at home;
17. Roller blades, hee-lies, skateboards, bikes, scooters, etc. may be used for transportation to and from school only.

On the swings, thank you for remembering to:

1. Swing one student at a time, seated and facing forward;
2. Swing forward and backward;
3. Keep hands on the chains;
4. Come to a stop before getting off the swing.

On the jungle gyms, thank you for remembering to:

1. Keep hands for helping, not hurting;
2. Go down the slide on your seats one at a time;
3. Only sit and stand on jungle gym parts that are meant for sitting and standing.

On the Teeter-Totter

1. Remember to sit down with one person per side.
2. Push off with your feet and land on your feet without bouncing.

Tag Games

1. Two hands are best.
2. Save your wrestling and tackle football moves for home.

Thank you for playing only in the following areas:

1. Bark playground area;
2. The basketball court;
3. The grass field near the basketball court.

HARASSMENT, DISCRIMINATION, BULLYING, CYBERBULLYING, AND REPORTING POLICIES

Note: It is the policy of the Oregon State Board of Education and the Board of Directors of the Prairie City School District (**policy GBN/JBA, GBNA/JFCF and JHFF**) that all employees and students in public schools are entitled to work and study in an environment that is free of harassment. Schools and support departments of the school district are committed to eliminate sexual and other types of harassment on any school district property, at any school or school district sponsored activity, or at work-related business trips whether or not on school property.

Part of Prairie City School District's instruction on Bullying and Harassment is to work with students to determine the differences between Joking Around, a Onetime thing, Conflict, and Bullying.

- **Joking around:** everyone is having fun; no one is getting hurt; everyone is participating
- **One-time thing:** Someone is being mean on purpose; it's a reaction to a strong emotion or feeling; it happens once and doesn't repeat itself.
- **Conflict:** two people with a balance of power that have a fight, argument, or disagreement; a solution can usually be found.
- **Bullying:** repeated, unwanted, aggressive behavior towards someone; someone is being hurt on purpose; can be social, verbal, physical, or cyber.

DEFINITION OF HARASSMENT:

- **Sexual Harassment:** Sexual advancement, request or demand for sexual favor, sexual comment, cartoon, innuendo, and other oral, written, or physical conduct of a sexual nature which is un-welcomed or uninvited and is directed by a person (male or female) toward another student, teacher, or other person is prohibited.
- **Harassment for Reason of Race, Religion, Ethnic Origin, or Disability:** Harassment in the form of slurs or other harassment based on race, religion, ethnic origin, or disability (physical, mental or sensory). A slur is a type of harassment and is defined as any put down such as: remark, word, joke, picture, or gesture referencing or directed to any individual or group(s) which is of a racial, ethnic, religious, or disability nature.
- **Other Harassment:** Other harassment is also prohibited and is defined as intimidating another person in a way that relates to a person's race, religion, ethnic origin, sexual orientation, or disability; causes physical injury, or by words or conduct places that person in fear of harm to his/her person or property or causes disruptive conduct.

DEFINITION OF BULLYING:

Bullying is unwanted, aggressive behavior among children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time. In order to be considered bullying, the behavior must be aggressive, done intentionally, and include:

- An imbalance of power: such as physical strength, access to embarrassing information, a group of students gang up on someone, or popularity to control or harm others.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Includes actions such as making threats, spreading rumors, attacking someone physically or verbally, "burn battles", and excluding someone from a group on purpose.

DEFINITION OF CYBERBULLYING:

It is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

DISCRIMINATION:

The district prohibits discrimination based on an individual's race, religion, sex, national origin, disability, parental or marital status or age. The prohibition against discrimination includes discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to school and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

REPORTING:

Students who believe they are being harassed or discriminated against should report the situation to any of the following persons immediately to any adult staff member in the building. The burden of proof rests with the individual making the report.

DISCIPLINE AND STUDENT BEHAVIOR GUIDELINES AND CONSEQUENCES

School is a place where there is the opportunity to learn many things. Academic skills such as reading, writing, and math are important; but equally important is learning how to get along with others, to be respectful of another's property, and to assume responsibility for one's actions. This behavior plan is designed to help us teach respect and responsibility. Ultimately, the success of the plan depends on parent support and student willingness to accept responsibility. Overall, the plan consists of our conflict management program, called the "Debug System," our safety rules, and then consequences for major/minor infractions. Please review this section carefully with your child and let us know if you have any questions.

Debug System

Starting in kindergarten, Prairie City students are taught the "Debug System", which is a series of steps students can follow when other students are bothering them. In a situation where problems occur, students are asked to follow these steps:

1. **Ignore.** If that doesn't work....
2. **Move Away.** If that doesn't work
3. **Talk Friendly.** If that doesn't work.....
4. **Talk Firmly.** If that doesn't work.....
5. **Get Adult Help.**

MINOR AND MAJOR INFRACTIONS:

Making inappropriate choices and mistakes is part of life as is facing the consequences and accepting responsibility for them! At Prairie City Elementary School, we use a minor/major infraction system that is designed to be clear and upfront about consequences for misbehavior.

Remember: Students are subject to discipline for conduct during the school day at school; while traveling to and from school; at the bus stop; and at school sponsored events.

Minor Infractions: Some rules are not as serious as others. Children may be warned before a minor infraction is documented and a consequence is given.

Major Infractions: Certain rules are more important to follow than others because the damage or harm from breaking them is much more severe.

- Major infractions are documented via our School Master System and parent contact is made through a phone call or note home.

Listed below are major rule infractions:

1. Fighting;
2. Insubordination to any adult supervisor, including not following instructions, lying, being rude, or disrespectful;
3. Offensive language
4. Truancy (willful non-attendance or leaving school grounds without permission)
5. Stealing
6. Disruptive behavior in the classroom;
7. Vandalism or destruction of property;
8. Carrying of any item that may be considered a potentially dangerous weapon;
9. Teasing which results in physical and/or emotional harm;
10. Bullying, Cyberbullying, and other forms of harassment;
11. Inappropriate physical contact;
12. Throwing snow, ice, rocks, or other dangerous objects.

Consequences for Major Rule Infractions (per year)

1. First Major Infraction: loss of one recess and/or community service chores.
2. Second Major Infraction: loss of two recesses and/or community service chores.
3. Third Major Infraction: Loss of 3 recesses and 1 lunch detention and conference with parent/guardian.
4. Fourth Major Infraction: in-school suspension for one day and conference with parent.
5. Fifth Major Infraction: out of school suspension (duration to be determined by principal), conference with parent.

**** Major incidents involving the safety of others, willful misuse of property, drugs/alcohol/tobacco, weapons, or insubordination could result in suspension or additional consequences without going through the above steps.**

BUS TRANSPORTATION

Students utilizing school district transportation (typically buses) are under the direct supervision and authority of the bus driver and the transportation department. Students are not allowed to take balloons, skate boards, etc. on the buses. Disciplinary measures on buses are handled through the transportation department. Prairie City staff becomes involved in bus supervision upon request from drivers or other transportation supervisors. Referrals from the transportation department (and a record of consequences) will be added to the student behavior file.

Bus Notes

For safety reasons, we require a written note from parents or guardians for any bus or walking changes occurring after school. Please send the written note with your child to give to his/her teacher when they first arrive at school. If a change of plan does occur during the school day, please bring a note to the school or call the school office. **No changes will be made after 2:00pm to give us time to notify the teachers through our email system so the classroom environment is not disrupted.** If you are picking up your student afterschool, dismissal is at 3:00pm and parents should be here at that time.

School Bus Rules

1. Obey the driver at all times;
 2. Do Not throw objects;
 - *3. Do Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
 - *4. Do Not fight, wrestle or scuffle;
 - *5. Do Not stand up and/or move from seats while the bus is in motion;
 - *6. Do Not extend hands, head, feet or objects from windows or doors;
 - *7. Do Not possess matches or other incendiaries and concussion devices;
 - *8. Use emergency exits only as directed by the driver;
 - *9. Do Not damage school property or the personal property of others;
 - *10. Do Not threaten or physically harm the driver or other riders;
 - *11. Do Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
 - *12. Do Not make disrespectful or obscene statements;
 - *13. Do Not possess and/or use tobacco, alcohol or illegal drugs;
 14. Do Not eat or chew gum;
 15. Do Not carry glass containers or other glass objects;
 16. Do Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
 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 (schedules will be posted on all buses);
 - **20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.
- *These regulations, if broken, are 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 DISCIPLINARY PROCEDURES FOR VIOLATIONS

1. First Citation - Warning*: The driver verbally restates behavior expectations and issues a warning citation*. The driver may assign the student to a particular seat.
2. Second Citation*: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.
3. Third Citation* of the year: 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 with the student, the parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent desires.

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

**PLEASE RETURN
THE ATTACHED
SIGNATURE PAGES
TO YOUR
CLASSROOM TEACHER
by September 5, 2019**

Electronic Communications System Policy

Your student has requested to participate in the district's Electronic Communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together.

Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

- An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
- The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to your student's Classroom Teacher indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

Casey Hallgarth

Casey Hallgarth
Superintendent/Principal

PRAIRIE CITY SCHOOL DISTRICT No. 4
Student Agreement for an Electronic Communications System Account
2019-2020 School Year

Student Section

Student Name _____ Grade _____

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature _____ Date _____

Sponsoring Parent

I have read the district's Electronic Communications System policy and administrative regulation. I will monitor my student's use of the system and his/her potential access to the world-wide Internet and will accept responsibility for supervision in that regard if and when my student's use is not in a school setting. In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use, or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

_____ I give my permission to issue an account for my student and certify that the information contained on this form is correct.

_____ I do not give my permission for my student to participate in the district's communications system.

Signature of Parent _____

Home Address _____

Date _____ Home Phone Number _____

This space reserved for System Coordinator

Assigned Username: _____ Assigned Password: _____

Bullying and Cyberbullying Acknowledgement Sheet

As stated in the handbook, Prairie City School District utilizes the **DeBug system of conflict resolution**. Students are taught a series of steps they can follow when other students are bothering them. We encourage parents to discuss these steps with their student(s).

1. **Ignore**
2. **Move away**
3. **Talk friendly**
4. **Talk firmly**
5. **Get adult help**

We are also working with students to determine the differences between Joking Around, a Onetime thing, Conflict, and Bullying.

1. **Joking around:** everyone is having fun; no one is getting hurt; everyone is participating.
2. **One-time thing:** Someone is being mean on purpose; it's a reaction to a strong emotion or feeling; it happens once and doesn't repeat itself.
3. **Conflict:** two people with a balance of power that have a fight, argument, or disagreement; a solution can usually be found.
4. **Bullying:** repeated, unwanted, aggressive behavior towards someone; someone is being hurt on purpose; can be social, verbal, physical, or cyber.

I have read the definition of Harassment, discrimination, bullying, cyberbullying, equal opportunity and reporting policies within this handbook.

I understand that the burden of proof lies with the accuser and those conducting the investigation. If in the process of the investigation, it is unclear whether the incident would be considered bullying or not, all of the students involved will meet individually with the school counselor to problem solve the situation. The counselor will give a report to the administration for a final determination of the investigation. Parents will be contacted at the conclusion of the investigation and information will be shared per FERPA guidelines.

Student's printed name

Student's signature

Date

Parent/guardian's signature

Date

Parent / Student Acknowledgement

I understand and consent to the responsibilities outlined in the Prairie City Elementary School Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the aforementioned Handbook at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the behavior code s/he shall be subject to disciplinary action, up to and including expulsion from school and /or referral to law enforcement officials for violations of the law.

I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the District for use in local school publications, other media and for such other purposes as deemed appropriate by the principal.

I understand that the information listed below shall serve as the District's notice of the individual(s) or group(s) to whom my student's personally identifiable information may be released, the specific personally identifiable information to be released and the purposes for which it will be used:

Group: School newspaper, yearbook, website, or other District media, local newspaper and other media. **Purpose:** Publicize to school and community individual student curricular and extra-curricular information and achievement through the use of student names and photographs.

Group: Parent Booster Organizations. **Purpose:** Contact parents of district students for curricular and extra-curricular program support including membership drives, volunteer requests, fund raising and such other informational purposes as may be approved by the District through the use of student and parent names, addresses and phone numbers.

Group: School Co-curricular/Extra-curricular Programs. **Purpose:** Publicize to school and community individual achievement and to contact students and parents for program support including student participant recruitment, volunteer requests and fund raising through the use of student photographs, student and parent names, addresses and phone numbers.

I have read /reviewed the PC Elementary Student Handbook with my Classroom Teacher, or with the administration, and understand my rights and responsibilities. If I have questions or concerns it is my responsibility to contact an administrator at 820.3314.

Classroom Teacher: _____

Student's Printed Name: _____

Student's Signature: _____

Parent/Guardian's signature: _____

Date _____

I **[do]** **[do not]** give my permission for the District to release my student's personally identifiable information as listed above. I have marked through the types of personally identifiable information that I wish the district to withhold and the individual(s) or group(s) to whom such information may not be released.

Student(s) Name(s) _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

PARENT PERMISSION FOR SCHOOL TRIPS

Dear Parents:

During the school year, your child may be making a number of trips to places of interest as part of the planned educational program of this school. These places may be within walking distance of the school, but some will require transportation. When out of district trips are planned, you will be notified in advance. To include your child in these trips, we will need your permission in writing. Please fill in the form at the bottom of the page and return it to the school office.

In order for your child, a minor, to take part in and receive the advantages of a program planned and sponsored by the Prairie City School District #4 of Grant County, Oregon, I am permitting him/her to make any or all of the trips included in the planned program of the school. Transportation may be provided in such form and at the discretion of the School District as approved by the Superintendent.

In case of willful disobediences by my child, I release Prairie School District #4 and its employees, and waive all claims of any kind, arising out of the trip(s) taken as herein provided.

I also authorize Prairie School District #4 and its employees to secure the services of a physician or hospital and to incur the expenses for necessary services in the event of accident or illness, and I will provide for the payment of these costs.

I understand that the permission granted does not release Prairie School District #4 or its employees where gross negligence is established.

I give permission for my child to go on school planned trips.

NAME OF CHILD

PARENT OR GUARDIAN SIGNATURE

DATE