

**STUDENT/PARENT HANDBOOK**

**2018-2019**

**Welcome to Humbolt Elementary School!**

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 Humbolt Elementary School at 541-575-0454.

**GENERAL SCHOOL INFORMATION**

Humbolt Elementary School

329 N. Humbolt Street

Canyon City, OR 97820

**Phone: 541-575-0454**

Fax: 541-575-3609

Website: <http://humboltelementary.weebly.com/>

Facebook Page: [www.facebook.com\humboltpros](http://www.facebook.com\humboltpros)

**SCHEDULE**

Campus Opens: 7:30am

School Hours: 8:05am – 3:20pm

Tardy Bell: 8:10am

LUNCHES

11:00am Kindergarten

11:05am First Grade

11:10am Second Grade

11:30am Third Grade

11:35am Fourth Grade

12:00pm Fifth Grade

12:05pm Sixth Grade

**Guiding Rules**:

**Safe**: Be free from harm of any kind (physical or emotional).

**Respectful:** Be polite and cooperative with others.

**Responsible**: Be dependable and trustworthy at all times.

|  |
| --- |
| Grant School District #3Working together to be the best for students |

**Mission**

All Grant School District 3 students will engage in meaningful programs which meet the highest educational and ethical standards with a safe, caring, collaborative learning community ensuring each student achieves academic and personal excellence by becoming a lifelong learner and a responsible citizen.

**Vision**

Grant School District 3 schools embrace the ever increasing challenges of living in the world today and thus seek to engage the community in united efforts that will ensure all children reach their fullest development in academic, vocational, physical, and social education.

**Board of Directors’**

**PRIORITIES**

**2018-19 SCHOOL YEAR**

**Student Achievement**

► Meet or exceed state academic standards and develop strategies to meet graduation requirements for all students while supporting individual talents.

**Communicating with Stakeholders**

► Communicate using a variety of means and media to keep the Board and community informed.

**Budget**

► Provide a budgetary financial plan that supports a positive learning environment, encourages academic and technological excellence and maintains or improves district facilities.

**Safe and Secure Schools**

► Provide a welcoming culture where students are safe and cared for while maintaining the rigor expected of our students.

**Humbolt Elementary Staff**

|  |  |
| --- | --- |
| **Principal** | **Office Secretary** |
| Darbie Dennison | Catrina Gabbard |
|  |  |
| **Kindergarten Teachers** | **Special Education**  |
| Adriane Ineck | Ali Abrego |
| Becky Rhinehart | Marci Judd |
|  | Shanna Northway |
| **First Grade** |  |
| Teagan Wick | **Speech/Language** |
| Elsa Spence | Shelley Myers, SLP |
|  | Ann Weymouth, SLPA |
| **Second Grade** |  |
| Karen Broemeling | **Library** |
| Kelli LaFramboise | Shanley Cobb |
|  |  |
| **Third/ Fourth Grade** | **Cafeteria** |
| Amy Hittle | Shanna Wright |
| Brittany Doherty | Eileen Roberts |
| Robyn Miller |  |
| Joan Walczyk | **Custodians** |
|  | Gordon Beil |
| **Fifth Grade** | Jordan Walker |
| Andrea Ferreira |  |
|  | **Instructional Assistants** |
|  | Erin Beil |
| **Sixth Grade** | McKenzie Davis |
| Sharon Fritsch | Shanley Cobb |
| Georgia Boethin | Tonya Fulton |
|  | Erin Hodge |
| **Music**  | Vanessa Houpt |
| Levana James | JoAnn Humphreys |
|  | Jenny Juve |
| **Physical Education**  | Kelley McDaniel |
| Justin Larson | Brenda Randall |
|  | Michelle Willey |
| **Title I** | Kabrina Vardanega |
| Samantha Gerry | Dovie Wood |
|  |  |

**Humbolt Staff Telephone Extension Numbers**

The following are extension numbers for Humbolt’s staff. When you call Humbolt’s number, you may **dial 0 to speak with someone in the office for transportation or urgent matters**. For all other business, you may enter the extension number to leave a message for a staff member. Please note that teaching is our number one priority, so any **messages left for staff members may not be checked until after school**. If you have something that requires immediate attention, you need to dial 0 for the office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Extension Number** | **Name** | **Extension Number** |
| Abrego, Ali | 105 | Juve, Jenny | 109 |
| Beil, Erin | 105/111 | LaFramboise, Kelli | 107 |
| Beil, Gordon | 115 | Larson, Justin | 108 |
| Boethin, Georgia | 122 | McCumber, Rhonda | 103 |
| Broemeling, Karen | 106 | McDaniel, Kelley | 105 |
| Cobb, Shanley | 129 | Miller, Robyn | 123 |
| Davis, McKenzie | 128 | Moulton, Charissa | 104 |
| Dennison, Darbie | 113 | Myers, Shelley | 126 |
| Doherty, Brittany | 118 | Shanna Northway | 111 |
| Ferreira, Andrea | 120 | Randall, Brenda | 110/102 |
| Fulton, Tonya | 112 | Rhinehart, Becky | 127 |
| Gabbard, Catrina | 101 | Roberts, Eileen | 114 |
| Gerry, Samantha | 112 | Spence, Elsa | 110 |
| Fifth Grade | 119 | Vardanega, Kabrina  | 111 |
| Fritsch, Sharon | 121 | Walczyk, Joan | 124 |
| Hittle, Amy | 130 | Walker, Jordan | 115 |
| Hodge, Erin | 105/111 | Weymouth, Ann | 126 |
| Houpt, Vanessa | 105/111 | Wick, Teagan | 109 |
| Humphrey, JoAnn | 105 | Willey, Michelle | 111 |
| Ineck, Adriane | 128 | Wood, Dovie | 127 |
| James, Levana | 131 | Wright, Shanna | 114 |
| Judd, Marci | 111 |  |  |
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# Absences

At any time during the school day when you or someone else must pick up your student, they need to be signed out at the office before leaving. If someone else besides the custodial parent is to pick up the child, the school must receive a signed note.

Attendance Regulations

To obtain an adequate education it is necessary that each student attend class unless unable to do so because of unavoidable circumstances. A single absence from regular class can seriously affect student progress and grades. Consequently, students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling.

Rights and Responsibilities

1. As provided in ORS 339.010, all children between 7-18 years of age, who have not completed the 12th grade are required to attend a public full-time school in the district in which the child resides, except provided in ORS 339.020.
2. Every person having control of any child between 7-18 years of age who has not completed the 12th grade is required to send and maintain such child in regular attendance during the entire school year.
3. School officials must enforce the compulsory attendance laws for the State of Oregon.
4. Students have the right to know the conditions that determine grades in a class, including the effects of absenteeism.
5. Students who are absent (excused or unexcused) for a long period of time may have to repeat the course or grade, if insufficient work is completed to warrant a grade.
6. The school, by law, must drop the student from the membership rolls after 10 days of successive absence.

# Arrival and Dismissal

Doors open at 7:30am. Students should not arrive at school before 7:30am and should leave for home promptly at their dismissal time unless they are involved in after-school activities. Teachers will keep this information on file. At the end of the school day, students will be dismissed separately by groups (bus riders, walkers, picked up by parents or older siblings). Students are under school supervision during regular school hours.

# Birthday Celebrations

Students will be recognized for their birthdays, but parties with cake or other treats will be limited to a maximum of one day per month.

# Behavior

Humbolt students are taught the importance of positive character traits. Family assistance from home with teaching these traits is greatly appreciated. We believe in modeling what it means to care by being: **safe, respectful,** and **responsible**. Please see the **Expectations for Common Areas** chart on the following pages for more information.

**Expectations for Common Areas**

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Be Safe | Be Respectful | Be Responsible |
| Cafeteria | * Take what you touch
* Follow routes while walking
* \*Raise hand and wait for permission from supervising adult before leaving seat

\*Grades K-2 must raise hand, 3-6 are dismissed by table | * Use good manners and proper table talk
* Clean up your area
* Inside voices
* “Please” “Thank you” and “No, thank you” when accepting or not accepting food
 | * Wait in line patiently
* All food and drink stays in cafeteria
 |
| Sidewalks and Hallways | * Walk on right side
* Walk in a single file line
* Walk at all times
 | * Use kind actions
* Hands, feet and property to yourself
* Quiet lines
 | * Go directly to your destination
* Use drinking fountains appropriately
* Wait patiently in your line
 |
| Arrival and Dismissal | * Walk at all times
 | * Respect property that is yours and others
* Use a normal speaking voice
 | * Go directly to your destination
 |
| Playground Recess | * Keep hands and feet to yourself
* Stay within boundaries
* Walk on blacktop
* Follow playground rules
* Use equipment appropriately
 | * Demonstrate good sportsmanship
* After whistle, line up quickly and quietly
* Follow game rules
 | * Get adult help for accidents
* Pick up garbage and belongings
* Ask before you leave the playground
* Put away equipment at the end of every recess
 |
| Computer Lab | * Walk to computers
* Keep hands/feet to yourself at the work station
* Wear headphones correctly
* Keep your chairs still
* Internet safety
 | * Use keyboard and mouse gently
* Work only in your account
* Use kind words and actions
 | * Keep settings as school settings
* Go straight to your station
* Log off
 |
| Gym | * Keep eyes on activity as you move through the gym
* Use equipment for its intended use
 | * Demonstrate good sportsmanship
 | * Only clean PE shoes on gym floor
* Return equipment after use
 |
| Library | * Use chairs and tables appropriately
* Use a stepping stool for higher shelves or ask for help
 | * Use quiet voices
* Handle books with care
 | * Return books on time
* Return materials to their proper place
* Keep all areas neat
 |
| Bathrooms | * Keep the floor dry
* Wash hands
* Keep feet on the floor
 | * Keep walls clean
* Keep floors clean
* Give people privacy
 | * Flush toilets
* One pump of soap
* Three pushes on towel dispenser
* Use the bathroom for its purpose
 |
| Classroom | * Keep hands and feet to yourself
* Keep walkways clear
 | * Be on time and prepared
* Clean up after yourself
* Stay on task
 | * Follow adult directions
* Respect property, yours and others’
* Speak at appropriate times
* Use kind words and actions
* Actively listen to designated speaker
 |

Disruptive Behavior

Students may not disrupt the learning environment/process in a negative way impacting other student’s right to learn and the instructors’ right to teach. Behavior that is deemed disruptive or inappropriate will not be tolerated by the classroom instructor and offenders may be subject to further consequences.

# 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, you will need to come to school and deliver a note to the office. No changes will be made after 2:00pm. Bus changes will not be made over the phone. If you are picking up your child after school, you must use the pick-up lane at the north end of the school by the cafeteria. Dismissal is at 3:20pm and parents should be here at that time.

# 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 obey promptly 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.

# 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 cancelled unless a significant safety risk or any unusual circumstances. The district has a calling system that will call your phone with school closure information.

The John Day School District will notify the local paper, and the radio station of any school closures or alterations in school hours. School closures will be posted on Humbolt Elementary School’s Facebook page and the school website at: http://humboltelementary.weebly.com/.

In the unusual circumstance when school must be cancelled 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.

# Cell Phones

Cell phones are not allowed in school. If a student brings a personal cell phone to school, it must be turned off and stored in the student's book bag or backpack or in the office. Cell phones taken from students will only be returned to parents/ guardians. Students violating district/school cell phone policies will be disciplined. The school assumes no responsibility for damage or theft of cell phones.

# Child Abuse

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

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.

# Computer Lab

Students may not use the Internet without a signed parental consent form. Students may not have an e-mail account or retrieve any kind of e-mail on a school computer.

# Doctor and Dentist Appointments

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

# 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) Threat to the health and/or safety of the students concerned or of other students.

This is an elementary school and as such any type of dress or grooming that is distracting, disruptive and/or deemed inappropriate for such a 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. 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.

# Electronic Devices

Electronic devices (with the exception of cell phones) are not allowed at school. Examples: handheld games, MP3 players, CD players, iPODS, etc. Exceptions are on field trips with the permission of the students’ teachers. The school is not responsible for lost or stolen electronics.

# Emergency Drills

Fire, crisis, and earthquake drills are conducted throughout the school year.

# 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) Emergency phone numbers of friends or relatives 4) Physician’s name and phone number 5) Medical alert information

**PLEASE KEEP EMERGENCY NUMBERS 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.

# Food Service

Regular priced meals for students are: Milk: $.35 Breakfast: $2.00 Lunch: $2.50

Regular priced meals for adults are: Milk: $.35, Breakfast: $2.25, Lunch: $3.50

The school works in cooperation with the federal government providing the free and reduced lunch program. The reduced costs are: Breakfast: Free Lunch: Free

A light breakfast is offered in the cafeteria from 7:30 to 8:00 each morning school is in session. Parents wishing to eat lunch with their children are to call the school prior to 9:00am and let the school know how many extra lunches are needed. Meals may be paid for in the office. Meals cannot be charged. Our cafeteria staff, following Federal and State guidelines for 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.

# Fund Raising

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

# 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.

# 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 particular teachers 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. Parents can complete a form indicating their child’s needs. These forms are available in the office. Parent input forms are due to the office prior to the last Friday in May.

# 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 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 is good for a maximum of three (3) days. Any extension will require a doctor’s written excuse stating the amount and type of activity that can/cannot be done, and the reason and amount of time to be out of P.E. class and/or recess. Please consider that if your child is too sick to participate in P.E. and/or recess, she/he is probably too ill to be at school. We understand that there are exceptions.

# 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 (DPT), Polio, Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), Hepatitis A and Hepatitis B.

# Instructional & Support Programs

## Friday Academy

Students will be invited to school on Fridays from 9am – noon by their teachers for additional support in specific areas of instructional need. Busing is available, see the district website for Friday bus routes.

## 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.

## Title I

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school’s Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school’s participation in and requirements of Title I. Students or parents with questions should contact a building administrator or Title teacher.

Humbolt Elementary School qualifies for Title I funding. Title I requires that para-professionals meet specific requirements that qualify them as highly qualified. Humbolt’s teachers and para-professionals working in Title I programs are highly qualified. This public notice is verification by the principal that our school is in compliance with this requirement.

Parents have the right to request the qualifications of their child’s teacher.

# 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.

# 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

Books may be checked out by students for one week and then renewed for one more week if necessary. Students must return books to the library to renew them for the second week. Students with any overdue books may not check out new books. Lost or damaged books must be paid for by the student. A letter will be sent to the student’s home with the name and the price of the book. Students who habitually have overdue books may be asked to leave books at school.

# Lost and Found

All clothing found on the campus, regardless of its value, is placed in the lost and found area in the cafeteria. 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. The school is not responsible for lost, damaged, or stolen articles. Children are discouraged from bringing toys or other valuable items from home.

# Medications

ALL MEDICATION MUST BE TURNED IN TO THE SCHOOL OFFICE with a note from the parent or doctor as to proper use. The medication must be in the original packaging. There is a form, available in the office that must accompany long term medication.

# Modified Diplomas

John Day School District shall award a modified diploma to students who have demonstrated the inability to meet the full set of academic content standards, even with reasonable accommodation, but who fulfill all state requirements and all applicable school district requirements.

A school team will determine if a student will work toward obtaining a regular diploma, modified diploma, or alternative certificate. The school team must include a parent or guardian of the student. For a student receiving special education, and related services, the resident school district will determine the school team for that student.

Students and their parents or guardians will be notified by the 5th grade of the availability of the modified diploma. The district will ensure that parents or guardians are involved in the decision to pursue a modified diploma for a student. After students working toward a modified diploma complete the 8th grade, modified diploma information shall be reviewed annually with the parent or guardian of the student.

This is official notice to parents about the modified diploma option. Contact your building principal for further information.

# 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.

# Parent Volunteers

John Day School District considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms, programs, and extra-curricular 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 only needs to be done one time, as it will be kept on file at the district office.

# Parent Teacher Association (PTA)

Humbolt Elementary School's PTA has been highly involved in our school. All parents are urged to become members and actively participate. Each year the PTA sponsors several money making 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.

# Parent-Teacher Conferences

Parent-teacher conferences occur after the first grading period of school (usually in November) and again in the spring (usually in April). 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. The teachers can do a much better job with students if they can share their understanding of the students directly with the parent. Parent conferences are encouraged and can be arranged at any time during the school year by calling the school. It is not necessary to wait for the regular conference time if a parent has a special concern. Likewise, a teacher may sometimes 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.

# Peer Mediation

Every year students in grades 4-6 are selected to receive peer mediation training. This program is designed to assist and intervene with student conflicts prior to any confrontations. In addition, students learn leadership and problem solving skills.

# Personal Invitations

Invitations for private parties should be sent through the mail and not brought to school for distribution.

# Pets

No pets of any kind are allowed at school. Teachers may give special permission for pets to be brought in to 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.

# 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.

# Section 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. John Day School District honors and upholds these regulations.

# Student Council

At the beginning of each quarter, two fourth, two fifth, and two sixth grade students will be recommended by their classroom teacher to be a part of the Student Council for the quarter. Their representation will allow for student involvement in school decisions. Students selected to serve on the student council may be dismissed of their duties at any time throughout the school year if misbehavior warrants removal (i.e.: detentions, missing meetings, etc.).

# Tardy Policy

The Staff at Humbolt 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. Students must check in at the office and receive a tardy slip when they are late for school. They will receive a tardy mark on attendance. If the parent excuses the tardy it will be documented as an excused tardy.

# Unauthorized Articles

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students will 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:

 A. Discipline, suspension or expulsion

B. Payment to school for damages incurred

C. Turning the case over to law enforcement

# 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 visitor’s list. Please help us to keep our schools safe for everyone by following these procedures:

A. 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.

B. If parents are going to a classroom to help, they must stop by the office, sign in, and get a visitor’s pass.

C. Students are not allowed to have student visitors at school.

# 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 warrant a 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, Board of Directors.

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/Look Alike Weapons

Weapons or replicas of weapons will not be permitted on any property of the District. Weapons include, but are not limited to: firearms (and/or ammunition), knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, 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 and will not be brought onto the school grounds. These items will be confiscated and the police will be informed.

*Grant School District 3 does not discriminate in employment, educational programs, and activities on the basis of race, national origin, color, creed religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at 541-575-1280. 401 N. Canyon City Blvd., Canyon City, OR 97820. For telecommunications relay services for the deaf, hearing or speech impaired call 1-800-735-2900.*

# Appendix A

# Infraction Chart

|  |  |  |  |
| --- | --- | --- | --- |
| INFRACTION | DEFINITION  | ACTIONS: MINIMUM | ACTIONS: MAXIMUM  |
| Alcohol and Drugs  | Possession (including evidence of use or sale) of any alcoholic beverage, narcotic, dangerous drug, or drug paraphernalia on or about the school premises, or at any school sponsored activity.  | As per district policy and school athletic policy.  | Expulsion  |
| Assault  | Physical attack.  | Suspension  | Expulsion  |
| Bus Misconduct  | Disregard of state bus regulations or district rules.  | Informal talk  | Suspension from bus |
| Defiance  | Willful disobedience, insubordination.  | Student conference  | Expulsion  |
| Electronic Devices(Cell phones, I-Pods, etc.) | Using electronic devices during school hours with the exception of lunch. | Detention | Suspension |
| Explosive Devices | Use, threat to use, possession, or sale of device, including ignition/lighter devices.  | Suspension  | Expulsion  |
| Fighting  | Physical contact with intent to inflict harm.  | Detention  | Expulsion  |
| Forgery, Lying, Academic Dishonesty  | Producing false or misleading information.  | Informal talk | Suspension |
| Gambling  | Participation in games of chance for purpose of exchanging money. | Informal talk | Suspension  |
| Inappropriate Behavior Excessive Disciplinary Offenses  | Conduct (including language) that deprives others of their rights or disrupts educational procedures.  | Informal talk  | Suspension  |
| Noncompliance  | Persistent failure to follow rules. | Parent contact  | Expulsion  |
| Tardiness  | Late arrival to school or class.  | Parent contact  | Detention  |
| Theft  | Taking, sale, possession of items not belonging to you.  | Suspension  | Expulsion  |
| Tobacco  | Possession of tobacco and/or “look alike” tobacco products on campus.  | Referral to Juvenile department  | Suspension  |
| Threat, Harassment, Hazing | Depriving one of their rights to live peacefully and without fear of harm.  | Informal talk  | Expulsion  |
| Unexcused Absence  | Absence not excused by the school.  | Friday detention  | Expulsion  |
| Vandalism Trespassing | Intentional destruction.  | Suspension and compensatory damages  | Expulsion  |
| Weapons | Possession of, use of, attempted use of and/or the threat to use a dangerous object which could inflict harm (as defined by ATF).  | Turned over to law enforcement per ORS 339.315 | OnOne Expulsion |

# Appendix B

# Student/Parent Acknowledgement

I understand and consent to the responsibilities outlined in the Humbolt Elementary SchoolHandbook. 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 have read /reviewed the Humbolt Elementary Student Handbook, and understand my rights and responsibilities. If I have questions or concerns it is my responsibility to contact an administrator at 575-0454.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign and return this form to the classroom teacher or main office.**

Appendix C

Release of Personally Identifiable Information

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 and classroom websites, 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 Teacher Association.

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 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.

\_\_\_\_ Yes, I give my permission for the District to release my student’s personally identifiable information as listed above.

\_\_\_\_ No, I do not authorize the District to release my student’s personally identifiable information as listed above and 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 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign and return this form to the classroom teacher or main office.**