

# Student and Parent Handbook

2009 - 2010



**Blodgett Elementary School  
Clemens Primary School  
Philomath Elementary School**

**Philomath School District 17J**

**Blodgett Elementary  
Clemens Primary  
and  
Philomath Elementary  
Schools**

## **Mission Statement**

**Together we nurture, respect and challenge all individuals to become responsible, independent, life-long learners.**

## **Guiding Beliefs**

- Provide a safe, positive, joyful and cooperative learning environment.
- Establish and maintain a partnership between family, school and community.
- Promote honesty, integrity and compassion.
- Guide children to acknowledge and accept responsibility for their own actions.
- Educate students to realize their full academic and creative potential.

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(This section contains pages 1 through 17 of its own PSD17J document (On Web, see "Code of Conduct))	

# Hours of Attendance

Before school supervision is limited at all buildings. For the safety of students, parents should not drop students off early unless they are eating breakfast, or are participating in a special program. *See page four (4) for regular hours of attendance.*

## 2009/2010 — Early Release Days

For the 2009/2010 School Year, the Philomath School District has established four early release days for professional development activities, which include:

- time to work examining student data to improve achievement;
- needed articulation time for subject area teachers to align K-12 curriculum standards; and
- the implementation of PowerSchool's grade book.

All schools in town will begin at the normal start time, with bus schedules to accommodate the early release time. The Early Release times are as follows:

**8:15am** - start time for all day kindergarten student, AM kindergarten students, and 1<sup>st</sup> grade students.

**10:15am** - dismissal time for AM kindergarten students

**11:00am** - start time for PM kindergarten students

**1:00pm** - dismissal time for all day kindergarten, PM kindergarten and 1<sup>st</sup> grade students

All Early Release times will occur on the following days:

- September 23, 2009
- March 11, 2010
- April 28, 2010
- May 21, 2010

Thank you for your cooperation.

## Blodgett Elementary School

(See 09/10 Early Release Days – Previous Page)

7:30 a.m.	Students having breakfast may enter at this time to eat
7:45 a.m.	Class begins
7:45 to 11:00	Kindergarten schedule
11:30 a.m.	Lunch
2:30 p.m.	Dismissal

## Clemens Primary

(See 09/10 Early Release Days – Previous Page)

7:55	Students may enter the building (breakfast served from 7:55–8:05)
8:15	Class begins
10:15	a.m. Kindergarten dismissal
11:00	p.m. Kindergarten begins
1:00	Dismissal for full day Kindergarten, p.m. Kindergarten and 1st grade

## Philomath Elementary School

(See 09/10 Early Release Days – Previous Page)

7:45 – 8:00 a.m.	Breakfast served
8:05 a.m.	All students may enter the building
8:15 a.m.	Class begins
2:40 p.m.	Dismissal

# 2008/2009 Blodgett Elementary Staff

Principal.....Cynthia Golston  
Secretaries ..... Cari Gunter & Jean Chiappisi

K-2 Grade Combination..... Karen Goulding

3-4 Grade Combination (Head Teacher)..... Julie Torkelson

## Student Support and Enrichment

Music ..... Amy Kao  
Physical Education..... Amy Kao  
Speech Therapist ..... Barbara Barry-Doyle

## Support Staff

Counselor..... Donna Dinsmore  
Custodian ..... Barbara Musinter  
Food Service ..... Amber Bauer, Janet Lane  
Instructional Assistant.....Cheri Stouder

# Clemens Primary School Staff

Principal.....George Winterscheid  
Secretary..... Barbara Gilstrap

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## Teachers:

Kindergarten.....Becky Harman  
..... Brittney Kampfer  
..... Diane Priewe

First Grade ..... Doris Harvey  
..... Susan Hobbs  
..... Sherri Jaster  
..... Medora Wyatt

## Student Support and Enrichment

Music.....Amy Kao  
Physical Education ..... Ron Morella  
Speech Therapist .....Helen Sease

## Support Staff:

Counselor ..... Donna Dinsmore  
ELL (English Language Learners) ..... Diane Priewe/Amber French (Asst)  
Media ..... Ruth Mock  
Instructional Assistants..... Kathy Bauer, Jane Eberhardt, Lisa Hamilton, Lyla Worley,  
April Sadler-Nieman, Carol Williams, Kris McHuron-Guss  
Food Service ..... Geri Tannis (breakfast), Dawnelle Davis (lunch)



# Philomath Elementary School Staff

Principal.....Cynthia Golston  
Behavior Assistant .....Teresa Boss  
Secretaries .....Cari Gunter & Jean Chiappisi

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## Classroom Teachers

Second Grade ..... Heather Gordon  
Jennifer Gray  
Elaine Hall  
Tony Thompson  
Third Grade ..... Sandy Cruise  
Byron Holyrod  
Jennifer House  
Barbara Weeks  
Fourth Grade ..... Cindy Hall-Bogard  
Valerie Morris  
Krystal Rutledge  
Fifth Grade ..... Jennifer Buchanan (4/5 Blend)  
John Patterson  
Jolie Charles  
K'Lynn Coleman

## Student Support & Enrichment

Learning Resource Room ..... Lois Olund  
Developmental Learning Center ..... Shelly Gruver  
Music ..... Colleen Schulze  
Physical Education ..... C.A. Rath  
Speech & Language ..... Helen Sease  
Title I Reading ..... Cindy Barrie  
Title 1 Math/RTI ..... Genie Mortenson  
Counselor ..... Donna Dinsmore

## Support Staff

Media Assistant..... Ruth Mock  
Custodians ..... Pat Wagner & Leslie Barnes  
Food Service..... Sally Pellett, Jeri Tanis  
District Health Services .....Cindy Ertle  
ELL (English Language Learners) ..... Jennifer House/Amber French (Asst)  
Instructional Assistants ..... Lillian Edmonds, D'ette Hendrix,  
.....Gina Morrison, Sandy Palmieri, Rose Marie Reed,  
..... Rosa Thurber, Gail Tofflemire, Kris McHuron-Guss, Sue Miller

## After School Hours

Every child is expected to go home immediately upon dismissal unless special arrangements have been made in advance. **Notes or phone calls will be required for the following:**

- Pupils wishing to stop any place other than going directly home,
- Students wishing to ride a different bus,
- Students being picked up at school by someone other than their parents

Primary children who do not ride the bus are not permitted to wait for older brothers or sisters. The principal must approve all exceptions.

If you are picking children up following dismissal, please do so promptly as we do not provide supervision on the grounds of the school following dismissal.

If children are asked to remain after school, their parents will be notified in advance.

Children wishing to come back to use the playground after school may do so, providing it is not being used for school activities. Following dismissal, school personnel do not supervise children.

## Attendance, Absences, Excuses

Every day of school is an important day for your child. Irregularity in attendance endangers the child's opportunity for success. It is the intent of the Philomath School District to provide the best possible educational opportunity for all students. To reap the benefits of such an opportunity, students and parents must take an active role in the learning process, beginning with regular and punctual attendance. Oregon law (ORS 339.010 and ORS 339.020) identifies the parent/guardian with the responsibility of having his/her child attend school on a regular basis. This District's hope is that with your understanding of our attendance rules, regulations, and policies, you will be an integral part of your child's success in school. To bring consistency and clarity to District attendance policies, we would like to provide the following information.

### Excused Absence/Tardy

Philomath School District **ONLY** recognizes the following reasons as valid excuses for an absence.

- Illness, medical or dental appointments
- Serious illness or death in immediate family
- Emergency medical or dental needs
- Absences approved in advance by the school principal
- 

### Unexcused Absence/Tardy

Philomath School District **will not** recognize the following as excuses for an absence from school:

- Truancy
- Oversleeping
- Missing the bus or car malfunction
- Shopping/haircut appointments
- Family vacation, hunting or fishing excursions **not approved by principal in advance (see Excused Vacations, below)**
- Birthdays, family visiting or other celebrations.

Consequences for unexcused absences and tardies are designated in ORS 339.065 (Compulsory School Attendance)

**When calling in or sending a note regarding your student's absence, you must indicate the reason for the absence. If no explanation is given, the absence will remain unexcused.**

## Excused Vacations

If you are planning a vacation that includes school days, and want it to be excused, please stop by the office ***two weeks prior*** to the date to complete a *vacation request form*. If the form is not completed two weeks in advance, the dates will be unexcused.

***PES Students:*** Because of teacher planning time, a homework log will be sent with your student instead of having the teacher prepare homework for your student for a vacation when classes are in session. Teachers will have the option of having students complete missed assignments upon return. Students will be given adequate time to make-up missed work.

## Bicycles

Students who ride their bicycles to school will be governed by the same rules that control all vehicular traffic. Please be reminded that as of July 1, 1994 all bicycle riders must wear helmets when they ride.

1. People who drive cars do not always watch for bicyclists.
2. Always make eye contact with the driver before proceeding.
3. Keep on the right and ride in a straight line.
4. Always ride in single file.
5. Give pedestrians the right of way.
6. Look out for cars pulling out of traffic.
7. Keep a sharp lookout for drivers who suddenly open car doors.
8. Never hitch on to other vehicles.
9. Never "stunt" in traffic.
10. Always walk your bike across the street when using a crosswalk.
11. Bicycles will be walked on school grounds between 7:30a.m. - 3:00 p.m.

## Bus Information

First Student provides student transportation for the Philomath School District. All bus-riding students must be registered with First Student to ride a bus. School rules and regulations apply to bus riders as well as any additional rules and regulations stated by First Student. Please call First Student at 929-2727 for further information.

**NO STUDENT is to ride a different bus unless he/she has a signed note from home, or the school office, requesting the change. This note is to be shown to the teacher and office and then given to the bus driver. Students without written consent will not be allowed on a different bus.**

# Childfind

Oregon and Federal statues guarantee that all school age children have the right to a free public education. Philomath School District makes every effort to locate, identify, and evaluate students between the ages of 0-21 who are not enrolled in school and may be in need of special education services. If you know of such a child, please call 929-3169. ORS 343.157-OAR 581-15-037-34FR 300.220.

## Conferences & Reporting

It is our belief that regularly scheduled parent-teacher conferences allow for improved communication, which in turn results in more consistent student progress.

Prior to the conference, each teacher will notify parents as to the times that are available. Teachers will hold two conferences with every parent this year. One conference will be scheduled in the fall and another in the spring. Report Cards will be sent home as follows:

- Grades K-3 — January and June
- Grades 4-5 — January and June; however, as Power School becomes incorporated into PES, Report Cards may be sent home Quarterly.

Parents are encouraged to contact their child's teacher whenever they feel a need to do so.

## Dress Code

The personal choice in dress, hairstyle, and total body care must take into consideration the health, safety and potential disturbance of the educational process. Courtesy, good taste, and discretion are encouraged.

Students are **NOT allowed to wear** shirts with references to tobacco or alcohol or lewd behavior. Shirts are to cover the midriff and have thick straps (no spaghetti straps) or cap sleeves at the minimum. Shorts/skirts/dresses are to be of modest length (hem of shorts/skirts/dresses are to be as long as fingertips or longer). No flip-flop sandals (these are a hazard on the playground and at P.E.). Hats are not allowed inside the building.

The final determination of the appropriateness of attire is the responsibility of the Principal.

## Emergency Dismissal of Students

Certain conditions may require that we dismiss school early. If the students will not be able to reach home safely, they will be cared for at the school until arrangements can be made to safely send them to their homes.

The most common emergencies are snow and ice. Our first concern is always the welfare and safety of the students. Local radio stations will announce school closures or changes in the daily schedule. See *Incident Weather* for the stations carrying these announcements.

Please be assured that we will do our best to handle emergency dismissals in a manner that will provide the best care for the children in our custody. If you wish to discuss this further, you are invited to come to school and talk with the principal.

If there is sufficient warning of an emergency, the children will be sent home. The bus drivers will be available immediately in case of an emergency.

It is urgent that you arrange for emergency care of your child(ren) in case they are evacuated and no adult is at home. Arrangements should be made with neighbors or friends in anticipation of such an event. Children that normally walk to school will be expected to walk home.

The staff will do everything in their power to care for all the children. Please do not ask for special handling unless the arrangements are made in advance in writing.

## Emergency Drills

Fire and earthquake drills are held on a regular basis. These drills are held to practice procedures necessary for emergency evacuation. Each teacher is responsible for explaining to their students the specific route out of the building from their classroom.

## Facilities Use

The Philomath School District permits a reasonable amount of free or rented use of the school buildings and facilities. Arrangements for the use of the building should be made by calling the school and checking on the availability. Usage and billing decisions will be based upon the adopted School Board Policy KG-AR.

## Field Trips

In connection with their classroom instruction, children may take planned trips to different locations of educational value during the year. A field trip permission slip must be filled out by the parent or guardian and returned to the school (prior to any trip where transportation is used), OR the student will not be allowed to participate.

Bus Field Trips: Riding the school bus to and from field trips is an integral part of any field trip experience. Parents wishing to transport their own children to or from a field trip must make arrangements in the school office PRIOR to the day of the field trip. Children will only be released to their own parent or guardian while on a field trip.

Walking Field Trips: Parents are asked to approve permission for all walking field trips on the back of the Registration Form. Prior to each walking field trip, parents will be notified and permission slips will only be required for students whose parents have not authorized prior approval on the registration form.

*Classroom teachers may also be asking for volunteer chaperones to accompany these trips. If you would like to accompany your student and their class, you are required to complete a Volunteer Application every 3 years. According to Oregon law, the Philomath School District is required to run a Criminal History Check on all volunteers. If a volunteer refuses to*

*consent to a criminal history background check, they will be unable to attend field trips or volunteer in the district.*

## Flowers & Gifts

We would like to discourage the sending of gifts or flowers to students during the school hours. It can be very disrupting to classroom routine. If items are received during school hours, they will be held in the office until the end of the day.

We do encourage notes or cards to students in lunches or backpacks to celebrate special occasions.

## Food Service

Breakfast and lunch are available for our students. This program is operated under the guidelines of the USDA National School Lunch Program, and is under the direction of Corvallis Schools' Nutritional Services Director.

Students may be eligible to receive breakfast and lunch for free, or at a reduced price, if families fall within certain federal income guidelines. Applications will be sent out in the fall, and will also be available in any school office throughout the year as income situations may change. Feel free to call or pick one up at any time.

Morning Kindergarten students may purchase breakfast and Afternoon Kindergarten students may purchase lunch. Kindergarten parents should check with their child's teacher regarding specific eating times for breakfast or lunch.

Meal prices for 2009/2010 are as follows:

<u>Full Price</u>	<u>Reduced Price</u>
Breakfast: \$1.00	Breakfast: \$ .00
Lunch: 2.00	Lunch: .40
Milk: .40	Milk: .40

The Adult Lunch Price is \$3.00.

The Corvallis Food and Nutrition Services Department runs on a computerized payment system. The system operates on a deposit/debit basis. Money is deposited in advance into a student's account. Deductions are made each time a student purchases a meal or milk.

It is expected that a positive balance be maintained in the student's account to cover each purchase. Payment by check for each month is encouraged to reduce bookkeeping and to ensure that positive balances are maintained.

Transactions for students qualifying for free or reduced meals appear the same as all other students.

Zero or negative balance reminders are sent home from each school when necessary.

## Food, Gum, Candy, & Snacks

Students are not allowed to chew gum at school. Candy is discouraged from being sent for snacks or lunch.

Hepatitis A cases in Oregon continue to rise. To reduce the risk of this disease, as well as other food borne illnesses, **please bring only store bought food for treats to share with the classroom.**

## Health Program

Our schools provide students and their families with additional health related services. These services include screening and referrals, examinations, immunizations, health education and information, vision and hearing tests, and immediate care for ill and injured children.

A registered nurse from the Benton County Health Department provides services to the students of our district. However, **the Health Rooms are not staffed full time by this registered nurse.** If you have questions, you may call the elementary school (929.3253), or the middle school (929.3167), and ask for the Health Nurse, and/or leave a voice mail message for her at either of those places.

## Inclement Weather or Emergency Schedule Alerts

During the winter months weather conditions may be such that a) closing school b) delaying the start of the school or c) running alternate bus routes may be necessary. When such conditions exist a message will be broadcast in the following ways:

- 1) Local radio and T.V. stations:
  - a. All local radio and T.V. stations are notified of school schedule changes due to inclement weather or emergencies via FlashAlert (see below). Please be aware that each station has its own schedule and manner in which announcements are made.
- 2) Automatic Text and E-Mail messages:
  - a. You may subscribe to receive automatic text and/or email messages to be sent to you through FlashAlert.
  - b. To subscribe: go to [www.flashalert.net](http://www.flashalert.net) >Subscribe>Willamette Valley>Benton Co. Schools>Philomath
- 3) School and District phone messages:
  - a. Philomath School District Office 929-3169
  - b. Philomath Elementary School Office 929-3253
  - c. Clemens Primary School Office 929-2082
  - d. Blodgett Elementary School—No phone message available
- 4) District Website update: [www.philomath.k12.or.us](http://www.philomath.k12.or.us)

Parents who keep students home due to travel safety concerns should call in to the appropriate elementary school to excuse the absence.

Blodgett Elementary School inclement weather/emergency schedule changes may occasionally be different than schools in Philomath.

It is requested that parents please refrain from calling the bus company to determine the status of school during inclement weather days.

## Insurance

Our district makes available an accident insurance policy, covering students who are injured while engaged in school activities and while traveling to and from school. Forms to apply are available in the school office.

## Early Release

(see *Hours of Attendance - page 2*)

## Legal Name

All children must be registered at the office under their Legal Name. Should a child's name legally be changed during the school year, documentation will need to be brought to the school office.

## Library Use

All students are provided access to school libraries. When students take home textbooks and library books, they are expected to take proper care and return them at the proper time. Students are required to pay for any lost or damaged books for which they are responsible. Charges are assessed according to the damage done or the cost of a new book. Further checking out of books may be denied if books are not returned or paid for.

## Make-up Work

**PES**: When a student returns to school after being absent, it is their responsibility to find out from their teacher(s) what schoolwork they need to make up. It is also their responsibility to do the work and turn it in at the designated time.

**BL/CPS/PES**: Please call the office prior to 10:00 a.m. if you want homework to be prepared for your child while he/she is out of school. Assignments are not ready until after 3:15 p.m. for pick up.



# Medication at School

## ADMINISTERING MEDICATIONS TO STUDENTS (District Policy JHCD)

The district may approve requests for school staff to administer medication to students, as follows:

1. Prescription Medication that is medically necessary during school hours:  
A completed district-medication-permission form, signed by the parent, must be submitted to the school office. These forms are available in the school office.  
A written doctor's prescription is also required, although the prescription label is sufficient, if the label contains:
  - a. Student Name
  - b. Name of the medication
  - c. How to be taken/administered (Route)
  - d. Dosage
  - e. Frequency of administration
  - f. Other special instruction, if any
2. Non-prescription Medication:  
A completed district-medication-permission form, signed by the parent, must be submitted to the school office. These forms are available in the school office.
  - a. Medication is to be submitted in its original container.
  - b. Medication is to be brought to and taken from the school by the parent.

It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's needs.

It is the parent's responsibility to ensure that the school is informed in writing of any change in medication instructions.

The district may refuse to administer certain medications that may pose a safety risk to the student, including sedatives, certain narcotics and supplements or homeopathic remedies that are not FDA approved.

## SELF MEDICATION

1. **Grades K-6:** Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access, and the necessary permission form and written instructions have been submitted as required above;
2. **Grades 7-12:** See student manual for the appropriate school.

**DISPOSAL OF MEDICATIONS** — Medications not picked up by the parent at the end of the school year or within (5) school days of the end of the medication period (whichever come first), will be disposed of by designated school staff in a non-recoverable fashion (*for a copy of the entire medication policy, please check with the school office — Policy JHCD*).

# Newletters

The CUB NEWS (the CPS school newsletter) and the FALCON (the PES school newsletter) will be emailed home with students each Friday, unless the parent has requested a hard copy. The CUB is printed on violet paper. The FALCON is printed on blue paper. We try to carry the latest school news and schedule changes to keep you up to date. Blodgett will send home information on a regular basis. The Cub & Falcon Newsletters can also be accessed on our individual websites under [www.philomath.k12.or.us](http://www.philomath.k12.or.us) - CPS or PES/ *This Week @...*”

## Parent Club

A Message from the President: **WHO ARE WE?** We are parents and interested people who want quality educational opportunities made available in our community. As a non-profit organization, we exist only through the support of volunteers. Though we work at times with the school administration, we are totally independent. We work for the benefit of all children.

In order for these programs to continue, your involvement is necessary. All CPS/PES parents are members of Parent Club. Please attend the monthly meeting, as per the schedule below, and become active in the educational process of your child(ren). See the following page for Blodgett Parent Club information.

## 2009/2010 CPS/PES Parent Club Leadership

The PES/CPS Parent Club:

- ❖ Meets the second Tuesday of every month at 7:00 p.m.
- ❖ September through January — at Clemens Primary School Library
- ❖ February through June — at Philomath Elementary School Library
- ❖ Childcare will be provided

### Officers

President ..... Allison Rust  
Past President ..... Kiki Klipfel  
Vice President .....  
Secretary .....  
Treasurer .....

### Sitting Advisors

PES ..... Mrs. (Cynthia) Golston, Principal  
CPS ..... Mr. (George) Winterscheid, Principal

### Fundraising

Gift Wrap PES/CPS .....  
Gift Wrap Co-chair .....  
Halloween Party .....  
Jog-a-Thon PES .....  
Jog-a-Thon CPS .....  
Box Tops PES .....  
Book Fair PES .....  
Book Fair CPS ..... Laura Klipfel

**Enrichment**

- Accelerated Reading PES.....
- Accelerated Reading CPS.....
- Artist in Residence.....
- Publishing House PES.....

**School Services**

- Staff Appreciation PES.....
- Staff Appreciation CPS.....
- Die-Cut Coordinator.....
- Birthday Board PES.....
- Birthday Board CPS.....
- Garden.....
- Student Phone Directory PES.....
- Student Phone Directory CPS.....

**Community Building**

- Family Dance.....
- T-Shirts PES.....
- T-Shirts CPS.....
- Slide Show - PES..... Tom Klipfel
- Slide Show - CPS..... Carol Williams

**Communication**

- PES Falcon Newsletter..... Cari Gunter
- CPS Cub Newsletter..... Barbara Gilstrap

**Blodgett Parent Club**

The Blodgett Parent Club is called the Blodgett/Summit Community Club. It meets the 1<sup>st</sup> Thursday of each month, at 7:00 p.m., at the Blodgett School. Please contact Mrs. Julie Torkelson for further information at 752.0292 or 453.4101

**Parties & Treats**

Most classrooms hold some kind of an observance in conjunction with Halloween, Winter Holidays, Valentine's Day, and the end of school. Room parents will inform parents of room plans, and let you know what you can do to be of help. Please remember, if you have not completed a Volunteer Application Form, you will be required to do so.

Hepatitis A cases in Oregon continue to rise. To reduce the risk of this disease, as well as other food borne illnesses, please bring only store bought food for treats to share with the classroom.

**Personal Party Invitations:** It is preferable that after school or weekend party invitations not be distributed at school.

## Personal Belongings

(see also, TOYS)

Please label your child(ren)'s coats, hats, gloves, sweatshirts and school supplies with your child's last name and first name initial. Many items go unclaimed each year because no one recognizes them.

**NOT ALLOWED IN ANY FORM;** knives, matches, guns, toys that resemble weapons etc. These are zero tolerance items.

While the school will assist when able, it is not the responsibility of the classroom teacher or school to find or replace; broken, lost, stolen or missing personal items brought to school.

## Pets

Students are not allowed to bring pets to school unless they have prior approval of their classroom teacher. Pets arriving for show-and-tell should be in a cage or on a leash and need to be supervised at all times by an adult.

We are requesting that all animals, especially dogs, be left at home during arrival and dismissal time. Even the mildest mannered dog can have unexpected behaviors, particularly when there is so much excitement at school.

## Recess — Remaining Indoors

Every child is expected to participate in daily recess activities. If children are well enough to attend school, they are generally expected to go to recess. In case of extenuating circumstance, please make prior arrangements with the classroom teacher.

## Residency

Students (grades K through 12) legally residing in the district's attendance area are eligible to attend the district schools. Compulsory attendance from age 7-18 (or graduation) is established by state statute with provisions for exceptions under specific conditions. Legal residence is defined as "the residence of the parents," unless other guardianship is established or the student becomes a ward of a public agency.

Individuals with questions regarding residence are encouraged to contact the Principal. The Principal may refer your inquiries to the Superintendent. The Superintendent will establish additional rules and procedures regarding attendance decisions. (S.D. Policy JEC to JECF).

## Site Council

House Bill 3565, the Oregon Education Act for the 21<sup>st</sup> century, offers all that are involved and/or interested in public education many opportunities and challenges in shared decision making. Schools in Oregon have established school Site Councils that are composed of parents, classified staff, teachers, and an administrator. This council is charged with improving the school's instructional program for students.

The BL/CPS/PES Site Councils are combined and meet once a month. Meetings are scheduled for the first Wednesday of the month at 3:00 p.m. in the Philomath Elementary IMC. Meetings are open to the public and anyone who is interested may attend.

## Skateboarding

Skateboarding is not allowed on school premises.

## Student Check Out

***K-5 Elementary:*** Students are not permitted to leave the school grounds on their own between arrival and dismissal hours without written permission. Parents are expected to come into the school office to check their child out. This is to insure that an unauthorized person does not take a child. The teacher will then be notified to release the child. In special circumstances (PES only), a pass can be issued by the office to a child who must leave the school grounds during school hours without adult supervision. Passes are not issued to children without the consent of parents and approval of the principal.

**Please do not go to the classroom to take your student from the classroom. This includes the last few minutes of the school day.**

## Student Records

You have a right to see your student's records (Policy SPJO-AR) and to request a hearing to challenge the content of the record. Also:

- Your request for a hearing must allow (10) day between the request and the hearing.
- You may receive a copy of the record to be transferred, if you so desire.
- Any hearing must be held prior to the actual withdrawal of your child.
- A copy of the district's policy on student education records (SPJO-AR) is available at each school and may be obtained at no charge by making a request to the building principal.

## Support Services

In addition to regular instructional programs, the following services are available to district families:

- Talented and Gifted Services
- Title I reading
- Guidance and Counseling Services
- Health Nurse
- Hearing/Vision Screening
- Special Education
- 504 Plans

If you feel your child has a particular need in any of these services, please contact the classroom teacher, or Student Services (929.2524), for further information. We want each child to have an environment that encourages learning and growth.

The Philomath School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Student Services Coordinator  
535 S 19<sup>th</sup> Street  
Philomath OR 97370

**Placement in Private Schools:** Parents or guardians of students qualified for receiving Special Education services under the Individuals with Disabilities Education Act (IDEA), or those being considered for possible qualification, must notify the district if they plan on placing their child in a Private School. This notification must take place either during the last IEP (Individual Education Plan) meeting prior to the unilateral placement, or in writing at least ten business days prior to making the unilateral placement. By unilaterally choosing a private placement for a student who qualifies for, or is being considered for possible eligibility for special education services, the parent or guardian declares and notifies that they do not accept the district's offer of Free Appropriate Public Education (FAPE) and the specially designed instruction and other possible services as part of the student's current or potential IEP. Student's qualified to receive special education services who are parentally placed in a private setting may still receive these services, but parents should understand that federal law allows the school district to limit the amount spent on these services. For further information, contact the Special Education Director of the district.

## Telephone

School Telephones: The school telephone is a business phone for the school. Except in cases of emergency, we would rather not call students from the classrooms to talk on the phone. Students must obtain written permission from their teacher each time they wish to use the telephone.

Students are not allowed to call home to make arrangements to alter their after school plans. Please help us to keep classroom disruptions to a minimum by making necessary after school arrangements in the morning before your student leaves for school. If an emergency arises and a

message needs to get to your student, please call our office before 2:00 p.m. Messages are all given at once (after 2:00) to allow for the least amount of disruptions possible.

#### Cell Phones:

The school recognizes that some students may have cell phones provided by parents for safety reasons. Cell phones are to remain off, and in backpacks, during school hours. School phones will be used for any necessary communication. Please note that backpacks are not secure while at school. Cell phones used during school hours will be confiscated until picked up by parent.

## Toys

Students are expected to leave ALL toys and electronic games at home. Special arrangements can be made with their classroom teacher for show-and-tell purposes. These items are often costly and are not secure.

## Visitors and Volunteers

Visitors are always welcome at our schools. Parents are invited and encouraged to visit the school.

School policy requires that anyone entering the building report first to the main office. This policy is meant as a protection to your children - NOT as an inconvenience to you.

All volunteers are required to complete a Volunteer and Criminal History Check form PRIOR to working in a classroom or going on a field trip. If you are unsure if you have completed these forms, the office will have that information available. According to Oregon law, the Philomath School District is required to run a Criminal History Check on any and ALL volunteers. These checks will be good for a three-year period, so you may be asked to fill out more than one during your child(ren)'s years in school.

Like our staff, Volunteers and Visitors are REQUIRED to check into the office and obtain a badge. If you do not have a visible badge, staff will ask you to return to the office to check in and obtain one. Again, this is for the safety of our students and staff.

The school is a place of business for the children enrolled. Therefore, an adult must accompany a visiting child who has been approved by the Principal and the Classroom teacher to visit during a recess time and/or lunch. Children not approved to be in the building will not be allowed to remain.

## Withdrawal, Address Updates

If you move to a new address within the school attendance area, please send the school office a note, or call, giving your child's name, new address, and telephone number.

**If you move out of the school attendance area, please fill out a Withdrawal Form in the school office before leaving.** Your signature on this form gives us your permission to send your child's permanent record file to the new school, upon our receipt of notification of his/her enrollment there. (See *Student Records*, above)

# BEHAVIOR MANAGEMENT PRACTICES

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## SCHOOL RULES

School Rules can be condensed as fitting into the following important categories:

- 1) Be Safe: Are my actions safe for others and myself?
- 2) Be Respectful: Do my actions show respect for others and myself?
- 3) Be Responsible: Do my actions meet the expectations to take care of myself and be a dependable member of the population (community)?

## SKILLS OF INDEPENDENCE

The following are skills our staff feels are basic to being a successful learner. These skills are taught daily throughout the school by all staff. Each week, one skill is chosen as the "Skill of the Week."

The Skills of Independence are as follows:

1. Listens and follows directions.
2. Speaks in an appropriate manner.
3. Actively participates in class discussions.
4. Accepts responsibility for own behavior.
5. Respects others and their property.
6. Solves social problems acceptably.
7. Moves to and from activities in a quiet, responsible manner.
8. Keeps area neat and orderly.
9. Works well with others toward a common goal.
10. Works neatly and carefully to produce a quality product.
11. Uses time wisely.
12. Stays on task without disturbing others.
13. Turns work in on time.

Clemens Primary and Philomath Elementary Schools  
 Rules and Behavioral Expectations  
 (Basic examples given; not an all-inclusive list.)

<u>Common Area</u>	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
<b>All Areas</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walk facing forward</li> <li><input type="checkbox"/> Keep hands, feet and objects to self</li> <li><input type="checkbox"/> Get adult help for accidents and spills</li> <li><input type="checkbox"/> Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use kind words and actions</li> <li><input type="checkbox"/> Wait for your turn</li> <li><input type="checkbox"/> Clean up after self</li> <li><input type="checkbox"/> Follow adult directions</li> <li><input type="checkbox"/> Respect all property</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow school rules</li> <li><input type="checkbox"/> Remind others to follow school rules</li> <li><input type="checkbox"/> Take proper care of all personal belongings and school equipment</li> <li><input type="checkbox"/> Use self-control</li> </ul>
<b>Multipurpose Room Cafeteria</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep all food to self</li> <li><input type="checkbox"/> Sit with feet on floor, bottom on bench and facing table</li> <li><input type="checkbox"/> Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Allow anyone to sit next to you</li> <li><input type="checkbox"/> Use quiet voices</li> <li><input type="checkbox"/> Use good table manners</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Raise hand and wait to be excused</li> <li><input type="checkbox"/> Get all utensils, milk, etc., when 1<sup>st</sup> going through the line</li> <li><input type="checkbox"/> Clean up after you eat</li> </ul>
<b>Playground/Recess</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walk to and from the playground</li> <li><input type="checkbox"/> Stay within boundaries</li> <li><input type="checkbox"/> Be aware of activities/games around you</li> <li><input type="checkbox"/> No play fighting</li> <li><input type="checkbox"/> What is on the ground stays on the ground</li> <li><input type="checkbox"/> Use all playground equipment safely</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Play fairly</li> <li><input type="checkbox"/> Include everyone</li> <li><input type="checkbox"/> Share equipment</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use hall/bathroom pass for leaving area</li> <li><input type="checkbox"/> Solve problems responsibly</li> <li><input type="checkbox"/> Ask adults for help if problem isn't solved</li> <li><input type="checkbox"/> Quickly put away equipment and line up promptly and quietly when the whistle blows or bells ring</li> </ul>
<b>Halls</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Stay to the right</li> <li><input type="checkbox"/> Allow others to pass</li> <li><input type="checkbox"/> Walk facing forward</li> <li><input type="checkbox"/> Keep hands, feet and objects to self</li> <li><input type="checkbox"/> Stay near the wall when working in the hall</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hold the door open for the person behind you</li> <li><input type="checkbox"/> Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Look but don't touch others property, walls, windows</li> <li><input type="checkbox"/> Hall pass to see office, nurse, or counselor</li> </ul>

## Rules and Behavioral Expectations (continued)

<u>Common Area</u>	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep feet on floor</li> <li><input type="checkbox"/> Keep water in the sink</li> <li><input type="checkbox"/> Wash hands</li> <li><input type="checkbox"/> Put towels in garbage can</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Knock on stall door</li> <li><input type="checkbox"/> Give people privacy</li> <li><input type="checkbox"/> Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Flush toilet after use</li> <li><input type="checkbox"/> Return to room promptly</li> <li><input type="checkbox"/> Use a bathroom pass</li> <li><input type="checkbox"/> Use facilities correctly</li> </ul>
<b>Arrival and Dismissal Areas</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use sidewalks and crosswalks</li> <li><input type="checkbox"/> Wait in designated areas</li> <li><input type="checkbox"/> Walk bikes and scooters</li> </ul>	<p>(see All Areas)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use right-hand doorway</li> <li><input type="checkbox"/> Hold door for person behind you</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive on time</li> <li>*Go to multipurpose room until 8:05 a.m.</li> <li>*Go to classroom at 8:05</li> <li>*Deposit envelope with lunch money in wooden box</li> <li><input type="checkbox"/> Leave on time</li> <li><input type="checkbox"/> Get teacher permission to use the phone</li> <li><input type="checkbox"/> PES Bus students leave through front doors, <b>ALL</b> others through 16<sup>th</sup> Street/West doors</li> </ul>
<b>IMC/Library</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use materials in a safe manner</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Insert a shelf marker when you remove a book</li> <li><input type="checkbox"/> Use quiet voices</li> <li><input type="checkbox"/> Treat books with care</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use quiet voices</li> <li><input type="checkbox"/> Read quietly at tables</li> <li><input type="checkbox"/> Keep hands and feet to yourself</li> </ul>
<b>Gym Special Events</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wait for arrival and dismissal signal</li> <li><input type="checkbox"/> Touch all steps when going up and down bleachers</li> <li><input type="checkbox"/> Walk</li> <li><input type="checkbox"/> Sit on Bleachers</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use audience manners</li> <li><input type="checkbox"/> Sit on bottom</li> <li><input type="checkbox"/> Clap when appropriate during presentation</li> <li><input type="checkbox"/> Use quiet feet</li> <li><input type="checkbox"/> Feet in foot aisle</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> (See all areas)</li> <li><input type="checkbox"/> Be ready to listen when you see the Quiet Sign</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do not block aisles</li> <li><input type="checkbox"/> Windows open only with driver's permission</li> <li><input type="checkbox"/> Pushing/fighting not allowed</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be polite to all</li> <li><input type="checkbox"/> Talk quietly</li> <li><input type="checkbox"/> Keep hands/feet to self</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use appropriate language</li> <li><input type="checkbox"/> Do not litter. Pick up what you drop</li> </ul>

# POSITIVE RECOGNITION FOR SAFE, RESPECTFUL AND RESPONSIBLE BEHAVIOR

A positive school environment is one that supports academic, social and personal growth. Positive recognition can help students understand the benefits of **Safe, Respectful, and Responsible** behavior. We believe that students deserve recognition for their efforts. Students may be recognized in the following ways:

## **Student Recognition**

- Positive Notes — These recognize students that are making **Safe, Respectful, and Responsible** choices.
- Warm Fuzzy Awards (PES Only) — These are awarded by the classroom teacher to recognize positive actions. The student(s) are acknowledged in the Falcon at the end of that week.
- Phone Call or Post Card — This is presented by the Principal. Parents receive a phone call or postcard describing a positive behavior displayed by their child.
- Individual Teacher Recognition — A variety of techniques are used in classrooms to award positive actions. Examples of such techniques include: verbal praise, special person, VIPs, marbles, credit cards, home visits, bonus bucks, good news slips, tokens, bonus points, stickers, etc.

## **Classroom Recognition (PES)**

- Golden Sneaker Award — Given to a class that has demonstrated consideration of others outside the classroom.
- Positive Action Points — Given to classrooms for following school rules

## **Classroom Recognition (CPS)**

- Caring Cub Award — Given to a class that has demonstrated consideration of others outside the classroom.
- Tidy Room Recognition — Awarded to the room that is ready to be cleaned with little extra effort by the custodian.

# STUDENT SELF-MANAGEMENT

We believe that it is imperative for students to learn the importance of making wise choices as early in life as possible. It is our belief that parents feel this same way too, and we must work as a team to assist students if they are to rise to their full potential. Therefore, we begin teaching **Safe, Respectful, Responsible** behaviors to students from the first day that they enter school. We believe that setting clear expectations for students and modeling the kind of behavior that we expect from them is the best way possible to accomplish this goal.

Our school-wide rules are to **Be Safe, Be Respectful, and Be Responsible**.

Each teacher has established classroom expectations for student behavior. The teacher and students carefully review these expectations, as well as those for the playground and building. This allows students to understand the importance of being **Safe, Respectful and Responsible**.

**Consequences for Irresponsible Behavior** — The majority of our students have little difficulty following school rules. Occasionally, we have a student whose behavior is disruptive in the classroom or on the playground. This plan will help those students feel more positive about themselves. The following steps will be taken when students choose behaviors that interfere with the learning process at Philomath Elementary School.

## **LEVEL I — Minor Disruption**

- Staff member talks with student. Consequences determined by staff member.
- Possible referral to Behavioral Assistant.
- Re-teaching/reinforcement of school rules.

## **LEVEL II — Moderate Disruption**

- Staff referral to Behavioral Assistant or Principal.
- Parent Contact.
- Consequences determined by Behavioral Assistant or Principal — may include office detention, removal of school privilege, before or after school detention, development of a behavior contract.
- Re-teaching/reinforcement of school rules.
- Counselor intervention and/or Student Support Team Meeting.

## **LEVEL III — Chronic or Extreme Disruption**

- Staff referral to Behavioral Assistant and Principal.
- Parent Meeting.
- Consequences determined by Behavioral Assistant or Principal — may include office detention, removal of school privilege, development of a behavior contract, before or after school detention, out of school suspension.
- Re-teaching/reinforcement of school rules.
- Counselor intervention and/or on-going counseling.
- Student Support Team Meeting.

**LEVEL IV — Dangerous Behavior**

- Staff referral to Principal.
- Parent Meeting.
- Consequences determined by Principal — may include the pick-up of student by parent/guardian, out of school suspension, and/or expulsion recommendation.
- Counselor intervention and/or on-going counseling.

**LEVEL V — Extremely Dangerous Behavior**

In the event a student has demonstrated extremely dangerous behavior, the following steps are to be taken:

- Immediately isolate the student.
- Notify the authorities.
- Notify parent/guardian that student is to be suspended pending an expulsion hearing and should be picked up immediately.
- Recommendation for expulsion or other educational placement.

**A school official will contact a parent/guardian whenever detention or out of school suspension is assigned.**

In an effort to document student progress relative to their behavior, Referral Incident Report Forms are used (see next page).

# REFERRAL/INCIDENT REPORT

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

## Academic Referral

Location: _____ Return when? _____ Tasks To Do? _____
_____
_____

## Discipline Referral — MINOR INCIDENT

Referring Person: _____			
<u>Being Safe</u>			
Issues of Concern	Location	Others Involved	Possible Motivation
<input type="checkbox"/> Kicking/Hitting/Play fighting <input type="checkbox"/> Pushing <input type="checkbox"/> Aggressive Play <input type="checkbox"/> Inappropriate use of equipment	<input type="checkbox"/> Classroom <input type="checkbox"/> Playground/Recess <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Computer Lab <input type="checkbox"/> Arrival/Dismissal <input type="checkbox"/> Gym	<input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Other	<input type="checkbox"/> Attention <input type="checkbox"/> Anger <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Work <input type="checkbox"/> Obtain Items <input type="checkbox"/> Other
<u>Being Respectful</u>			
Issues of Concern	Location	Others Involved	Possible Motivation
<input type="checkbox"/> Bullying <input type="checkbox"/> Name Calling <input type="checkbox"/> Swearing/Unacceptable Language <input type="checkbox"/> Cruel Teasing	<input type="checkbox"/> Classroom <input type="checkbox"/> Playground/Recess <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Computer Lab <input type="checkbox"/> Arrival/Dismissal <input type="checkbox"/> Gym	<input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Other	<input type="checkbox"/> Attention <input type="checkbox"/> Anger <input type="checkbox"/> Avoid Peers <input type="checkbox"/> Avoid Work <input type="checkbox"/> Obtain Items <input type="checkbox"/> Other
<u>Being Responsible</u>			
Issues of Concern	Location	Others Involved	Possible Motivation
<input type="checkbox"/> Disruptive <input type="checkbox"/> Not Following Directions <input type="checkbox"/> Skipping Study Hall	<input type="checkbox"/> Multipurpose Room <input type="checkbox"/> Hall <input type="checkbox"/> Office		
Description/Comments: _____			
_____			
Follow-up: _____			

## Discipline Referral — MAJOR INCIDENT

<b>Severe Behavior Referral</b> — <i>(Immediate escort to the office)</i>	
Referring Person: _____	
<input type="checkbox"/> Assault, aggression, threats: _____	
<input type="checkbox"/> Overt defiance: _____	
<input type="checkbox"/> Weapon, drugs and/or harassment: _____	
<input type="checkbox"/> Vandalism: _____	

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

\_\_\_\_\_  
Date

The following 17 pages are the

# **Philomath School District 17J's**

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# **Code of Conduct Document**