

HUCREST ELEMENTARY

PARENT/STUDENT HANDBOOK



HAWK STRONG!

2023 - 2024

**1810 NW Kline St.
Roseburg, OR 97471 Phone 541-440-4188 Fax 541-440-4191**

Staff Directory

<https://hucrest.roseburg.k12.or.us/about-us/staff-directory>

Message from the Principal

Dear Hucrest Families,

On behalf of the Hucrest Staff, I would like to take this opportunity to welcome all new students and their families, as well as those that are returning from last year. We hope you had an enjoyable and restful summer and are ready for a challenging and rewarding new year. As the new principal this year, I am excited to get to know all of you!

This handbook contains some general and some very specific information. It has been provided to acquaint you with our school. Please take the time to read it carefully. If there are questions that this handbook does not address, please do not hesitate to contact the school office.

There are many ways for you to be an involved parent. Research shows that parent involvement has a direct correlation to student success. Reading at home with your child, volunteering at the school, helping with homework and communicating with the classroom teacher are ways to be involved in your child's education and help them to have a successful school year.

Last school year, the staff of Hucrest created two vision statements: a vision for student experience and a vision for student learning. At Hucrest our vision for student experience is "At our CORE, we're all about love." We want all students and staff at Hucrest to feel loved, included and important. Our vision for student learning is an acronym: CORE. When designing learning experiences for student, staff will try to incorporate the following values: **C**aring, **O**wnership, **R**isk-taking, and **E**ngagement. We call this our CORE.



I look forward to an amazing first year at Hucrest!

Sincerely,

Jennifer Thompson, Principal


Roseburg Public Schools
2023-24 SCHOOL CALENDAR

Adopted 12.14.2022
Start before Labor Day
177 Student Days

JULY 2023

S	M	T	W	T	F	S
2	3	4 C	5	6	7	1 8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST

S	M	T	W	T	F	S
E-4	S-4	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 NO	18	19
20	21 AP	22 AP	23 AP	24 AP	25 NC	26
27	□ 28	29	30 ER	31		

SEPTEMBER

S	M	T	W	T	F	S
E-20	S-20				1	2
3	4 H	5	6 ER	7	8	9
10	11	12	13 ER	14	15	16
17	18	19	20 ER	21	22	23
24	25	26	27 ER	28	29	30

OCTOBER

S	M	T	W	T	F	S
1	2	3	4 ER	5	6	7
8	9	10	11 ER	12	13	14
15	16	17	18 ER	19	20	21
22	23	24	25 ER	26	27 AP	28
29	30	31			E-21	S-21

NOVEMBER

S	M	T	W	T	F	S
E-18	S-18		1 ER	2 CONF	3 CONF	4
5	6	7	8 ER	9	10 H	11
12	13	14	15 ER	16	17	18
19	20	21	22 NC	23 H	24 H	25
26	27	28	29 ER	30		

DECEMBER

S	M	T	W	T	F	S
E-11	S-11				1	2
3	4	5	6 ER	7	8	9
10	11	12	13 ER	14	15	16
17	18 V	19 V	20 V	21 V	22 CV	23
24 31	25 H	26 V	27 V	28 V	29 CV	30

JANUARY 2024

	M	T	W	T	F	S
E-20 S-20	1 H	2	3 ER	4	5	6
7	8	9	10 ER	11	12	13
14	15 CV	16	17 ER	18	19	20
21	22	23	24 ER	25	26 AP	27
28	29	30	31 ER			

FEBRUARY (Leap Year)

S	M	T	W	T	F	S
E-20	S-20			1	2	3
4	5	6	7 ER	8	9	10
11	12	13	14 ER	15	16	17
18	19-NC Makeup	20	21 ER	22	23	24
25	26	27	28 ER	29		

MARCH

S	M	T	W	T	F	S
E-15	S-15				1	2
3	4	5	6 ER	7	8	9
10	11	12	13 ER	14	15	16
17	18	19	20 ER	21	22 AP	23
24 31	25 V	26 V	27 V	28 V	29 V	30


APRIL

	M	T	W	T	F	S
E-22 S-22	1	2	3 ER	4	5	6
7	8	9	10 ER	11 CONF	12 CONF	13
14	15	16	17 ER	18	19	20
21	22	23	24 ER	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
E-22	S-22		1 ER	2	3	4
5	6	7	8 ER	9	10	11
12	13	14	15 ER	16	17	18
19	20	21	22 ER	23	24	25
26	27 H	28	29 ER	*30	31	

JUNE

S	M	T	W	T	F	S
E-4	S-4					1 
2	3	4	5 ER	6	7 AP	8
9	10 M	11 M	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

Last student day: June 6

*Seniors: May 30

H	Holiday for all Employees
V	School Vacation
C	Holiday - (12 Month Employees)
NC	Non-Contract Day
M	Makeup Day to be used in the event of Emergency School Closure
NO	New Teacher Orientation
ER	1-hour Early Release for students / Afternoon Staff Development

CONF	Conferences: <u>Elementary and Middle School Only</u>
	Roseburg High School Commencement: June 1, 2024
AP	All Teacher Planning Day (No School for Students)
CONF	Conferences: (all) <u>Elementary, Middle & High School</u>
□	1 st Day of School - Students

Daily Schedule

Monday, Tuesday, Thursday, Friday: 8:40 a.m. - 3:25 p.m.

Wednesday (Early Release): 8:40 a.m. - 2:25 p.m.

Breakfast: breakfast is available for all students on the following schedule: grades 1 & 5 eat 8:40-8:55; grades K, 2, 3, & 4 and special programs will rotate through the cafeteria at designated times starting at 8:55.

Children should not arrive at school before 8:35 a.m. We are not able to provide supervision prior to this time. There is also no supervision after dismissal at the end of the day.

6 Day Rotation: Each day of the school week is assigned a day number, 1-6. The day corresponds to the "specials" class students will attend. For example: day 1 might always be PE and day 2 might always be library for a specific classroom. In the case of a missed day of school due to a holiday, etc., the 6-day schedule picks up where it left off so that students do not miss a "specials" class.

Hucrest follows a 6-day schedule for two reasons: 1) to ensure that each student gets equal instruction in 'special classes' (library, CDS, and Music); and 2) to allow for the correct amount of daily instructional minutes in core academic subjects.

Teachers can supply a 6-day calendar to notify parents of which days of the week specific "specials classes" are held for their child.

Arrival and Departure

For reasons of safety and liability, students are NOT to arrive at school before 8:35 a.m. It is also necessary to send students directly home after school except when they are enrolled in supervised extracurricular activities. The school playground is closed in the morning before school and after school until 4:15, as we do not provide supervision of the playground before or after school.

If a child is going to a location other than that listed in the student's school profile through the main office, the child must bring a note, or the school must be contacted. Bus drivers will not drop students off at a stop other than your original requests without written notification to the office and a bus pass from the school office.

Once students have arrived at home or at a designated childcare location, the parent assumes responsibility for the child. Parents are expected to arrange childcare rather than have children at school outside "supervised" hours of 8:35 to 3:30.

EARLY pick-up: leaving school early is highly discouraged. It cuts into instructional time, is disruptive and prevents students from participating in the end-of-the-day traditions with their classmates and teacher. However, if a student must leave early, **All students leaving the school grounds during school MUST have parent permission and MUST check out at the office and check-in upon returning.**

Dropoff and Pickup Areas

- **All students will enter the school through the front doors of the school.**
- **Car drop-off and pick-up:** Families who will be dropping off and picking up by car will enter the drive-through circles from Kline St--on the north end or south end of the school.
 - At dismissal, car pick-up students will remain in the cafeteria and will be released through the outside cafeteria doors when their parent/guardian arrives at the front of the car line.
- **Walking students:** Students who walk home after school will exit through the front doors of the school.
- **Bus Riders:** Students who are riding a bus to school will be picked up at designated bus stops and delivered to Hucrest by 8:40, and after school, bus riders will be loading the buses at 3:25 pm.
 - The **Bus loading zone** is located up **on Moore St.** This is a buses-only loading zone.
 - Bus routes and times can be accessed on the district website: <https://www.roseburg.k12.or.us/families/school-bus-routes>

Attendance

We need your help to ensure that your child receives the best education possible. As you know, the single most important factor in a child's education is the involvement of parents in school and parental support of the school. Please help us in the following ways:

- Make every effort to have your child in school and on time every day; absences can put a child at a disadvantage, as skills are learned that lead to the next level each day.**
- Follow illness guidelines to decide whether your child is too sick to attend school, and **call** the office when your child is too ill to attend as soon after 8:00 a.m. as possible. An absence not called in is marked unexcused.
- Please try to arrange for family vacations, doctor appointments, etc. during non-school times.
- Contact the teacher and arrange to pick up missed assignments for extended absences.
- Late Arrivals** - If you arrive after 8:50 a.m., the student must report to the office for a pass into the building. This will alleviate the automated call system to call the parent.

Health Procedures and Accidents

Illness and Accidents: If your child is injured at school, first aid will be administered, and the child will be sent back to class. If it appears that your child needs medical attention or has incurred a head injury, you will be promptly notified. Should we be unable to locate you and the injury appears to be serious, we will take all reasonable steps needed to obtain any medical attention deemed necessary.

If your child becomes ill at school, you will be contacted to pick up your child. If we cannot reach you, we will call those people provided on the child's emergency contacts list.

Medication: If your child needs prescription medication that is required to be administered during school hours, it must be in the original container. You will also need to fill out and sign a medication

form describing the dosage, time of dosage, and giving permission to office personnel to administer the medicine.

Oregon State Laws medication dispensing is as follows:

- 1) Parent/guardian must fill out the medication form provided by the school for ALL MEDICATION taken at school both prescription and non-prescription.
- 2) Parent/guardian must bring the medication into the office themselves. Children are not to bring any medication to the school.
- 3) All medication must be in the original containers and kept in the office.
- 4) Prescriptions must be labeled (ask your pharmacist for a small, labeled bottle for the school).
- 5) Parents must deliver & pick up ALL medications including nonprescription medication such as cough drops/chap stick.

Infectious Conditions: Children should be kept home when they are suffering from any infectious condition such as a severe cold, high temperature, influenza, etc. In cases of scabies, impetigo, ringworm, head lice, or other highly contagious conditions, treatment by a physician or the Health Department may be required before a student may return to school.

Immunizations: School administrators are required to deny admission to children who have not met immunization timetables. The law requires all students under age 14, attending an Oregon school to be immunized against the following: Diphtheria, Tetanus, Polio, Hepatitis, Measles, Mumps, Rubella, and Varicella.

Medical Problems: It is important that any unusual medical problems be brought to the attention of the school office and your child's teacher early in the year. Up-to-date information is very important for his or her safety.

Remaining Indoors: Children go outside for recess. If for any health reason your child should not go outdoors, please let the teacher know.

I NEED TO STAY HOME IF...

I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100° F or higher.	Within the past 24 hours.	Within the past 24 hours.	Body rash with itching or fever.	Itchy head, active head lice.	Redness, itching, and /or pus draining from eye.	Hospital stay and/or emergency room visit.

I am ready to go back to school when I am...

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin, Advil).	Free from vomiting for 24 hours.	Free from diarrhea for 24 hours.	Free from rash, itching or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your health care provider's recommendations about returning to school and other activities.

School Meals

All meals are provided for free to all students.

Our lunch and breakfast program allows students to make choices about what they get to eat. Each month a new School Lunch Menu will be available in the following locations so that you and your child can plan ahead and make other choices if your child prefers not to eat what is being served at school:

- District website at <https://www.roseburg.k12.or.us/departments/nutrition-services/school-menus>
- Mobile app: SoHappy by Sodexo
- School office
- Monthly school newsletter

District Support Services

We have a variety of Specialists on our school staff to assist students and provide instruction to children who need special help. We have a Teacher on Special Assignment (TOSA) and Instructional Assistants for those who need assistance in reading or math. A Speech Therapist will provide training and assistance for children with hearing or speech problems. A Child Development Specialist (CDS) and a Skills Trainer are available to help children be more effective in dealing with life's pressures and

stresses. Parents may also work with the CDS in developing their skills, as well. In addition, the district partners with ADAPT to provide access to a therapist at school as well. You will be contacted by the classroom teachers or the personnel mentioned above if your child might benefit from these services. Please feel free to contact the office for more information.

Discipline

We realize that you are primarily responsible for the discipline and behavior of your child, and we encourage you to work with us on school-home plans to help your child be successful. We use Positive Behavior Interventions and Supports (PBIS); we offer incentives for individual students and for the whole school in an effort to motivate our students to follow school rules.

Student Behavior

Any person having business on school property, either as a student or guest, is expected to comply with the various rules of conduct outlined in this Student Handbook and School Board Policies. Persons present on school property or attending a school-related activity may be disciplined or asked to leave if they engage in misconduct as outlined in School Board Policy.

While students are expected to adhere to the rules of conduct from the time they leave their home in route to school or are otherwise engaged in school-related activities off campus. Roseburg Public Schools is not able to provide adult supervision while students are walking to and from school, walking to and from school bus stops, or waiting at school bus stops. Students, parents, and patrons are encouraged to report any violations of the rules of conduct to the school bus driver, building principal or school district office. Staff will assist students and parents in resolving conflicts and, where appropriate, impose discipline. Your assistance in helping to assure that every student feels safe when engaged in any school-related activity is greatly appreciated.

The Roseburg Public School District has policies that prohibit bullying, harassment and other offensive behavior. Any such behavior should be reported to the principal immediately.

Violations of school rules and regulations, based upon the frequency and severity, may result in reprimand, warning, detention, removal of privileges, suspension and/or expulsion. In matters other than minor and routine, parents will be informed and involved. In all cases of suspension or expulsion, due process procedures will be in accordance with District Policy and Oregon Law. All students are expected to obey the laws of the State of Oregon and of the United States.

Standards of Conduct: All classrooms, library, gym, and other locations on campus of Hucrest are united in following the school culture and expected behaviors of being **respectful, responsible, safe** and **kind**, no matter the location, recess or activities that include field trips and other outings where Hucrest is being represented by a group of students. Our goal is for students to use self-discipline, Conscious Discipline strategies, PBIS and SEL learnings to guide their actions and behavior.

We adhere to the philosophy of teach, reteach, reteach and the use of natural consequences for behavior. Safety issues for self and others may result in suspension. Our primary goals are to assist each student to gain knowledge and develop self-control in a safe, positive learning environment. With combined home and school support we look forward to significant personal growth on the part of every Hucrest student.

Throughout the year we will work with students to be **respectful, responsible, safe and kind** in

every situation on our campus. Our goal is not to punish students but rather to help them learn from their mistakes and develop their own potential so that they can be kind, caring, helpful and successful community members of Hucrest and beyond.

Playground/Lunchroom Behavior: We will be teaching respectful, responsible, safe and kind behavior during the first several weeks of school and re-teaching throughout the year. We teach and reteach students what it looks like and sounds like both in the school and on the playground.

Bus Behavior: Our district contracts with First Student Bus Company for transportation. Bus stops are established each fall by the administration and First Student Bus Company. Your child will bring home a set of bus rules. These will be reviewed with students at school; it will help if you also review them with your child. Any student who seriously disregards any of the rules may be issued a citation by the driver. It could result in loss of riding privileges.

Students not normally riding a bus must present a note from their parents to the school office that indicates the date and destination (i.e. Grandma's house, Boys & Girls Club, music lessons, etc.). If your child is going home with a friend, please include the friend's name, address and bus stop on your note, and a bus pass will be issued.

Student Responsibilities: Students at Hucrest are expected to do the following:

- Be familiar with the District's *Minimum Standards for Student Conduct & Discipline and Discipline in the Roseburg Public Schools*.
- Be Respectful, Be Responsible, Be Safe, and Be Kind in classrooms, library, school buses, on school property and at school activities.
- Maintain relationships with staff that are mutually respectful. Comply with staff directions and instructions promptly and courteously.
- Use only language and gestures that are respectful and free of profanity and obscenity.
- Follow all playground rules and use equipment in a safe manner.
- Report fighting, inappropriate language, and intimidation to the nearest adult.
- Report all accidents/injuries to a teacher or other school personal.
- Students are not allowed in classrooms during recess unless the teacher is present or has given specific permission for a student to be present.
- Students on the bus are under the authority of the bus driver and are expected to follow rules governing conduct on the bus.
- The telephone is for school business only. Students should make social arrangements at home. Students must have staff permission to use the telephone.
- Skateboards, scooters, bicycles, etc must be dismounted and walked/carried on the school campus.
- Understand that all student misconduct will be corrected by any staff member when misconduct occurs within the school's jurisdiction.

Students are permitted to use the school telephones with teacher or staff permission. They are encouraged, however, to make all after school arrangements prior to the school day. It is our desire to keep our lines as open as possible for regular school business and possible emergencies.

If parents have their child bring a cellphone for before or after school communication, the student needs to have it turned off and in the backpack during school hours, NOT in pockets.

When at school, students must have permission to use a phone of any type. Personal electronic devices such as iPads, Chromebooks, and gaming devices should NOT be brought to school.

- Students are encouraged to not bring cell phones and electronic devices to school. Students who do so are assuming full liability for their device in the event of loss or breakage.
- Cell phones and electronic devices are not to interfere with the educational process.
- In an emergency, students may bring their phone to the office to call a parent or guardian then return the phone to their backpack.
- If a phone or device causes a disruption, that item will be confiscated and may require a parent to retrieve their device in the office after school.
- Repeat offenses will mean that a parent or guardian will have to recover the device.

Toys, Trading Cards, Etc.

Please do not let your child bring trading cards, toys and/or electronic devices to school unless approved ahead of time by the teacher as part of a school activity. Students are not allowed to buy, sell, or trade personal items at school. Personal property as such may be confiscated and returned to the parent. Personal toys may not be taken to the playground. We provide equipment for all children. The school will not be responsible for lost, stolen, or damaged items.

Lost and Found

As part of teaching citizenship skills, all items found on campus are to be turned in to be claimed by the rightful owner. Clothing and lunchboxes found on campus will be placed in the lost and found box in front of the cafeteria. Other items recovered such as jewelry, cell phones, glasses, etc. are turned into the office. Students and parents are encouraged to come into the school to claim their lost items. All year long, we have many coats and jackets that are not claimed, so please try to check the lost and found regularly.

Family Involvement

Education at Hucrest Elementary School is a collaborative effort involving student, parent, and school staff to achieve high student performance. It is our sincere desire to promote family involvement in the education of every child. In doing so, we share information regarding school activities, classroom information and celebrations by utilizing the following methods: school newsletters, flyers, the Remind app, and Facebook/ Instagram.

Home-School Communication: Communication between home and school is very important. If at any time you have a special concern for your child's education, please contact the school by phone,

Remind, or email.

Conferences: Communication with parents about their student's educational progress is an important factor in the learning process. We encourage ongoing communication between school and home. Twice a year, there is time set aside for Parent-Teacher conferences to meet and discuss your student's progress.

Booster Club: The Hucrest Booster Club provides the opportunity for parents and teachers to get together, share ideas and take action regarding items of importance concerning our children and their education. The Booster Club also handles our general fund raising and provides dollars that benefit all Hucrest students. In addition, Booster Club organizes many fun, family events like the school carnival, family movie nights, family dances, etc. All parents are urged to take an active part in the organization. **The Booster Club needs you!**

Volunteers: Family members who wish to volunteer at school will first need to go to www.roseburg.k12.or.us/families/volunteer to fill out a volunteer application and background check. When volunteers are allowed, they will need to sign in at the office. Volunteers and visitors sign in at the front counter; we ask all adults to obtain a Visitor tag if leaving the office area to go to any other part of the building during school hours.

Homework: Homework assignments are limited, but situations do develop such as make-up work due to absences, special help being needed, and extended assignments that may further enhance your child's education. These will require extra time on the part of the students. A certain place set aside where your child can do his or her homework undisturbed is recommended. **Parents are urged to read with/to their children every day for at least 30 minutes.**

Celebrations

General Celebrations: There are parties and there are times for "Positive Reinforcements". Generally, we have three major parties a year: Harvest, Winter, and Valentine's Day. Other celebrations will be conducted at the discretion of the teacher relating to class work and/or behavior. Unfortunately, due to directions from the Douglas County Health Department, homemade treats and goodies are not allowed to be served at school.

Birthday Celebrations: Birthdays are exciting for young children. If you would like your child to celebrate at school with your purchased store-bought treats, please make arrangements in advance with your child's teacher.

Invitations to Private Parties: Occasions sometimes arise when a family may wish to invite classmates to their home for a party. Due to student pressure and embarrassment, we ask that invitations be sent home by mail or by telephone. In cases where all but one or two students get invitations, we have found social and personal problems develop.

Gifts at School: Balloons, flowers, and other gifts at school may distract from learning. Therefore, students will receive delivered gifts at the end of the school day. Balloon bouquets and any glass containers are not allowed on the bus.

Student Insurance

School insurance is available for students that need coverage while at school or when engaged in a

school sponsored event. If a child has school insurance and an accident occurs requiring medical attention, the school will provide the necessary forms needed for services/claims. It is important that all accident reports are completed within 24 hours of the incident occurring.

Gym Rental and Fields

The gym rental fee is waived for elementary student activities and nonprofit organizations. Coaches who have signed up with the Boys & Girls Club, YMCA, or Cal Ripken can call the Hucrest office and fill out an agreement form to sign up for times and areas for their teams to practice. The days and times slots for both the gym and the field are Monday through Friday, 4:00 to 5:30 pm; 5:30 to 7:00 pm; and 7:00 to 8:30 pm. The gym is closed to all groups any day that the school is closed. Please, do not show up prior to 3:30 on Wednesday as the staff is still conducting business. Students who have practice on Wednesdays must go home as usual and then return for practice. We do not have student supervision after school.

Safety

Emergency Closure: You are urged to make arrangements for the care of your child in case of an emergency school closure and inform your child what to do and where to go if this occurs. Let the school know as well. The district website (www.roseburg.k12.or.us) will be updated as soon as those decisions are made. In hazardous weather, the superintendent and the Director of First Student Bus Company will decide to close school after actual assessment of bus routes. Announcements will be made as early as possible and communicated through our "One Call Now" notification system to the phone number provided at registration. Local radio and television stations will also be informed.

Please be sure that the front office has your updated phone number. You are urged to make prior arrangements for the care of your child in the case of an emergency school closure.

Evacuation Drills, Earthquake Drills, Lockdown Drills, etc: Fire Drills, Earthquake Drills, and Lockdown Drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers. If the fire alarm rings when students are in the hallways, they should leave by the nearest exit, join the classroom nearest to them, and notify the teacher they have been separated from their class. Should a student pull the fire alarm as a prank, law enforcement will be notified.

Suicide Prevention: Protecting the health and well-being of all students is of utmost importance to Roseburg Public Schools. The school board has adopted a suicide prevention policy, JHH, which will help to protect all students through the following steps:

1. Students will learn about recognizing and responding to warning signs in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in health classes.
2. Each school will designate at least one suicide prevention point of contact for students in crisis and to refer students to appropriate resources.
3. When a student is identified as being at risk, they will be assessed by a school employed counselor or administrator who will work with the student and family to help connect them with appropriate resources.
4. Students will have access to national resources which they can contact for additional support, such as: The National Suicide Prevention Lifeline:

1.800.273.8255 www.suicidepreventionlifeline.org

The Trevor Lifeline: 1.866.488.7386 www.thetrevorproject.org

5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the serious nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For more detailed information, please see the district's full suicide prevention policy and plan. This policy and other suicide prevention plan information can be accessed on the Roseburg Public Schools website.
8. If you need immediate assistance, please contact 911.

Specials

Library: Hucrest Library has an excellent collection available for check out by students. We also have preschool books available. Classes come in once a week for instruction and check out. Kindergarten students may have one book per week: grades 1-3, two books and grades 4-5, three books. More books may be checked out for research at the teacher's discretion. Books are due each week, with a grace period of one week before they are considered overdue. Overdue notices will be sent home frequently. Sometimes books are lost or damaged. If that occurs, payment should be made to the library so a replacement may be purchased.

Music: All students will participate in a Music class at least twice every six days. Along with music during the school day, there may be opportunities for after-school Choir and Band Classes. Parents would need to provide transportation. Specific days and times will be determined.

Physical Education: Children will participate in PE unless excused for medical reasons. If your child should not participate, please send a note to his/her teacher.

Child Development Specialist (CDS): The Child Development Specialist provides services for the entire school community. The CDS teaches weekly classroom lessons focused on developing problem-solving skills, effective communication, understanding self and others, and teaching children about personal safety. Small groups are available to further assist students in the development of these skills. CDS also meets with parents, providing support and consultation. Working with the principal, classroom teachers, and district specialists, CDS helps coordinate the school-wide process to address the individual academic and/or behavioral needs of individual students. The CDS also coordinates the needs of Hucrest families with available community resources.

Visitors

All visitors must check in at the office. Visits to classrooms during class time must be set up ahead of time with the teacher. Visits by preschool children or children not attending Hucrest are not permitted. Out-of-town guests are not permitted.

Dress Code

The basic responsibility for attire to be worn at school or school related functions rests with the student and his or her family. However, a student's dress and appearance may be regulated when, in the judgment of the school administrators, the student's dress or appearance: 1) poses a health or safety hazard; 2) promotes illegal or discriminatory conduct; 3) is likely to cause a disruption of the educational process.

- Student attire that is too revealing cannot be worn at school. Undergarments must always be covered during school or at school-related activities.
- Dress and grooming shall be clean and in keeping with health, sanitary, and safe practices. For example, all students must wear shoes and they must be in good repair, stable for surfaces at school, and that do not pose a safety hazard to the wearer or others. Therefore, flip-flops and house slippers are not appropriate for school.
- Dress or appearance should not lead school administrators to believe that a student's hairstyle, make-up, apparel, body art or accessories are gang related, promoting illegal or discriminatory activity, disrupting or interfering with the educational process.

A GOOD RULE OF THUMB: If you are unsure about the appropriateness of the clothing, please DO NOT wear it to school.

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



ANNUAL NOTIFICATION OF RIGHTS:

The following is a notice to parents and eligible students (who are 18 years of age or older) of their rights regarding student records and information.

I. Annual Notification of Your Rights Under FERPA

As a parent/guardian of a Roseburg Public Schools (RPS) student you have certain rights regarding your child's education records under the Family Education Rights and Privacy Act (FERPA), and applicable state law. The rights are summarized below.

- 1. Review of Student Records:** You have the right to inspect and review your child's education record. You may contact the principal of the student's school to request an appointment to review the records. The school will make arrangements for access and notify you of the time and place where your child's records may be inspected.
- 2. Amendment of Student Records:** If you believe your child's records are inaccurate or misleading, you have a right to make a written request for the school to amend the records.
- 3. Disclosure of Student Records:** Without your prior written consent, only individuals having a legitimate educational interest, officials in the school systems in which a student intends to enroll, and certain authorized officials may have access to your child's educational records. However, certain routine information, called *directory information*, may be disclosed without your consent. See Parental Privacy below.
- 4. Right to File a Complaint:** If you believe your rights under FERPA have been violated you have the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education.

All of the rights described above transfer to a student who is 18 years old or is attending a post-secondary education institution.

II. Student and Parent Information and Image Disclosure (Directory Information)

FERPA allows the District to provide *directory information* upon request without the prior permission of parents or students.

Directory Information includes the following items:

- Parent(s) name and email address
- Student's name, address and telephone listing
- Date of birth
- Student's image (ex. photo, print, video)
- Participation in sports and activities
- Student's grade level, teacher(s), class(es) and/or classroom(s)
- Weight and height of athletic team members
- Student's gender
- Dates of attendance
- Most recent previous school or program attended
- Degrees or awards received

The primary use of *directory information* is to allow for the inclusion of your child's information and image for school district use in publications such as yearbooks, class composites, playbills or other programs showing participation in athletics or activities, teacher and curriculum websites, and the District and school websites and social media.

Video and/or photographs of our students, their class activities, and their student work may be displayed in our buildings, on our websites, and used outside the District for District-authorized purposes.

We occasionally will release directory information upon request to third parties such as parent organizations and news media for directories or other means of supporting schools and school programs.

If you do NOT want the District to disclose directory information to include photo and video from your child's education records, you must notify the office at your child's school in writing within two (2) weeks of starting school. This notification must be submitted on an **annual** basis.

Classroom Internet Use - After being trained by school staff on the acceptable and appropriate use of technology, students will make use of the Internet on a regular basis for classroom instruction and online assessments. Student Internet use is monitored by staff and web content is filtered by Children's Internet Protection Act (CIPA) compliant tools. If you do not want your student to access the Internet at school **you must notify the office at your child's school in writing, prior to the start of school**. This notification must be submitted on an **annual** basis.

Additional forms may be required to complete your students registration, and can be located on our website by clicking on [Registration Forms](#). From there you will be able to print, complete and sign any remaining forms. You will have the option to upload through ParentVue, or hand deliver to the school on their registration date.