

Parent & Student Elementary Handbook



*Allen Dale * Parkside * Riverside * Redwood * Highland * Lincoln*

Welcome to Lincoln Elementary School!



Dear Lincoln Families,

Welcome to the 2024-2025 school year! I am both honored and excited to welcome you back to school this year! I passionately and whole-heartedly believe in the power of education. Strong partnerships between staff and families are imperative for creating the best learning environment possible, and I look forward to building partnerships with each of you. I, along with the entire Lincoln staff, am committed to a positive, inclusive, and kind school climate in which each and every student feels that they are safe, matter, belong, and have the potential to make the world a better place. We, as a staff, fully invest in each student's academic and social-emotional learning in order for them to reach their highest potential. Together, *choosing* to be kind, we *can* make the world a better place.

This handbook is intended to provide you with answers to questions you might have about policies and procedures within elementary schools in District 7. We ask that you read this handbook carefully and discuss the information with your child(ren). Please know that you can contact us if you ever have a question or concern. Communication is key to success. Know that our Lincoln staff is here to assist you and your child to ensure that they thrive at Lincoln!

Relationship is a fundamental element of success. We at Lincoln strive to create strong relationships with our students and their families. Working together in partnership is our ultimate goal. Each and every student and family are important to us and belong. Please know that we believe in open communication in order to facilitate the best school experience possible. Please do not hesitate to reach out with any questions or concerns that may arise. We as a staff are grateful for strong family partnerships! I know that this will be wonderful school year!

Sincerely,

Kelly Smith, Principal

ksmith1@grantspass.k12.or.us

Lincoln Elementary School Parent Involvement Policy

2024-2025

1. In the fall, parents will be informed of our school's participation in Title I and the services and programs we provide. We will inform them of their right to be involved in the program.
2. A description of grade level expectations and curriculum will be available to interested parents on the district website. Newsletter reminders will direct parents to information on the website.
3. There will be multiple opportunities for parents to be notified of different programs we have to offer for their children. These contacts will be made by teachers based on individual student needs, as well as at open house, parent conferences, and through student report cards.
4. Progress toward standards will be reported to parents throughout the school year.
5. Parents, students, and teachers will be given an opportunity to sign the Parent/Student/Teacher Compact at the beginning of each school year. The compact will be reviewed and modified if needed on an annual basis.
6. Informational flyers on different programs, grade level curriculum guides, and other activities surrounding our school will be available on the district website and/or through Parent Square and Peach Jar.
7. Parents will be invited to serve on the school's Site Council which meets monthly. Terms of service are two years in length. These representatives will approve some staff development activities, review the school's improvement plan, and make recommendations for ongoing school improvement needs.
8. Lincoln will have one parent representative on the District's Parent Advisory Council. If no interested parent is elected, the principal will designate a parent to the council.
9. All parents will be surveyed annually for their overall satisfaction with the school's academic and non-academic programs. Survey results will be available to all parents in the office and will be reviewed by staff, site council, and the school's Parent Teacher Association.
10. Parent volunteers are always appreciated and welcomed. The volunteer handbook as well as paperwork is available outside the main office. If the fee for fingerprinting and the background check is a hardship, the district will cover the costs.

Grants Pass School District No. 7

Tim Sweeney, Superintendent
Ryan Thompson, Director of Human Resources
Trisha Evens, Director of Secondary Education
Vanessa Jones, Director of Student Services
Dan Kantola, Director of Personalized Learning
Sam Stegemiller, Director of Business Services
Susan Zottola, Director of Elementary Education

Grants Pass School District No. 7 - Elementary Schools

Allen Dale Elementary
Principal – Tonya Reimer
Office Manager – Jane King
474-5760

Parkside Elementary
Principal – Rob Lewis
Office Manager – Betsy Morgan
474-5777

Highland Elementary
Principal – Nevin VanManen
Office Manager – Jennifer Thomason
474-5765

Redwood Elementary
Principal – Christine Mooney
Office Manager – Lisa Fogelquist
474-5775

Lincoln Elementary
Principal – Kelly Smith
Office Manager – Shannon McGlothlin
474-7719

Riverside Elementary
Principal – Rob Henderson
Office Manager – Cindy Hoy
474-5780

GPSD7 Vision Statement: We are GP! A learning community committed to excellence and success for all.

GPSD7 Mission Statement: We are committed to a high-quality education that empowers each student to reach their potential and become responsible, productive, successful citizens.

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ACCELERATION, RETENTION, AND PROMOTION

Promotion, acceleration, and retentions are based on an evaluation of academic, physical, social, and emotional growth. Acceleration and retentions occur after a team process involving the parent, classroom teacher, principal, and other professionals working with the student. Acceleration and retention are considered after carefully planned and implemented intervention related to the issue(s) occur(s). If you believe your child should be considered for acceleration or retention, you should contact the school principal immediately. After considering all input, the decision to accelerate or retain shall be made by the school principal and the parent jointly. If either party disagrees, the student shall not be accelerated or retained. A parent who disagrees with the principal's refusal to accelerate or retain may appeal the decision to the Superintendent or their designee.

Parents can assume their child will be promoted unless the alternative of retention has been discussed during the school year.

ADMISSION

Each year parents are required to complete a District 7 online registration packet for each student, including health and emergency contact information.

First-time students, kindergartners, and new first grade students are required to have proof of birth date. Kindergarten students must be five (5) years old and first graders must be six years old on or before September 1 of the current school year. Proof that all immunization requirements are up to date must be provided. Children entering school from another state have 30 days to comply. Exceptions to this law are religious exemptions and/or medical exemptions.

Completed immunization series for elementary school:

DPT 5 doses
Polio 4 doses
MMR 2 doses
Varicella 1 dose
Hepatitis A 2 doses
Hepatitis B 3 doses

Proof of residency within the Grants Pass School District #7 boundaries is also required at the time of enrollment. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a non-resident student.

ARRIVAL AND DISMISSAL

Office Hours: 7:00 a.m. - 3:30 p.m.

You may drop your child off as early as **7:40a.m.** Students are dismissed from class at 2:15 p.m. Parents wanting to pick their child up early need to check in at the front office. For the safety of all students visitors will not be allowed in the building at drop off or pick up times. Students should be picked up no later than 2:30 p.m. If arriving late, please meet your child at the office. To help ensure the safety of your child, he/she will not be left waiting unsupervised in the parking lot area. If there is a

change to your child's going home plans, make changes in PikMyKid no later than 2:00. PikMyKid is the dismissal tool District 7 elementary schools use for the communication of all end of the day plans. Please contact your school for information on signing up for the program.

ATTENDANCE

Regular attendance is the primary indicator of student academic success. Evidence shows that students who attend school regularly achieve better grades, perform more successfully on tests, are more successful after high school graduation and become responsible, productive citizens. Parents are encouraged to help students attend regularly and be on time. If you know in advance that your child will be absent, please inform the office prior to the scheduled absence as well as calling or emailing for unplanned absences that morning. Students must be in attendance on the day of in order to attend any school sponsored activities (i.e. field trips, after school programs, etc.).

Tardies: Any student who arrives to class after 8:05 a.m. is considered tardy. Tardiness seems a simple thing, but every minute of lost instructional time impacts student learning. In addition it is very disruptive to the teacher and the other students in the classroom. The teacher must stop the class activity and see to the tardy child. **Please** make a serious attempt to have your child at the bus stop or at school on time.

If your child is not in class at 8:05 a.m. when attendance is taken by the teacher, you will receive a call at home. If we must leave a voicemail, we will ask that you return our call to verify your child's absence. When the phone call is not returned, the student is considered absent. This procedure is for the safety of your child. School-to-parent communication is very important.

Early Departures: Students leaving school early will be marked in the system as well. Students are to be in school until 2:15 p.m. Perfect attendance requires that there are no tardies or early departures. This includes doctor appointments.

Absences: All absences not cleared by a parent or legal guardian within 48 hours will be considered unexcused. [ORS 339.065](#) defines 8 half day (or 4 full) unexcused absences in any four week period "irregular attendance" and in violation of the "regular attendance" required in [ORS 339.020](#). In accordance with [ORS 339.065 sec 2](#): "An absence **MAY** be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher **MAY** also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." With this in mind it is at the discretion of the school whether an absence is considered excused or not. As a general rule any absence that is acknowledged by the parent or legal guardian either prior to the event or within 48 hours after the event is considered verified.

Absences due to the following reasons are generally considered excused, prior notice is preferred, and the school reserves the right to request documentation, or corroborating statements if there is further question about either the attendance event, or the frequency with which the event is, or has, occurred:

- ☐ Illness
- ☐ Medical or Legal Appointment
- ☐ Family Emergency (Sudden Illness, or Injury – In general, such things as missing the bus or going out of town are not considered emergencies)

- ☐ Bereavement or Funeral
- ☐ School Academic or Extracurricular Activity

*Excused absences are still considered absences in regard to perfect attendance recognition and tracked as absences in our notification system.

*All absences that are not due to illness of the student or family emergency, though verified, will still be considered unexcused including family vacations.

In order to assist with this process GPSD utilizes the Attention 2 Attendance (A2A) notification and letter writing system. This system is designed to help identify and support students who may have barriers that prevent their ability to attend school. It is also designed to provide unbiased identification, support, and in some cases accountability for all families, regardless of race, age, or financial situation. Letters are mailed home in the following sequence:

1. Attendance Notice - sent to students who accumulate 4 or more days of absences
2. Absence Letter 1 - sent to students who accumulate 7 or more days of absences
3. Absence Letter 2 - sent to students who accumulate 10 or more days of absences
4. Excessive Absence Attendance Letter 3 - sent to students who accumulate 14 or more days of absences
5. Conference Summons - follows letter 2 or 3 and requires the parent to attend a meeting to develop an attendance intervention plan.
6. Citation Notification – delivered by Law Enforcement/Administrator/Certified Mail to parent whose student has exceeded 17 days of absences and has not cooperated with the school on a developed attendance intervention plan designed to support their child's regular school attendance
7. Notification of Truancy - for any student with 4 or more unverified days of absence within a four week period

Any day that a student is not present for instruction or is not involved with a school sponsored activity (field trips, band, athletics, etc) is tracked by the A2A system. This also includes absences that have been verified by the parent such as vacations.

ATTENDANCE AWARDS

Awards may be presented at all District #7 elementary schools to students who meet the following criteria:

- * **Perfect Attendance:** No absences, no tardies, and no early dismissals
- * **Outstanding Attendance:** .5 - 2 absences, no more than 4 tardies and/or early dismissals

BAND AND STRINGS

Instruction for playing strings or band instruments is offered to students by district teachers. Students can begin playing string instruments in the fourth grade and band instruments in the fifth grade. Fourth grade strings classes will be offered 2 days a week while fifth grade band and strings classes will be offered 5 days a week. These classes are one-half hour each day. Instruments can be rented or purchased from local music stores. The band and string programs are a supplement to the regular music program offered in our school.

When a student is struggling to be successful with reading or math concepts AND is not being successful in band/strings course, the parent will be consulted and the student may be removed from the band/strings program in an effort to target the deficit academic skill.

BICYCLES AND OTHER PERSONAL TRANSPORTATION DEVICES

Parents should use good judgment in deciding whether their child has a safe route to follow when riding a bicycle, scooter, skateboard, or other personal transportation device to school and back. As a general rule, we discourage kindergarten, first, and second graders from riding bicycles, scooters, skateboards, or other personal transportation devices to school.

Bicycle racks are provided for students at the school. All bicycles should be parked in the rack and locked to the rack for safekeeping during the school day.

The Oregon State Legislature has created legislation regarding the use of helmets when riding on a public road. Consequently, students are required to comply with the law at all times. All District No. 7 elementary schools require that students riding their bicycles, scooters, or skateboards to and from school wear helmets. Students are not allowed to ride motorized scooters to school.

All wheeled individual transportation devices must be walked or carried on school grounds.

BIRTHDAY INVITATIONS:

If party invitations are handed out at school, they must be for the entire class.

BUS TRANSPORTATION:

The transportation of students to and from school is presently provided by Grants Pass School District No. 7. The timing of the bus routes is very important; please have your child at the bus stop on time – the bus driver cannot wait for students. **For kindergarten students who ride the bus, District 7 strongly encourages that a parent or guardian be present at the bus stop both when sending the student to school and meeting them after school.** For any questions related to transportation, please call the Transportation Office at 541-474-5785.

Rules for Your Child's Safety

It is a student's *privilege* to ride the bus to and from school each day. Our school district has established rules for student conduct while on a school bus. Students who consistently break the rules can lose the privilege to ride the bus following a decision reached by the principal and after consultation with the bus driver and transportation supervisor.

Transportation Code of Conduct

The following rules have been established by the State of Oregon in OAR 581-53-010 as well as Board Policy EEACC-AR. These rules are for the safety of all students riding the buses in Grants Pass School District.

Rules Governing Pupils Riding School Buses (State of Oregon Rules: OAR 581-53-010)

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals, on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passerby.
16. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules governing pupils riding school buses must be kept posted in a conspicuous place in all school buses.

Student Conduct on and off D7 School Buses

1. No smoking, eating, or drinking will be permitted on the buses at any time.
2. Student should arrive at pick up points at least five minutes prior to the scheduled pick up time and no more than ten minutes prior to the scheduled time of the arrival of the school bus.
3. No students are to load or unload the bus until drivers are present.
4. Under no circumstances should a student sit in the bus driver's seat, unless in extreme emergency, i.e. driver outside and the bus begins to roll.
5. All students will enter bus in a single file.
6. Containers of glass, bottles of any kind, jars, etc. are not permitted on the bus. Bugs in any type of container are not allowed.
7. On bus runs, musical instruments, sports equipment, or anything larger than that which cannot be held by the student, will not be allowed. Nothing will be allowed in the aisles or step well of the school bus. Transporting large items is the responsibility of the student or his/her parents.
8. No personal transportation devices (i.e. skateboards, scooters, skates) will be permitted on the buses.
9. Inflated balloons are not permitted on the school bus.
10. Stay away from the bus when it is moving.

Disciplinary Procedures for Bus Violations

- | | |
|------------------------------|--|
| 1. Verbal Warning | The driver verbally restates behavior expectations and notifies student of the rule(s) they may be violating. If the offense is severe enough (i.e. fighting), a warning may be skipped and a citation issued. At any time, a student may be assigned a seat on the bus. |
| 2. First Citation – Warning* | Student is issued a citation which is reviewed by the bus driver with the student and then sent to the building administrator. The administrator |

conferences with the student. Discipline may be issued by the building administrator.

3. Second Citation*
The student may be suspended from the bus until a conference, arranged by the responsible building administrator, has been held with the student, the parent/guardian, and bus driver (if necessary). Discipline may be issued by the building administrator.
4. Third Citation*
The student will be suspended for a period of time and will not be able to ride the bus until a conference, arranged by the responsible building administrator, has been held with the student, the parent/guardian, and bus driver. At this time, a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.
5. Severe Violations
Any severe violation will result in the immediate suspension of the student for a minimum of ten (10) days and/or up to a one-year bus expulsion. There will be a hearing at this time, arranged by the responsible building administrator, involving the student, the parent/guardian, bus driver, the Transportation Supervisor, and the building administrator.
6. Appeal Option
In all instances, the appeal process may be used if the student and/or parent/guardian desires.

*All citations must be signed by the bus driver, the parent, and the building administrator. Failure to do so may result in the student not being allowed to ride the bus again.

Bus Stop Behavior

We encourage you and other parents in your neighborhood to take turns waiting with the students at their bus stop each morning. Students who normally ride the bus to and from school will always be let off at their regular stop. Any change in this routine will require prior permission from the child's parent/guardian

CELL PHONES/ELECTRONIC DEVICES

To avoid classroom disruptions that distract from learning, the items listed below are not permitted to be used during the instructional day: cell phones, smart watches, personal electronic devices, computer games, pagers, tracking devices and/or any other personal property items of value. Under special circumstances, permission to use some electronic items before and after school (i.e. on the bus) may be granted through the office of the principal. When any of these items are brought to school, they may not be turned on or used during school hours and must be stored in a backpack. The school is not responsible for any lost, stolen, or damaged electronic devices.

CHANGE OF ADDRESS/TELEPHONE

It is **very important** to maintain an up-to-date address and telephone number on file for each student. Notify the school **immediately** if you have a change of address or telephone number during the school year.

COMPLAINT POLICY

Public complaints will be handled and resolved as close to their origin as possible. The Board of Education advises that the proper channeling of complaints occur in the following order:

- 1st: Staff Member - Those not resolved at the staff level must be put in writing to the building principal.
- 2nd: School Principal (or designee)
- 3rd: Superintendent (or designee)
- 4th: Board of Education

If a complaint is made without going through the proper channels, it will be referred back to school administration for study and possible solution. If the complaint is made about an employee, the individual will be informed of the complaint and given opportunity for explanation and comment. (Board policy: KL)

COMPUTER ACCESS AND USE

Each of our schools has access to the Internet. Students will not be allowed to use the Internet without a consent form signed by the parent and the student. All students are expected to abide by the District No. 7 Technology Code of Conduct.

CONFERENCES/ PROGRESS REPORTS/ REPORT CARDS

A Progress Reports is issued following the completion of the first semester grading period. At that time your child's Progress Report will be reviewed at the parent conference. These conference times are very valuable to the overall education program. At the end of the school year, Report Cards will be mailed home. Please carefully review your child's progress and contact the school if you have questions.

Some parents are hesitant about participating in conferences, but teachers can do a much better job with the students if they can share their understanding of the students directly with the parents. It is not necessary to wait for the regular conference time when parents have special concerns.

Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request. **Parent conferences are encouraged and can be arranged at any time.**

DIRECTORY INFORMATION

Grants Pass School District No. 7 holds all information about students as being confidential except for "Directory Information." This includes student/parent's legal name, address, telephone listing, electronic address, date and place of birth, student's photograph, participation in officially recognized activities, weight and height of athletic team members, dates of attendance, grade levels, dates entered

and graduated from Grants Pass School District schools, degrees honors or awards received, and most recent previous school or program attended. Directory information considered by the district to be detrimental will not be released. Requests for directory information to be used for commercial solicitations will be considered detrimental and denied. Except for parent class list or school support group (PTA, Booster Club etc.) group contact list requests, group or comprehensive directory information requests for contact information for all students in the District, a school or a grade level will be limited to students' mailing addresses only. At no point will a student's social security number or student identification number be considered directory information. The district shall not, in accordance with state law, disclose personal information for the purpose of enforcement of federal immigration laws.

Directory information will be released upon request to the news media and can be used for student directories, District web pages, sports programs, or activity programs unless otherwise requested by the parents. By law, the district must release secondary students' names, addresses and telephone numbers to military recruiters and/or institutions of higher education, unless parents or eligible students request the district withhold this information. Objections to releasing part or all of the Grants Pass School District directory information must be in writing and directed to the principal of the student's school within 15 days of annual public notice.

DISCIPLINE (STUDENT)

Student safety and providing an excellent learning environment are high priorities in our schools. Therefore, students shall comply with the written rules of the school district board and conduct themselves in an orderly fashion. Students failing to do so are subject to disciplinary action that may include time out, detention, suspension, or up to and including expulsion. Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Fights: Fighting of any kind is not tolerated. We work hard to teach students appropriate ways to deal with anger. Students who physically fight at school may be suspended. Repeated fighting will result in disciplinary action, up to and including expulsion.

Threats of Violence: Threats of any kind directed at other students or teachers will not be tolerated. Use of threats, intimidation (bullying), harassment or coercion against any fellow student or school employee will result in disciplinary action.

Weapons or Dangerous Objects: Students are not allowed to bring weapons (or weapon toys) of any kind onto the grounds of any Grants Pass School District property, buses, bus stops, or to school district sponsored events. Students may receive discipline that ranges from detention up to expulsion, depending on the type of weapon and the severity of the situation. The school will confiscate the weapon or toy. Federal and state law and school district policy requires disciplinary action up to and including expulsion for one year of a student with a weapon at school. Along with the more obvious weapons, any knife can be considered a weapon, so please be aware of this in regard to your child and pocketknives, penknives, etc.

Drugs & Alcohol: Students in possession of drugs, alcohol, and/or drug paraphernalia, and/or are under the influence and/or impaired by and/or having detectable amounts of such

substances in their system during school, traveling to and/or from school, and/or at any school sponsored/related event shall be cause for a 10 day suspension pending recommendation for an expulsion. In such cases, students that are suspended pending an investigation for recommendation of an expulsion hearing may be referred to law enforcement officials.

Suspension: Suspension temporarily removes the student from school and all school functions (for up to 10 consecutive school days), and/or until a parent conference can be arranged.

Expulsion: Failure to comply with stated conduct standards may result in expulsion. Expulsion denies the student attendance at school and at all school activities for up to one calendar year.

DRESS AND APPEARANCE (STUDENT)

Responsibility for student dress rests directly with you, the parent/guardian. We feel that the process of learning is best when students dress appropriately for school. We do have one rule which we strictly enforce: ***Attire should be supportive of a learning environment and should not create a disruption to the teaching and learning process.***

Please consider the following guidelines when purchasing school clothes for students:

- Shorts, skirts, and dresses must be mid-thigh length (fingertip).
- Shorts must have a definite leg- "short-shorts" or "jogger shorts" are not allowed.
- Pants and shorts are to be worn at the waist level.
- Underwear can not be showing
- No bare midriff, mesh see through, or plunging necklines allowed
- Clothing and accessories may not have any sign of, or promote: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, etc.
- Clothing must not depict, advocate or reference violence or violent acts and must not threaten the health or safety of any other student or staff. This includes ANY form of gang clothing.
- Head coverings or sunglasses are not allowed in the school building unless a part of a student's religious dress or prescription or at the building administrators' discretion.
- Footwear must be worn at all times for safety reasons. Students wearing inadequate footwear may be restricted from recess or PE activities.
- Piercings shall not interfere with the student's safety or be so unusual as to distract from the learning process
- Pajamas should not be worn to school and are strongly discouraged
- Dress code violations will be addressed with multiple choices to remedy the non-allowable dress (asked to wear additional clothing, borrow clothing, call home, etc.)

Outer garments should be labeled with the student's name. Hats, gloves, coats, boots, umbrellas, lunch pails, (anything the child can set down!) will be found faster if the owner's name is attached. A lost and found area is located at each school site. Unclaimed lost and found items will be donated to charity organizations at the end of each semester.

EMERGENCY DRILLS

The first and most common type of emergency drills conducted are fire drills. Fire drills are conducted once each month as required by Oregon law. Detailed escape plans are posted inside the door of each classroom. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are moved to these designated areas in less than 75 seconds in a safe, quiet and orderly manner.

A second type of emergency drill (Earthquake drill) is conducted at least twice a year. Each child is to get under his/her desk and face away from the windows. After the drill or in the case of a real earthquake, students will be evacuated from the building as safety permits.

The third type of emergency drill is a safety threat drill. Students are directed to a safe place by staff members, and then continue to follow the directions of the staff members for the remainder of the drill. By law schools are required to conduct this type of safety drill at least two times per year.

EMERGENCY INFORMATION

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

1. Names of all parent(s) or guardian(s).
2. Complete and up-to-date address.
3. Home and parent(s) work phone numbers.
4. Emergency phone number of relative or friend.
5. Physician's name and phone number.
6. Medical alert information and protocol (if applicable).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") and currently in attendance within schools in the district, certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school

decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Identifiable information, aka directory information, is defined as information contained in a student's education record that generally would not be considered harmful or an invasion of privacy if disclosed. This could include:

- a. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level;
- b. Participation in officially recognized activities and sports, weight and height of members of athletic teams;
- c. Major field of study, degrees, honors, and awards received;
- d. The most recent school attended

Parents and eligible students have the right to opt out of disclosure of directory information annually by submitting a written request to the building principal. Disclosure without consent may be made to a school official who has a legitimate educational interest. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff person (including health or medical staff and law enforcement personnel), a person serving on the School Board, a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials, a parent or student serving on an official committee such as a disciplinary committee or assisting another school official in performing his/her tasks. Grants Pass School District administration have a legitimate need for access to records of all students enrolled in the district.

Parents and eligible students may request, in writing, a copy of a student's education records. The district may recover a fee for providing a copy of the records, but only for the actual cost of reproducing the record. Copies of test protocols and other documents described in ORS 192.501 (4) shall not be provided.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from

education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district or postsecondary institution in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice

system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

FIELD TRIPS

Field trips are a part of your child's learning while at school. Students are transported by school buses and are supervised by school personnel. At the time of registration, parents are asked to complete a permission slip that will be for all field trips held throughout the year. You will be notified in advance of any school field trips.

Chaperones on field trips are considered volunteers and must meet the criteria found in the volunteer section of this handbook. Chaperones are responsible for supervising students and therefore not able to bring other children (ie. siblings, friends, etc.) with them.

HARRASSMENT, BULLYING OR INTIMIDATION, INCLUDING CYBER BULLYING

Our purpose is to create a more inclusive, culturally agile and welcoming environment where all can thrive. Harassment, bullying or intimidation is not permitted or tolerated at any elementary school. Students who are involved in harassment of any kind will be subject to disciplinary action, up to and including expulsion.

Bullying and Cyberbullying are defined as: Unwanted or aggressive behavior that involves a real or perceived power imbalance. The behavior is *repeated*, or has the potential to be repeated, over time. Cyberbullying is bullying that takes place over digital devices. If cyberbullying is conducted off campus the school administration will determine if the incident causes a substantial disruption of the educational process while the student is at school.

Harassment is defined as: The use of written, verbal or physical behavior which serves to distress, threaten, demean, annoy, or torment another person whether "joking" or not. This includes speech related to race, ethnicity, religion, color, national origin, sexual orientation, ability, marital or parental status, gender or gender identity.

Reporting & Investigation: Any student who feels they have been bullied, harassed or intimidated should report to an adult immediately. Any adult (parent or staff member) who receives a report of bullying or harassment should report to the building administrator as soon as possible. An Incident Report Form is available in the front office for any adult and/or student to complete. All reports of harassment, intimidation or bullying will be submitted to the Building Principal. An investigation will be conducted in accordance with District Policy and any necessary corrective action will be taken and

documented. Any request for the District to review the actions of a school in responding to a report of harassment, intimidation, bullying or cyber bullying (or a school investigation of such a report) should be submitted in writing to the District Superintendent.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

INDIVIDUALS WITH DISABILITIES ACT

Public Law 105-17, also known as the “Individuals with Disabilities Education Act” requires school districts to use an ongoing system to locate, identify, and evaluate all children (birth to 21 years) suspected of being eligible for special education services.

Grants Pass School District No. 7 requests public assistance in identifying any developmentally disabled child who is not enrolled or currently receiving special education services. Please contact the District Special Education office at 541-474-5706.

LIBRARY

Students will visit the library on a regular basis. It is our goal that the library will be a quiet, productive, safe environment where students interact with courtesy and respect. There are certain rules and responsibilities that the children will be taught regarding the use of the library and care of library materials. Books are checked out for one week. They must be returned or renewed at the end of that time. Further checkouts may be affected until the overdue materials are returned. Families will be charged for the replacement of lost or damaged books. At the end of the school year all books will be called in for the summer. Children who have not returned or paid for lost or damaged books may not be able to participate in Play Day/Field Day the last week of school.

LOST AND FOUND

All clothing found on the campus, regardless of its value, is placed in the lost and found area. Money, jewelry, or any other articles of value are turned in to the office. Students or parents may claim them after proper identification. Please put your child’s name on all items brought to school so they can be returned to their rightful owner. Unclaimed lost and found items will be donated to charity organizations at the end of each trimester.

MEAL PROGRAM

Our school serves breakfast and lunch as part of the educational program. Our school is under the National School Breakfast and Lunch Act which requires that we serve a specified type of meal that

provides at least one-third of the child's daily nutritional needs. Parents or guardians are always welcome to visit our school cafeteria and to eat with their children.

Students who bring their meal from home can also sit in the cafeteria lunch room. If desired, those students who bring a lunch from home can purchase milk from the cafeteria for a nominal fee. Please contact the District Food Service Office at 474-5716 with any questions.

MEDIA ACCESS TO STUDENTS

We occasionally receive requests from news media to take photographs or videos in the classroom. Additionally, Grants Pass School District 7 staff may use classroom photos or videos in publications (print or digital), news releases, and on district-maintained websites or social media accounts. During student registration, parents/guardians indicated whether or not they agree to allow their student to appear in media products. That information is documented in the Student Information System.

Please note, GPSD does not control the disclosure or use of photographs or videos taken by participants at events that are open to parents, community members, and/or the news media. Additionally, media opt-outs do not apply to students participating in public events, like academic competitions, performances, and athletic events. Student photos and names from these events may be published.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

MODIFIED DIPLOMA

Oregon law (OAR 581-022-1134) requires that parents of students who will enter 9th grade after July 1, 2009, be notified of the availability of a modified high school diploma. The modified high school diploma is available for students who have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers inherent in the student or a documented history of a medical condition that creates a barrier to achievement. A determination that a student will be working toward a modified diploma may be made **by the school team** no earlier than 6th grade and no later than two years before the student's anticipated graduation date unless a change has occurred in the student's documented history. A decision to work toward a modified diploma may be changed **by the school team**.

A modified diploma is based on attaining 24 credits, just like a standard diploma. However, the courses that constitute a modified diploma are different. To earn a modified diploma, a student must complete the following credits:

- Language arts/English – 3
- Math – 2
- Science – 2
- Social Studies – 2
- Health – 1
- PE – 1
- Career technical Education or the Arts or Second Language – 1
- To be determined with the student – 12

If you have questions regarding the modified diploma for your child, please contact your building administrator.

MOVING TO A NEW SCHOOL

Parents are asked to call or send a note to school a few days before they wish to withdraw their child from school. This will assist us in having information ready to send to the child's new school. If you are moving during the summer, please notify the office before school is out in June. Library books, textbooks, meal charges, and musical instruments must be turned in prior to withdrawal.

NEWSLETTER

A school newsletter containing items of interest to students and parents will be distributed periodically throughout the school year. The newsletter will feature activities happening at school, positive parenting activities, and other information pertinent to our school. Classroom and individual notices and reminders will be sent home periodically.

ODE NOTIFICATIONS



PUBLIC HEALTH DIVISION)
Maternal and Child Health

Kate Brown, Governor

Oregon
Health
Authority

800 NE Oregon St.
Portland, OR 97232
971-673-0339

Regarding: Information required by House Bill 2972

Access to Dental Care: Further Examinations and Necessary Treatments

Dear parents and school staff,

Most Oregonians can enroll in either private health insurance through HealthCare.gov or free or low-cost coverage through the Oregon Health Plan (Medicaid). All Oregonians can apply for coverage, and no one can be denied coverage because of a pre-existing health condition.

Do you need dental insurance?

- You may apply for the Oregon Health Plan (Medicaid) at any time.
<http://www.oregonhealthcare.gov/apply-for-medicaid-now.html>
- If you need to buy health insurance, visit Healthcare.gov to see if you qualify.
<https://www.healthcare.gov/>

Do you need to find a dentist?

- For a listing of dentists in your area:
<http://www.oregondental.org/for-the-public/find-a-dentist>

Do you need low-cost dental care?

- For low-cost dental care:
<http://www.oregondental.org/for-the-public/low-cost-dental-care>

Sincerely,

Bruce Austin, DMD, LMT

State Dental Director

Health Policy Administration

BRUCE.W.AUSTIN@dhsosha.state.or.us

503-551-5905

What is a cavity?

A cavity is a hole in the tooth. Cavities are caused when bacteria (germs) interact with sugar left on the teeth to create acid that weakens the tooth and eventually causes a hole in the tooth. Cavities can be very painful if not treated.

Tips for a healthy smile

- See a dentist regularly
- Brush teeth for at least two minutes, two times a day
- Floss teeth daily
- Use fluoride (toothpaste, varnish, fluoridated water)
- Have dental sealants applied
- Choose healthy snacks like fruits, vegetables and cheese
- Drink water, low-fat milk and milk products (soy milk)
- Wear a mouth guard while playing sports

See the dentist regularly

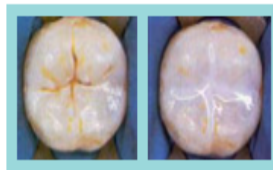
Take your child to see the dentist by age 1. Continue to take your child for regular visits. Most dentists want to see children twice a year.

An oral health screening provided at school does not replace the need for regular visits to the dentist.

Dental sealants

Your child will usually have their first set of permanent molar teeth (back teeth) in first and second grades (two on the top and two on the bottom). The second set of permanent back teeth usually comes in around sixth and seventh grades.

To help protect the back teeth from cavities, your child should get dental sealants from your dentist or a school dental sealant program. The coating flows into the deep pits and grooves of the tooth, "sealing out" bacteria and food that cause cavities.



pits and grooves

with sealant

Getting sealants does not hurt and no anesthetic is needed.

Dental sealants only protect the back teeth, so it is very important your child keeps brushing twice a day, flossing each day and using fluoride either at home or at school.

This document can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request this publication in another format or language, contact the Oral Health Unit at 971-673-0348, 711 for TTY, or email oral.health@state.or.us.

OHA 8770 (4/16)

Keeping a Healthy Mouth



A healthy mouth is an important part of overall health, and good oral health starts with keeping your child's teeth cavity-free.

Oregon
Health
Authority

PUBLIC HEALTH DIVISION
Oral Health Unit

PARENT RIGHTS

Grants Pass School District's Board of Directors passed policy KAB in the spring of 2024. Parents are to be informed annually of their rights

Parents/Guardians have a right to:

1. Know what their children are being taught through the grade level curriculum expectations pamphlet shared at elementary, course syllabi at middle and high school, and the learning management system utilized by secondary schools.
2. Review curriculum materials being used either by contacting the classroom teacher or utilizing the district learning management system
3. Families will be notified through course syllabi, Canvas course set up of course and/or opt in/out letters of sensitive topics in nature such as sexual behavior or attitudes, topics that create or promote social division, and mental health status.
4. Accessibility to reading lists and supplemental materials by contacting the classroom teacher and/or school administration.
5. Receive written instructions on how to opt in or opt out of curriculum (i.e. sex ed, survey's assessments, etc.) - [reference policy IGBHD](#)
6. Accessibility to books in the library by logging in to the library management system.
7. Accessibility to information on student organization/clubs and the ability to specify when they do not wish to have their student participate – [reference Policy IGDA](#).
8. Accessibility to the district's budget which is [posted on the district website](#).
9. Accessibility to district academic plans for their students (i.e. personal plan and profile, interventions, etc.) by contacting the counseling office at their student's school or the elementary school office
10. Accessibility to immunization requirements [posted on the district website](#) .
11. Annual Notification of FERPA rights regarding access to, amendment, and disclosure of their student's record. <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
12. Attend the Boards annual listening session.

PARENT TEACHER ASSOCIATIONS

An active parent group is a key ingredient in making parents a part of their child's education. Parent/Teacher Associations members have helped in many ways over the years, contributing to the Read At Home program, enrichment programs, and adding playground equipment as well as upgrading the school grounds. Each school's Parent/Teacher Association attempts to involve parents and keep them informed of all activities.

PARTIES

Parties scheduled by the school or teachers are held in the classrooms and supervised by teachers and room parents. The County Health Department prohibits the distribution of homemade food items at school events. All food provided at parties must be commercially prepared.

PERSONAL PROPERTY

Personal belongings from home are the responsibility of the students who bring them. These often create a problem either as a hazard or distraction to the student or their classmates. In such an event, the item may be taken from the student by a staff member. The parent may be asked to pick the item up from the office at their convenience. Students must ask the teacher's permission prior to bringing items to school. Toys from home cannot be weapons or replicas of weapons. Money and other valuables should be sent to school only when there is a definite need for them.

PHYSICAL RESTRAINT AND SECLUSION ANNUAL REPORT

Under Oregon Administrative Rule ORS.326.051, school districts must prepare an annual report detailing the use of physical restraint and seclusion for the preceding year. Parents and guardians of students shall be advised at least once each school year about how to access the report. The required notification appears in our school newsletters and is also available at our school and district offices. For additional information, please contact the Special Services Department or refer to the Oregon Department of Education website at www.ode.state.or.us. The GPSD annual report for the preceding year is available via the district website.

PICTURES

Early in the school year, every student has his/her picture taken. Picture packages are available for purchase. Pictures are paid for at the time they are taken. Information will be sent home at the beginning of the year. In the spring, pictures may be taken of every student and will be available for purchase.

PLAYGROUND RULES

Students are to remain on the play field or blacktop play area during outdoor recess. When the fields are muddy, that area will be off-limits. Tackle football is not permitted. Other dangerous activities such as skateboarding, piggyback riding, rock throwing, and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

PLAYGROUND SUPERVISION

School staff will supervise the playground during all recesses. The playground is not supervised before or after school and students are expected to leave for home immediately following dismissal.

POSITIVE BEHAVIOR AND INTERVENTION SUPPORT (PBIS)

The Positive Behavior and Intervention Support (PBIS) mission of Grants Pass School Dist #7 is to foster a learning environment in which all students have an opportunity to be connected to the educational environment of our schools. To accomplish this mission, we will establish a consistent, common expectation of student behaviors that are taught and recognized by a system that moves students from external to internal motivations. As proclaimed by the school board in the fall of 2008, "WE ARE GP" is the officially adopted motto as a reflection of the school community of Grants Pass School Dist. #7.

"We Are GP" – Guiding Principles

- We will create a school climate where everyone feels wanted, welcome, included and important.
- We are committed to serving and acknowledging ALL students, even the most challenging, by recognizing when they are persons of good character.
- We believe all school staff share in the roles and responsibilities of the development of building-level PBIS plans, including participation in professional development opportunities for PBIS.
- We are committed to teaching, re-teaching, and modeling school-wide expectations in a positive and consistent manner.
- We will develop systems to document and track behavioral information, creating data that is utilized to inform decision-making, policy and procedural changes, and identify necessary student interventions.
- We are committed to increasing the ratio of positive to negative interactions while decreasing the use of punitive and exclusionary discipline, focusing on strategies that truly change behavior.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, dental or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Grants Pass School District #7 has developed and adopted policies, in consultation with

parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202

RELEASE OF RECORDS

Student records will be maintained by Grants Pass School District No. 7 for the benefit of the student. They will be used to promote the instruction, career development, guidance, and educational progress of the student.

- a. Students' records are available to the teaching staff and designated clerical staff qualified to interpret the records.
- b. If a student's records are to be released as specified in Oregon law, the student and/or his/her representative will be notified and will have an opportunity to be present at the reading and interpretation of records.
- c. Oregon law requires that "release of student records for use in any preceding, civil or criminal, in any court of this state shall be made only by the superintendent or his/her appointed representative, or with the consent of the student or juvenile so conflicting or to whom such records relate. If the student is 18 years of age or over or if the person is a minor with the consent of his/her parent or legal guardian, release shall be made only in the presence of an individual qualified to explain or interpret the records."
- d. All student records shall be periodically revised and irrelevant material discarded and the records updated. Behavior records will be destroyed in accordance with Oregon Administrative Rules.
- e. The policies governing student records can be located in the Grants Pass School District No. 7 policy book. Board policies are available online.

Non-Custodial Parent Rights: Federal and state laws insure the non-custodial parent's right to consult with school staff and to review educational records unless there is a court document that specifically revokes these rights. Federal law gives schools 45 days to provide the records. In addition, non-custodial parents can receive a copy of the student's report card by contacting the front office with mailing information. When requesting records, non-custodial parents should be prepared to show picture identification and a document that validates that he/she is the child's parent.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law. A parent wishing to release their child early from school should contact the front office no later than 1:45 p.m. on the day of early dismissal. There will be no guarantees that changes can be accepted after that time.

RELIGIOUS RELEASE TIME

One hour of release time for religious instruction is scheduled on one designated day each week. At the present time, the only group offering this instruction is the Child Evangelism Fellowship (Good News Club), an interdenominational group. The group transports the children in their own bus or walks students to a local church.

Signed parental approval is necessary for any child to participate. Forms authorizing religious release time for your child are available at the school office. If you give approval, the student must continue unless you notify the school office otherwise.

During religious release time, regular classroom instruction does not stop.

REMAINING INDOORS

In general, if a child comes to school, he/she should be well enough to participate in all school activities. Please send a written request, stating the reason, if you believe your child should not participate in outdoor recesses or active physical education activities.

RESPONSE TO INSTRUCTION & INTERVENTION (RTII)

In GPSD7, we are committed to success for every student. We review all elementary students' progress three times a year with a special focus on reading. We also look at math, writing, attendance, grades, and behavior data throughout the year. Our students participate in a multi-tiered instruction program which offers different levels of instruction and support based on need and may include (1) Classroom Instruction (2) Small Group Instruction (3) Individualized Instruction.

We closely monitor all student progress. During this process, student performance is carefully reviewed by a team of professionals. Performance data will include academic, behavior and attendance information. The teams use the data to decide which students are doing well with standard classroom instruction, which students may need additional/supplemental instruction, and which students may need individualized intervention.

If you have any questions about Response to Instruction & intervention (RTII), please contact the school's Principal or Title One Specialist.

SCHOOL CLOSURE AND DELAYED START

The district's transportation supervisor and the superintendent decide in the early morning hours whether students can safely reach school in cases of snow or ice. If they decide to start later or cancel classes for the day, their announcement will be given to the radio and television stations. Up to date information will be posted on the district website and shared via Parent Square.

If the decision is to have delayed start, school will begin two (2) hours after the regular time. Buses will run regular routes two (2) hours later. School will be dismissed at the usual time.

As a rule, the news on whether the schools are opened or closed will be broadcast by 6:30 a.m. If the weather should dramatically change and threaten student safety while students are in school, schools will be closed early and district buses will transport the student's home. Elementary students will be the first priority for transporting students in such cases. In cases of local emergencies, we will get your children home as safely as possible. Please do not call the school, as our phones will be needed to resolve the situation.

SCHOOL FACILITIES USE

Groups requesting use of district gyms and fields must complete and submit a Facility Use Request Form to the building administrator. If a group is requesting use of the cafeteria or classroom, the Facility Use Request Form must be submitted to the school principal at the school site where the facility use is being requested. Any group using D7 facilities must submit a certificate of insurance verifying \$1,000,000 liability coverage. You may contact the district Business Office if support is needed obtaining a certificate of insurance.

SCHOOL to FAMILY COMMUNICATION

PARENTSQUARE: Our school and district use a tool called PARENTSQUARE to keep families better informed. PARENTSQUARE is used for all district, school, and teacher communications, primarily with email, text, and app notifications. PARENTSQUARE automatically generates an account for each parent/guardian, using the email address and phone number provided during student registration. We encourage you to download the app for an easy user experience and log in to set your personal notification preferences for receiving school communications.

Be sure to add the email address donotreply@parentsquare.com to the safe sender list in your email client (Gmail, Yahoo, AOL, etc.). Please give our school office a call if you need to update your contact information.

PEACHJAR (for flyers): Backpacks are getting lighter these days! Rather than sending home stacks of paper flyers, we now use a tool called PEACHJAR to email flyers directly to parents/guardians. PEACHJAR is how you will learn about school or district-sponsored events and activities like basketball clinics and cheer camps, as well as things happening in our local community. At this time all flyers are emailed to

families in both English and Spanish. Flyers can also be viewed by visiting the “links” tab in your PARENTSQUARE portal.

PEACHJAR automatically generates an account for each parent/guardian, using the email address provided during student registration. If you believe you may have unsubscribed to receiving PEACHJAR emails contact your school office.

SCHOOL SPONSORED EVENTS

Students at all school sponsored events shall be governed by the school district official rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds.

SPECIAL SERVICES

English Language Learners: Students who have little or no English language skills are provided appropriate instructional assistance in addition to receiving regular classroom instruction. Students requiring this type of program will be transported to either Lincoln or Redwood Elementary Schools (since they are the two schools in the district that house the ELL programs).

School Wide Title One: Each of our elementary sites receives additional federal funding to provide supplementary instruction in the areas of reading. Some elementary schools may also offer supplementary services in math if resources allow. Our Literacy Specialists and trained instructional assistants work with students both in individual classrooms and in a pull out setting. All students benefit from this program through regular monitoring of learning progress. If you would like more information regarding services provided through this program, please contact the school office.

Special Education: The special education program is designed especially for children needing instruction or care beyond the typical education services offered in our school. Educational assessment services are available through this program in order to identify children who may require additional educational assistance in and out of the regular classroom. From the assessment results, an Individual Education Program (I.E.P.) is designed for each qualifying child and is directed by a teacher trained to teach children with special learning needs. More information can be obtained from the Special Services Department at 541-474-5706.

Speech Therapist: A speech therapist visits the school on a regular basis. Students who are referred for services may work with the therapist on a set schedule. If a parent feels their child may need help in the area of speech development, the parent should contact the child's teacher to see about obtaining an evaluation from the therapist.

Talent and Gifted: The Grants Pass School District complies with the Oregon Talented and Gifted (TAG) Education Act and its administrative rules. These rules apply to all eligible students in our school. Students who test at or above the 95th percentile on specially selected tests may be eligible for Grants Pass School District's TAG Program. Here they will receive special guidance to fulfill their potential, through compaction and/or acceleration of the curriculum, as well as enriching activities. These students learn at a faster rate, at more

sophisticated level or learn in a different manner. Many TAG students have creative and energetic ideas but lack some of the necessary skills to develop projects that measure up to a high level of competence. The TAG program is designed to fit these needs. Students can be considered for the TAG program through teacher, parent, or self-nomination or may be considered based on **universal screening** results. For questions concerning the district's Talented and Gifted program, you can call the **Director of Elementary Education** at 541-474-5700.

STATE ASSESSMENT

Oregon is committed to preparing every learner with academic knowledge and skills necessary for success beyond high school. Oregon's statewide assessments in English Language Arts (ELA) and Mathematics are fully aligned to Oregon's State Standards and provide students in grades 3-8 and 11, along with their families, one measure of academic achievement and growth.

While no single test can give a complete picture of your child's progress, having your child take the statewide tests provides educators and administrators with information about what educational approaches are working and where additional resources are needed. Your child's participation is important to ensure schools and districts identify the areas in which they are meeting students' overall needs, as well as to identify areas of growth.

Oregon Law permits parents and adult students to annually opt-out of Oregon's statewide summative tests in English Language Arts and Math by submitting an annual form to the school the student attends. Schools will provide parents with the annual form at least 30 days prior to the start of testing.

Your child will be tested once after he or she has completed at least two-thirds of the school year. It's important that your child attend regularly during the testing opportunity to get the most accurate assessment outcome possible. Your child's school will determine the specific dates your child takes the tests within the statewide testing window.

Talk to your child's teacher or school principal if you have questions or want to learn more.

STUDENT HEALTH

Communicable Diseases: Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious. These diseases include but are not limited to: chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, plague, rubella, scabies, staph infections, strep infections, and tuberculosis. Parents with questions should contact the school.

Doctor and Dentist Appointments: Parents are asked to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused for these special appointments.

Head Lice: Head lice do not carry disease nor does an infestation with them mean that your child is dirty. However, to prevent the spread of head lice in the school setting, children must be treated immediately. We request that you notify the school if you discover the problem, so that we can take

preventative measures at school. Head lice do not jump or fly. They fall or crawl onto surfaces and are passed by sharing combs, hats, bedding, or towels. Head lice do not breed on animals. You get them from another person. If your child is found to have lice, you will be asked to pick up your child from school. **In order for a child to return to school, the child must be treated.** After treatment, a parent or guardian must accompany the child to school and observe while a head check is done.

Health Protocol Information: If your child has a chronic health condition that may require school staffs attention (i.e. a special health procedure/protocol while at school) or special training of staff in order for your child to safely attend school, the school will need health protocols completed. An initial protocol may be completed and used for the duration of their attendance in the Grants Pass School District #7 Schools. The annual update for returning students on the registration form must be signed to confirm there are no changes in your child's health protocol. If you would like to talk to the school district nurse regarding your child's health protocol, please ask the school office to notify the nurse.

Illness and Injury: In case of illness or injury a student will be cared for temporarily by the school nurse, if she is on the premises, or by a member of the school staff. School personnel will render first aid treatment only. When emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the student will be taken to the hospital emergency room. In the vast majority of cases, emergency care at local hospitals will not be administered without the parent being present or being contacted by hospital personnel. Please ensure that there is an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor on file in the office.

Medical Insurance: Medical insurance coverage can be purchased for students. These plans are made available as a service of the school district, and forms are available through the school office. We do not recommend nor are we trying to solicit purchases. If you already have medical insurance, we encourage you to check with your insurance agent in order to prevent duplicate coverage.

Medication: Oregon State Law (see Board Policy JHCD) governs the administration of medication at school. Prescription and over-the-counter medications should only be administered at school if the dosage requirements indicate the medication must be taken during the school day.

Medication must be in the original prescription container. Written permission from the parent and the health care provider is required, with specified time and dosage listed. A state-approved form is available in the school office for this purpose. By law, medication must be brought to the school by the parent. Students may not bring the medication to school or transport it home.

Nurse: Grants Pass School District #7 has a nurse that visits the school on a routine basis for approximately 3 hours per week. The nurse is available to consult regarding student health needs that may impact their educational program. Students with health needs requiring assistance by school staff such as severe allergies or diabetes should notify the school office and complete the appropriate protocols. The district nurse will be available to provide staff training for emergency and/or health protocols. The nurse may be contacted through the school office.

Screenings: Grants Pass School District #7 holds annual screenings for vision, hearing and dental health. These screenings are typically in the 1st trimester but scheduled individually at each site. Please contact your school office if you have questions about these screenings.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the policy of Grants Pass School District No. 7 not to discriminate on the basis of race, national origin, religion, sex, age, handicap, or marital status in its EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT PRACTICES. Continuous effort will be devoted to ensure an equal opportunity for all persons.

To the student: It is the responsibility of the Grants Pass School District No. 7 to provide educational opportunities for the student and to equip him/her with basic skills, understanding, appreciation, and attitudes necessary for living effectively in today's society. It is the responsibility of the student, as a citizen of the community, to make the school a place where people can live and learn together. To help achieve this type of responsible citizenship, the Board of Education provides these regulations to inform the student of policies which govern conduct in school. Building principals shall develop reasonable published rules for the operation of their building in addition to, but not conflict with, the legal action.

As a citizen of a Democracy, it is a duty to use the guarantees provided in the constitution wisely, and within set limitations, respecting the dignity and rights of others as well as ones self. Citizens are permitted free expression and students are encouraged to exercise this right as an important element in the learning process.

Duty of the Pupil: Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use prescribed textbooks, and submit to the teacher's authority. Willful disobedience, open defiance of teacher's authority or the use of profane or obscene language is sufficient cause for discipline, suspension and/or expulsion from school.

Freedom of Speech and Assembly

- a. Students may verbally express their personal opinions, but these opinions shall not be allowed to interfere with the rights of others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property or reputation is prohibited.
- b. All student meetings on school property shall function only as part of the normal educational process or as authorized by the principal or his/her duly appointed representative and with a faculty member in attendance.
- c. Students have the freedom to assemble peacefully; however, conducting or participating in any assemblage which interferes with the operation of the school or classroom is prohibited.
- d. Invitations to outside speakers shall be approved by the principal or his/her appointed representative. No speaker who openly and knowingly advocated breaking the law shall be invited to speak.

Freedom to Publish

- a. Students are entitled to express their personal opinions in writing. Those opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others. Such written expressions must be signed by the author. The time and place for distribution of such materials is subject to individual building rules.
- b. Libel, obscenity and personal attacks are prohibited in all publications.

- c. Commercial advertising or solicitations will be permitted on school property only if it is related to school functions and has the approval of the superintendent and building principal.
- d. School sponsored publications must have all items approved by the principal or his/her appointed representative.
- e. Written materials not produced by students of a district school must have the approval of that school's principal before they may be distributed.
- f. The students who distribute non-school publications must be identified and approved by the principal.

Right to Petition: Students have the freedom to petition for a change in school policies and regulations. Circulation of such petitions must not interfere with the normal operations of the school or classroom. Such petitions shall be submitted to the building principal.

STUDENT SUPPORT SERVICES

Behavior Intervention Specialists (BIS's) are available to talk with students about challenges they might be facing. Students may request an appointment with a BIS, or may be referred by a parent or teacher. The BIS's see students individually, and in small group settings. Parents and students are encouraged to contact the office for assistance with issues such as: friendship problems, conflict resolution, peer pressure, bullying/harassment, anxiety, grief and loss, and emotional difficulties. The BIS can also provide referrals, helping to connect the student and families with appropriate support systems in our community. If parents have questions or concerns about their student, they may reach out to the school's BIS to discuss.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or a family emergency. Students are expected to be extra courteous to substitute teachers.

SUPPLIES

The majority of classroom supplies are provided by the school district. We do ask students to bring their own backpack. Please reach out to the school office to see if there is anything additional your child needs or if you need assistance in accessing a backpack.

TELEPHONE

The office telephone is a business phone and is not to be used by students except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

TITLE IX

Grants Pass School district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, disability, or age in its programs and activities, and provides equal access to

designated youth groups such as the Boy Scouts. The following person has been designated to handle inquiries regarding discrimination:

Dan Huber-Kantola

Director Personalized Learning

725 NE Dean Dr.

Grants Pass, OR 97526

(541)474-4700 dbkantola@grantspass.k12.or.us

As outlined in Board Policy AC-AR, the following procedure shall be used when filing a complaint:

- Step 1:** Complaints may be oral or in writing and filed with the principal of the building. The building principal will conduct the initial investigation and determine action to be taken, if any, and reply in writing to the complaint within 10 school days of receipt of complaint.
- Step 2:** If the complainant wishes to appeal the decision, he/she may submit a written appeal to the Title IX coordinator within five days after receipt of the building principal's response. The Title IX coordinator will review the principal's decision and may meet with parties involved. Within 10 school days of complaint, the Title IX coordinator will respond in writing to the complainant.
- Step 3:** If the complainant is not satisfied with the decision, a written appeal may be filed with the Board within five school days of receipt of the Title IX Coordinator's response. The Board may decide to hear or deny the request for appeal. The Board may meet with the concerned parties and their representatives. The Board's decision will be final and will include the legal basis for the decision, findings of fact, and conclusion of law. The Board's final decision will be sent to the complainant in writing within 10 days of the meeting.

TRANSFER REQUESTS

Students shall attend the school within their attendance boundary unless a transfer is approved by the principal of the receiving school. Forms are available in the office. If a transfer is approved, parents are responsible for transporting the student(s) and ensuring regular attendance and arrival at school on time. It is the responsibility of the parent to notify the school when a move has occurred and to complete the necessary paper work requesting a transfer if needed. If notification is not received of a move, request to transfer may be denied.

VIDEO SURVEILLANCE

School Board policy ECAC authorizes the use of video surveillance cameras on district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, to safeguard district facilities and equipment and to allow greater public access to district facilities. Surveillance cameras may be used in locations, as deemed appropriate by the superintendent.

VISITATION – PARENT RIGHTS

Both custodial and non-custodial parents have the right to visit their child at school, attend school functions, and volunteer in the classroom. This general right can be modified either by a court order (e.g., limiting or prohibiting one parent in a specific manner) or by the school (any parent's right to attend, participate, or volunteer can be modified or prohibited if doing so is necessary to protect the interests of the child, the other students, and/or the teacher, for example, if the parent is disruptive). All classroom visits shall be prearranged with the classroom teacher. A parent's presence at school can be dictated pursuant to a specific protocol drafted by staff, so long as there is a reasonable basis for the limitations in the protocol, and so long as the protocol is not discriminatory (e.g., limiting the rights of parents of special education students to observe in the classroom, but placing no limits on the rights of parents of regular education students).

VISITORS

Parents are welcome and are encouraged to visit the school. School visitors should prearrange their visit to the school. All adult visitors will be asked to sign in at the office and wear a visitor tag during school hours. Student visitors are not allowed, unless accompanied by a parent. No visitors will be allowed in the building during student drop off and pick up times to ensure student safety and tracking.

VOLUNTEERS

District No. 7 considers its volunteers as a very special resource. Volunteers are encouraged to help in classrooms, programs, and extra-curricular activities. Please call the school office or a classroom teacher if you have time or skills you can share to make our school a better place for students to learn and grow. In order to become a volunteer in any District 7 school, complete the volunteer information form available in the office. Upon clearance of a background check, you will be placed on a list of available volunteers. Volunteers will need to sign in at the office and wear a name or visitor badge during school hours. Grants Pass School District #7 will pay for an Oregon only background search. Volunteers who have lived out of state will be responsible for payment for criminal background checks from those states prior to being approved as a volunteer.

WALKING TO SCHOOL

Students who walk to school need to practice safety. They should walk on the side of the street that has a sidewalk, cross the street at designated crosswalks, and watch for cars. **Students who walk to school should not arrive before 7:45 a.m.**

Lincoln Elementary School

Student/ Parent/Teacher/ Compact

We are a community dedicated to respect, responsibility, and learning.

We want all students to be successful. We believe in a home/school partnership that expects each student to be responsible for behavior and academic performance.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I will try to do the following:

Be safe.

Be respectful.

Be responsible for my behavior by following school, class, and bus rules.

Attend school regularly and be on time.

Be prepared with school supplies.

Listen and follow directions.

Complete and turn in homework and assignments on time.

Spend time reading on a regular basis.

Signature _____

PARENT/GUARDIAN AGREEMENT

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

Support the school's behavior guidelines and consequences.

Support the school programs and attend conferences.

Have child to school regularly and on time.

Celebrate school successes.

Provide a set time and a quiet place for my child to do school work.

Stay informed – read school newsletters and notes from teachers.

Maintain good communication with my child's teacher.

Signature_____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I will strive to do the following:

Provide a safe environment for the students.

Show respect for children and their families.

Enforce school and classroom rules fairly and consistently.

Maintain open lines of communication with parents and students.

Provide opportunities for parental involvement.

Stay informed of effective education practices.

Signature_____

