

Estacada School District #108

River Mill Elementary School

2024 - 2025

Parent/Student Handbook



**River Mill is proud to be a PBIS and
Responsive Classroom School!**

Estacada School District does not discriminate against an individual's race, color, religion, gender, sexual orientation, national origin, marital status, age or disability. Estacada School District is an equal opportunity educator and employer.

River Mill Information

850 N. Broadway St.
Estacada, Oregon 97023
Phone: 503-630-8517
Fax: 503-630-8676

District Website – www.estacada.k12.or.us

School Website – www.rm.es.estacada.k12.or.us

Office Hours 7:00- 3:30
School Secretary: Amanda Schriever
Principal's Secretary: Katie Krause
Principal: Lindsey Fullenwider
Vice-Principal: Trevor Syring

School Hours

Grades K-5: 7:45am-2:35pm Monday-Thursday

Pre-K 8:00am-11:00am Monday- Thursday and
12:00pm-3:00pm Monday- Thursday

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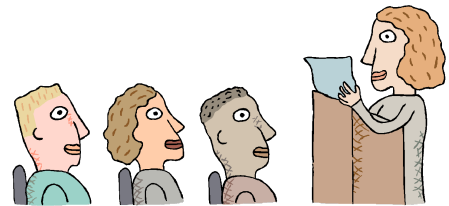
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Welcome

Welcome to River Mill Elementary School! We are a Pre-K-5th Grade school with approximately 490 plus students. Our staff is committed to the continuous improvement of all students academically, physically, socially, and emotionally. To maximize learning, we are dedicated to creating a safe, rich learning environment with high expectations for success, strong instructional leadership, frequent monitoring of student achievement, application of effective research-based practices, and effective home-school relations. Our goal is to provide each student with the education they will need to positively impact their future and to become an involved member of our society. We look forward to working with you and your child and want to make this a wonderful educational experience for both of you. Any time you have questions or concerns, please give us a call. Working together, great things will happen for all children!

Administration

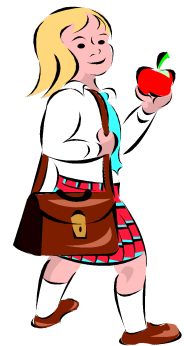
The Estacada School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs, in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act. The following administrative staff, among other things, will coordinate compliance with legal requirements and may be contacted at the Estacada School District office at 503-630-6871, extension 2900.



Ryan Carpenter.....	Superintendent
Tanner Simmons	Senior Accountant
Jason Hobson.....	Student Services Director
Jennifer Behrman.....	School Improvement Director
Kelly Hayes and Lisa Akins	Human Resources
Mike Waer	Operations
Sara Lawson.....	Transportation
John Simpson.....	Maintenance Department
Kyla Portwood.....	Food Services

Absences and Attendance: Come to School, Be on Time, Stay all Day!

We value your children and their educational experience, and we understand some absences are unavoidable as when your children are ill. **To ensure your child's safety, River Mill will call all students who are absent each morning unless we have heard from you. To avoid this phone call, please call the school office at 503-630-8517 or email rmeoffice@estacada.k12.or.us, before 8:15 a.m. Thank you!**



There are times when families may schedule a special vacation during the school year which requires children to be absent. While we acknowledge the importance of family time, it is often difficult for children to miss school for an extended period of time without getting behind. If your child will be absent for more than two days, please notify your child's teacher so arrangements can be made to minimize the interruption to student learning. Students who have been absent are required to make up missing assignments. Parents may contact the school office to collect homework assignments.

Students missing school more than 4 days in a 4 week period, may be subject to truancy court. It is always best to communicate with the school office about absences as soon as possible. BE A H.E.R.O. (Here, Every day, Ready to learn, On time)

Admission

A student seeking enrollment in the Estacada School District must meet all academic, age, immunization and other eligibility requirements for admission, as set forth by state law, Board policy and administrative regulations. The Estacada School District may deny regular school admission to a student who was expelled from another school district or who applies for admission to the district as a non-resident student. All children must be five years old before September 1st to enroll in kindergarten each year. You may obtain registration information in the office. In addition, each spring we hold a Kindergarten Connection to encourage as many early registrations as possible. Information about Kindergarten Connection will be advertised in the Estacada News as well as sent home with RM students.

Assignment of Students to Classes

Students are assigned to classes based on the individual needs of the students, staffing and scheduling considerations. In accordance with Board Policy JECD, parents shall have the right to request placement of their student. Such requests are for the coming school year, and should be made known prior to the end of May. If a parent would like to make a request, they must submit a letter in writing to the principal expressing the needs of their child. An assignment to a teacher will not be honored on the basis of a student being placed with friends. Final decisions are the responsibility of the building principal. Parents also have the right to request information regarding teacher credentials, including Highly Qualified status under No Child Left Behind.

Assignment of Students to Schools

Generally students are required to attend school in the attendance area in which they reside. However, a recent policy allows students to attend a different district elementary school under certain circumstances. In the majority of cases, if a child attends school outside their attendance area, transportation will be the responsibility of the parent. Please contact the school office for additional information.



While parents have the option of placing their students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs.

A parent of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973, or Individuals with Disabilities Education (IDEA) services, must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or, in writing, at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district, and the parent's request that the district fund private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.



Awards

Celebrating student achievement is very important. An Awards Assembly will be held at the end of each semester to honor students for their academic, attendance, and behavioral accomplishments.



Behavior/Discipline Guidelines

We believe all students can learn and thrive in a nurturing, safe environment. In order to promote and maintain a positive school setting, children are taught the responsibilities of self-discipline. Self-regulated, appropriate behavior is necessary to:

1. Provide a safe and orderly learning environment,
2. Help students cooperate with others,
3. Help students develop self-control, and
4. Help students learn to respect the rights and property of others.

River Mill's school-wide rules apply to all who work, visit, or volunteer here, and they support the responsibilities listed above.

1. Be Safe
2. Be Responsible
3. Be Respectful & Kind

With the above in mind, classroom teachers develop classroom management plans, teach expected behaviors, reward students for positive behavior, and give consequences to students for negative behavior. Students who make inappropriate choices follow a set of progressive

consequences that may include loss of recess, expectation class or detention, in-school or out-of-school suspension, loss of awards and privileges, and/or referral to law enforcement officials. The Discipline Referral System is designed to intervene and correct serious, inappropriate behavior patterns, build an immediate and consistent response to such behaviors, and provide a method of communicating behavior problems to parents in a timely manner. There are two levels of documented inappropriate behaviors: minor referrals and major referrals. Minor referrals are dealt with at the classroom level and reported to the office. Major referrals are reported to the office and dealt with by an administrator. Prior to issuing a Discipline Referral to the principal, the teacher is expected to follow procedures outlined in Positive Behavior Support and Intervention (PBIS) Protocols. Any serious infraction listed below, may be immediately referred to an administrator:

1. Possession/use of Weapons (including fake and look-alike weapons)
2. Possession/use of Drugs (including alcohol or tobacco)
3. Fighting or Assault
4. Harassment, Bullying, Physical Aggression, or Threat
5. Verbal Abuse, Swearing, or Inappropriate Communication or Affection
6. Theft or Forgery
7. Property Damage or Vandalism
8. Extreme Disrespect, Defiance, or Disruption or Inappropriate Location

Discipline referrals may result in a conference to discuss the incident, determine an appropriate consequence, and parent/guardian contact.

Major Referrals: Students receiving a Major Referral will be sent directly to the office. Each Major Referral will be accompanied by student completion of a Refocus Form, a phone call to parents/guardians, a conference with the administrator, and possibly a letter or documentation sent to parents/guardians.

For each behavior, there are levels of responses/consequences. **However, at any time, due to the severity of the behavior, any discipline step may be skipped. The administrator may adjust steps on this matrix on a case-by-case basis if it is deemed in the best interest of the child.**

Fighting:

1. Three days loss of recess.*
2. Three days loss of recess and Expectations Class.**
3. Parent-Teacher-Administrator Meeting, Expectations Class, and two days Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and three days Out-of-School Suspension.

Harassment, Bullying, Physical Aggression, or Threatening:

1. Three days loss of recess.
2. Expectations class and three days loss of recess.
3. Parent-Teacher-Administrator Meeting, Expectations Class, and one-two days Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and two-three days Out-of-School Suspension.

Verbal Abuse, Swearing, or Inappropriate Communication or Affection:

1. Loss of two days recess.
2. Expectations class and three days loss of recess.
3. Parent-Teacher-Administrator Meeting, Expectations Class, and one-two days Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and two-three days Out-of-School Suspension.

Theft or Forgery:

1. Two days loss of recess.
2. Expectations class and three days loss of recess.
3. Parent-Teacher-Administrator Meeting, Expectations Class, and one-two days Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and two-three days Out-of-School Suspension.

Property Damage or Vandalism:

1. Two days loss of recess.
2. Expectations class and three days loss of recess.
3. Parent-Teacher-Administrator Meeting, Expectations Class, and one day Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and two days Out-of-School Suspension.

Extreme Disrespect, Defiance, Classroom Disruption, or Inappropriate Location:

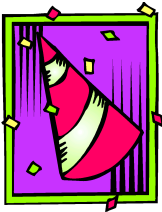
1. Two days loss of recess.
2. Expectations class and three days loss of recess.
3. Parent-Teacher-Administrator Meeting, Expectations Class, and one-two days Out-of-School Suspension.
4. Parent-Teacher-Administrator Meeting, Expectations Class, and two-three days Out-of-School Suspension.

*Loss of Recess – Student will be assigned to “Behavior Buddy Class” for all recesses for the assigned day.

**Suspension – There are two types of suspension: In-School and Out-of-School. Students assigned In-School suspension will come to school at the regular time and report to the school office to serve their suspension. Students serving In-School Suspension will receive all of their regular educational services. Students assigned Out-of-School Suspension will not be allowed on school premises for the duration of their suspension. For any Out-of-School Suspension, a re-entry meeting must occur before the student returns.

A safe, friendly learning environment is important to all students and employees at River Mill Elementary School. We appreciate your support and cooperation as we work toward achieving this goal.

Birthday Celebrations



If you wish to send snacks or gifts for your child’s birthday, the office will be happy to call your student out of class to see their surprise. To minimize classroom disruptions, our policy is to keep flowers, balloons, gifts, etc. in the office until the end of the day. When the student is released for the day, they can pick up their gift and take it home. Please contact your child’s teacher to

make necessary arrangements for celebrations that can be scheduled at a time that is compatible with the day’s learning schedule. State law requires that snacks fit the healthy criteria for the Oregon Smart Snack law.



Bicycles

Bicycles may be ridden to school. They must be parked in the bike rack immediately upon arrival, and it is strongly recommended that bikes be locked. River Mill Elementary will not be responsible for loss or damage to students’ bicycles.

Books

Textbooks and library books are loaned to students free of charge. Your child is responsible for lost or damaged books and will be required to pay replacement costs if books are lost or damaged. Replacement costs will be determined by the teacher or librarian based on the current value of the book. At the end of the school year, if your child owes a fee, you will be notified at least one week prior to dismissal of school to allow time to submit the necessary fines prior to the last day. Report cards may be held for students who owe money to the school for books.

Breakfast/Lunch Program

Student Meal prices- Breakfast: \$1.95, Lunch: \$3.30, Milk: \$.55
Adults- Breakfast \$3.00, Lunch \$4.50, Milk: \$.55



Free and Reduced cost paperwork is available in the office or online.

Lunch Times: Lunch times are staggered and occur within these time bands. Each classroom has twenty minutes for lunch.

Kindergarten/1st: Lunch-10:55-11:15 Recess-11:15-11:35
2nd/3rd Grade: Lunch-11:40 - 12:00 Recess-12:00 - 12:20
4th/5th Grade: Lunch-12:25 - 12:45 Recess-12:45 - 1:05

Breakfast: Students will enter the building and go directly to the cafeteria to get their breakfast, sit at a table, and once they are finished and cleaned up, will either go directly to class or sit on the floor by the stage and wait to be dismissed to class.

Lunch: When eating, students must stay seated until dismissed by a staff member to dump their tray and/or go to recess or class. All food must stay in the cafeteria. Students are in charge of bussing their own tables, and responsible for disposing of their own garbage.

Bus Passes - Pickup Patrol:

If a student needs to ride a bus other than his or her own that is prearranged per Transportation, he/she must bring a note from his/her parent or guardian or enter that into *Pickup Patrol* <https://app.pickuppatrol.net/parents> (enter by 1:50 M-TH, and by 9:30 on REID days). If the student does not have a note, a parent or guardian will need to call the office at 503-630-8517 **before 1:30 p.m.** to make the arrangements. The office staff will give the student a note that will allow them to ride a different bus. Students who do not have permission to ride another bus will not be allowed to make arrangements at school during the day.

Bus Transportation

The privilege of riding a bus is reserved for district students, and is based upon good behavior and observance of established regulations. Children and parents of children who ride a bus should become familiar with the rules. Many parents provide help by supervising their children at bus stops and waiting with them until they are safely on the bus. Occasionally, students grades K-2 are returned to school via the bus if a parent, family member, or sitter is not there to meet them.

The bus driver is responsible for student safety during the ride and while students are loading and unloading. It is the driver's duty to notify the transportation supervisor if any student persists in violating the following rules of conduct:

Rules for Riding School Buses (OAR: 581-53-010)

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, and boisterous activity are prohibited.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous materials on the bus.



6. The bus driver may assign seats.
7. Pupils shall remain seated while the bus is in motion.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus at a location other than his/her scheduled bus stop.
11. Pupils shall converse in normal tones. Loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and to the public.
15. Pupils, who refuse to promptly obey the driver's directions or refuse to obey regulations, may forfeit the privilege of riding the bus.
16. No creature (dead or alive) will be allowed on the bus (in October r out of cages or containers).
17. Articles that will not fit under the seat or on laps will not be allowed on buses.

In the event a student does not follow the above, the bus driver will issue a School Bus Incident Report to parents. This report will have a description of the misbehavior and must be signed by the parents and the principal. For the parent's information, it will include the disciplinary action taken by the principal based on school policy. Immediate suspension of bus privileges can occur when violations endanger the safe operation of the bus.

Calendar

A district calendar is available on the district and school websites. Events and activities are published in our weekly newsletter as well as posted on our school web page. This page can be found at <http://www.estacada.k12.or.us>



Campus Policy/School Hours

For the protection of our students, the River Mill Elementary campus is closed during school hours. Students are to have a hall pass if they are outside of their regularly scheduled area. Children are not allowed to leave school grounds during the school day, including lunch, without parent permission. Morning supervision begins at 7:20, and students are not to arrive on campus prior to that time. At that time, students may enter the building through the assigned entrance, eat breakfast if needed and go to their classroom. Students should be in class by 7:45 after which time they are considered tardy. All classes dismiss at 2:35.

Cell Phones/Smart Watches

Cell phones are permitted as long as they are turned off and out of sight during the school day. Students who wear a cell phone watch can wear the watch to tell time, but need to turn off text and call features during the school day. Students who disobey this rule will have their cell phone taken and returned at the end of the day on the first offense. For a second offense, the cell phone will be taken to the office for parent pick up. Cell phones that ring during class are the responsibility of the student. Additional offenses will result in further disciplinary action. Cell phones may be used for educational purposes with teacher permission only.

Change of Destination

There are occasions when children need to go to an alternate destination after school. For the protection of your child, **we require a note from the parent or guardian authorizing the change of destination.** We understand that emergency situations come up during the school day and a change in destination may need to be called in **by the parent.** We do not accept calls from anyone other than the parent or guardian for change of destination.

To ensure the safety of your child we would like to encourage a consistent after-school destination. This consistency will help students and staff to become familiar with the after-school schedule. Frequent changes in destination, especially mid-day, cause students to become confused about their after-school plans.

Child Find

Public schools will ensure that all students with disabilities, who are eligible for kindergarten through 21 years of age, residing within their attendance area, have available to them a free and appropriate public education in the least restrictive environments. The rights of children with disabilities and their parents will be protected in accordance with state and federal laws.

School districts must locate and identify individuals who have disabilities from birth to age 21. If you, or someone you know, have a child with a disability who may be in need of special education and related services, you can initiate a referral through your local schools.

Call 503-630-6871 Ext. #2906 for any of your local schools or the Special Services Department.



Class Parties

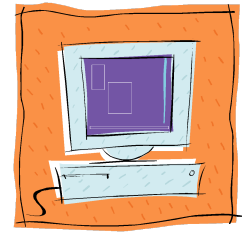
At various times during the year, classroom teachers will schedule parties for students. If for some reason you do not want your child to participate in these activities, please notify the classroom teacher so we can honor your wishes. Students who do not participate in classroom parties will be given an alternate location to attend during these times, and are encouraged to attend school. Classroom parties are usually scheduled for the last thirty minutes of the day. All treats that are sent in for parties must be purchased from the store and not homemade. Please keep treats as healthy as possible.

Classroom/School Visits

Parents are always welcome, and we encourage you to come and see what students are learning. Parents who wish to visit the classroom should make advance arrangements with the classroom teacher. **When you visit, you must report to the office before visiting classrooms, sign in and get a visitors' badge.** While visiting, many parents like to have lunch with their children. We encourage and welcome this. Please notify us by 8:30 a.m. if you intend to have lunch. The kitchen attempts to prepare the correct amount of food each day and does not include visitors in the lunch count. We do not allow visiting school-age friends or relatives to attend school with your children.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the office so other students who have been exposed can be alerted. Students with certain diseases are not allowed to come to school while the disease is contagious. This restriction may be removed for head lice after the parent provides a signed statement that a recognized treatment has been initiated.



If your child has to go home because of a fever, they need to stay home and be 24 hours free of fever without the use of medication. For sending your child home due to vomiting, they have to be symptom free for 48 hours or have a doctor's note. This is directly from the Oregon GHealth Authority that we follow.

Complaint Procedures

Any person who feels that he/she has been discriminated against should discuss the matter with the administrator/superintendent, who shall in turn investigate the complaint and respond to and document the complaint within five business days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the administrator/supervisor is the subject of the complaint, the individual may file the complaint directly with the superintendent. If the superintendent is the subject of the complaint, the complaint may be filed with the Board Chairperson.

If the complainant wishes to file a formal complaint, please refer to the district website.

Computer - Acceptable Use Policy

The ESDN (Estacada School District Network) is an electronic highway connecting classrooms, offices and buildings within our district. It is connected to the Oregon Public Education Network and the Internet, which is a network made up of thousands of computers around the world and millions of individual subscribers. The purpose of the ESDN is to support and enhance teaching and learning in the Estacada School District by providing electronic access to worldwide communications and information resources. By creating this network, the district intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. ESDN will also be used to increase district intra-communications, enhance productivity, and facilitate information sharing with the local community, including parents, social service agencies, government agencies, and businesses. All use of the ESDN shall be consistent with this purpose. This policy shall also apply to the use of commercial or other networking service, which is used in association with the Estacada School District buildings or activities.

Students may be permitted to use the district's electronic communications system for instructional purposes, providing the child's parents have signed a permission form. Personal use of district computers, including email access, is prohibited. The district's electronic communications system meets the following federal Children's Internet Protection Act requirements:

1. Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, pornographic, or harmful to children.
2. Student on-line activities are monitored.
3. Access by students to inappropriate matter on the Internet is denied.
4. Procedures are in place to help ensure the safety and security of students when using electronic mail and other forms of direct electronic communications.
5. Unauthorized access, including so-called "hacking" and other unlawful activities, by student is prohibited.
6. Unauthorized disclosure and use and dissemination of personal information regarding students is prohibited.

The district retains ownership and control of its computer hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including e-mail (sent or received), are not private and may be monitored. By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students who violate Board policy and/or administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

Conferences/School- to-Home Communication

Effective communication between school and home is important to your child's success. A monthly newsletter is sent home to inform you of activities, upcoming events and special announcements. **Please check with your child on a daily basis for communications that may have been sent home from school.** Teachers also communicate via telephone calls, notes, e-mail, progress reports, report cards, etc. In addition to these communications, parent-student-teacher conferences are held twice per year. Parent-student-teacher conferences are a time to discuss your child's strengths and weaknesses and are also an opportunity to meet your child's teacher, learn more about the school and have your questions answered. During these conferences, we look forward to learning things about your child that will help us provide a quality educational program. Please contact your child's teacher to schedule a conference at times other than the official conference times. We welcome your input and participation, and we encourage your involvement in your child's education.

Curriculum & Standards

Both Estacada School Districts Elementary schools use the Benchmark reading program and EnVisions Math Curriculum. Specific information about curriculum used at your child's grade may be obtained from your child's teacher.

All teachers use curriculum that is aligned to the new Common Core State Standards. These standards are used by over 40 states and are geared toward making students college and career ready upon high school graduation. These standards, along with information for parents can be found on the web at: <http://www.ode.state.or.us/go/commoncore>.

Dress Code

Student dress, in general, must meet reasonable standards of cleanliness and safety and must not disrupt the educational process (School District Policy JFCA). As a building policy, students may not wear:

1. Clothing which exposes a bare midriff,
2. Spaghetti straps,
3. Tops which un-tie in any fashion,
4. Clothing displaying alcohol, drugs, or weapon messages,
5. Clothing with words or pictures that can be interpreted as sexual or ethnic harassment,
6. "Heely" shoes (shoes with wheels),
7. Chains or spikes of any kind.
8. Short pants that are shorter than mid-thigh,
9. Pants that sag below the hips. For safety reasons and for students to participate in physical education, students must be able to run without hanging onto their pants.

Students who come to school dressed inappropriately will be offered clothing to put on (based on availability) or will need to call home for a change of clothes. The principal will make this judgment as needed.

Although rainy-day recess occurs under the covered play area, students will be required to wear a coat/hat to attend recess during cold and/or wet weather.

Early Release

In order to dismiss a student prior to the end of the school day, we require the parent or guardian to pick up the child or write a note authorizing the child's release. For the protection of your child, we will not allow a student to leave with anyone other than the parent or guardian unless we have written or verbal permission from the parent/guardian. If you pick up your child during the school day, please come to the office, sign out your child, and we will call your child to meet you in the office. **Please do not go directly to classrooms.** All students must be signed out and will not be released to meet parents in the parking lot.

Emergency Closure Due to Inclement Weather



From time to time, weather or other situations create unsafe conditions that affect the normal operating procedures of the school district. During school closures, late starts, or early releases, decisions are made for the entire school district. While your street may be safe, there may be significant portions of our attendance area that are extremely hazardous. The safety of the children is our prime consideration in this decision-making. At times, school might close early for inclement weather or other unusual situations. In this case, we will make every attempt to make contact with the individual(s) listed on the enrollment form prior to students going home.

For changes in the normal operating procedures of the school district, the information will be made available on the district website <http://www.estacada.k12.or.us> and on facebook. Please give the school your information, to receive emails, texts, and phone calls.

Snow Routes

Our procedures make it possible to transport students to school when it is not possible for our buses to complete their regular routes. Snow routes have been developed to eliminate only those stops that drivers cannot reach. Students affected by the changes will be contacted individually by letter indicating the time and location the student needs to meet his/her bus when snow routes are in effect. The bus drivers will give these letters to students each year. If you have any questions about transportation on inclement weather days, please call the **Transportation Department 503-630-8606** as soon as possible.

Announcements for Closures, Late Starts and Snow Routes:

1. A school closure means that all activities are canceled as well.
2. An announcement of "late opening" will also state "one hour" or "two hours" later than usual.
3. When there is a late opening, a light breakfast will be served.
4. When school opens late due to weather and road conditions, buses will always be on snow routes.
5. Buses may be on snow routes when schools open on time.
6. When snow routes are in effect, it means ALL buses on ALL routes.
7. To avoid confusion, when buses are on snow routes in the morning they will be on snow routes in the afternoon regardless of weather and road conditions.
8. When snow routes are in effect, students must meet their bus at the snow route stop even though the regular stop may be accessible.

Emergency Drills

All schools are required to conduct monthly fire drill/evacuation drills. Throughout the year, we will also practice emergency lock-down drills wherein classroom and building doors are locked. Two earthquake drills will also be conducted each year using the "duck, cover, and hold" procedure.

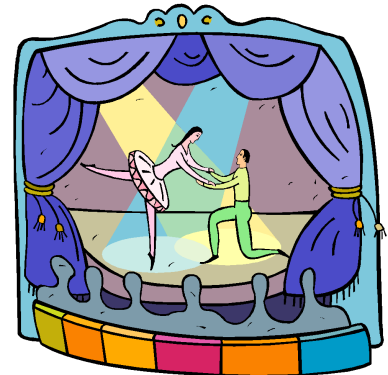
English Language Learners (ELL)

Students who speak a language other than English have the opportunity to receive English Language Development (ELD) instruction and support at River Mill Elementary School. For

more information about this program, please contact the school. All students whose Home Language Surveys are marked "speaks another language in the home" will be assessed for the possible need for ELD instruction. Parents will be notified of this assessment.

Field/Study Trips

River Mill Elementary students enjoy a variety of study trips during the school year that are scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's rules for behavior, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor. Some field trips have associated fees which will be covered by parent contributions, Parents' Club and/or building fundraisers. **All children who participate in study trips must have a signed permission slip on file in the office.** Your child's teacher will send home a note with appropriate information about each upcoming field trip.



HIV/AIDS Education

The State of Oregon has mandated that all schools provide instruction about AIDS (Acquired Immune Deficiency Syndrome) at all levels from K-12. In Estacada, we have developed lessons designed specifically for your child's grade level. Our emphasis is on infection control with consideration as to how ALL diseases may be transferred to children. Please feel free to contact your child's teacher if you would like to preview the curriculum or to find out when the lesson is scheduled to begin. If for any reason, you do not wish your child to be included in this lesson, please contact the teacher by note or phone call. Arrangements will be made for alternate study.

Homeless Students

Our Homeless Administrator is Jason Hobson. Our Homeless Liaison is Ruth Zollner. Please contact Jason or Ruth at 503-630-6871, ext. 2905 if you suspect, or need information on, student homelessness.

Homework/Assignment Expectations

The staff at River Mill Elementary believes relevant, meaningful classroom and homework assignments are important components of every child's educational program. Students need to practice and reinforce skills and content; they need to do long-term and independent projects; and they need to apply problem-solving strategies in a variety of situations. At the elementary level, homework is important because it promotes good study habits and demonstrates that learning can take place outside the school setting. Of equal importance, homework informs parents about current areas of study and provides an opportunity for parents to support classroom learning goals and objectives.

Types of Homework/Assignments:

- Practice Assignments - reinforce skills and concepts taught in class (are sometimes started in class and must be completed at home)

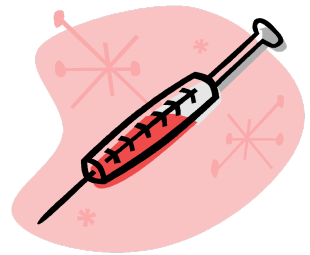


- Preparation Assignments - provide background information before topics are taught in class
- Study Assignments - prepare students for tests or provide opportunities for completion of independent reading
- Long-Term Assignments - emphasize completion of multi-step projects and management of time

We believe in the power of reading! The research shows that the biggest impact on student achievement is reading 20 minutes a day at home. **Therefore, our HOMEWORK EXPECTATION is every student will read 20 minutes a night.** If you need a book at home for your child, please contact their classroom teacher.

Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that for medical or personal reasons the student should not be immunized. Proof of immunization may be from personal records, from a licensed physician, or from a public health clinic.



Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such a time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. Upon request, a hearing will be scheduled.

Insurance

On the first day of school, we will send home information on a student-accident insurance policy that may be of interest to you. It is relatively inexpensive and a good way to provide coverage if no other coverage is available. The school district is not financially responsible for students who are hurt at school within the regular school day. Please see the office if you have questions.

Items to be left at Home

While we understand children enjoy bringing their favorite toys and items to school, it is very difficult to keep these items secure and prevent them from becoming a disruption in the classroom. It is best if all toys and personal items are left at home. The following is a list of items students should not bring to school:

1. Toys (especially toy weapons, including knives of any kind),
2. Radios, tape recorders, CD players, iPods and cameras,
3. Candy and gum,
4. Unnecessary amounts of money,
5. Fireworks, sparklers or explosives of any form,
6. Laser pens,
7. Skateboards

Lost and Found

We have a substantial number of jackets, sweaters and assorted articles of clothing left in the lost and found. A few times during the school year we will set the lost and found items out for students and parents to view and reclaim. We usually have no way of returning lost items to

their owners, as they are not marked with a name or other identification. Lost and found items not claimed will be donated to charitable organizations. We strongly suggest you mark all jackets, lunch boxes, and other items with your child's name affixed in such a manner it cannot be removed. Please check the lost and found box each time you visit.

Medication at School

The district recognizes administering medication to students may be necessary when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school on a temporary or regular basis.



All requests for the district to administer prescription or non-prescription medication to a student shall be made by the parent in writing. Written instructions, from a licensed physician, are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label with the above information meets the requirements for written instructions from the physician. All medication to be administered by the district must be brought to school by the parent in its original container. Medication not picked up by parents within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.



The district reserves the right to reject a request to administer prescription or non-prescription medication when such medication is not necessary for the student to remain in school.

*If you would like your child to have an EPI-PEN on site, please contact the main office.

Newsletter

We will email a regular bulletin to parents that contains important information about the school. It is intended to keep you informed about what is happening at River Mill Elementary School, including upcoming events. We also try to include community information such as sports sign ups, community meetings and other information you may find valuable. Also, check out the River Mill website for more information about the school.

Parents' Club/PTO

The value of an active, involved parents' group cannot be overemphasized. It takes an organized group of dedicated members to coordinate projects, fundraising, and parent volunteers. Our Parents' Club is an extremely active and influential force within River Mill Elementary School. They hold monthly meetings and sponsor activities and projects throughout the year. The Parents' Club needs you as a member! If you are interested in joining Parents' Club, please leave your contact information with the school's main office.

Parent Involvement

The Estacada School District recognizes a child's education is a responsibility shared by the school and family during the entire period a child spends in school. Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children.

River Mill Elementary provides many opportunities for parents to be involved in their child's education including Parents' Club and Site Council memberships, parent volunteer programs, and school and home activities.

Volunteers are an important part of every day at River Mill. Volunteer opportunities are available on a regular or one-time basis. A volunteer request form is sent home during the first week of school. In addition, volunteer opportunities may be listed in the monthly newsletter.

All volunteers who work with children (work in classrooms, library, attend field trips, etc.) will be required to complete an annual background check. These forms are available in the office and must be completed two weeks prior to your involvement with students in our school.

Pictures

Each year the school district contracts with photographers to provide individual and class photos for those who wish to purchase them. Individual photos are taken early in the school year and returned prior to winter break. Class photos and individual photos are taken again in the spring. Parents who wish to purchase picture packages will be required to send in the appropriate amount of money on picture day.

Pledge of Allegiance

Students will be provided a daily opportunity to salute the United States flag by reciting *The Pledge of Allegiance*. Students who, for religious reasons, do not salute the flag are asked to respectfully stand during the *Pledge* but may choose to remain silent.

Recess Guidelines

All children have an opportunity to participate in recess activities. It is our policy that if a child is well enough to attend school, he or she is well enough to go to recess with the other children. If there are specific reasons why your child cannot go outside, please send a note indicating those reasons.



Recess is a privilege and may be revoked for students who establish a pattern of not following playground rules. Copies of more detailed recess rules/guidelines are available upon request.

Report Cards / Progress Reports / PowerSchool

In an effort to communicate early and often, progress reports will be sent home mid-semester. Report cards will be completed and sent home at the end of each semester. A year-end report card will be mailed to parents after teachers have completed final student accounting information at the end of the school year.

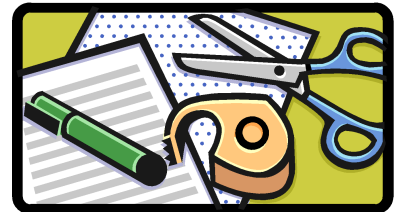
Report cards will include grades for classroom subjects as well as for ‘Traits of a Successful Learner.’ In addition, report cards will include students’ progress toward reading and math fluency benchmarks.

During the November conference, teachers will provide parents with state test scores from the previous school year when available.

Please make sure you have log-in access to **PowerSchool** as teachers are regularly entering data for you to specifically see how your child is doing.

School Safety

The safety of students is River Mill’s number one priority. A copy of our school’s Crisis Response Handbook is available upon request.



School Supplies

Grade-level supply lists are available in the office and on the school website. Please check with your student at least quarterly to see if their supplies need to be replenished. Students in need of supplies due to financial hardship should contact the office.

Services for Students with Special Needs

Some students qualify for extra support – special education, speech/language therapy, adaptive physical education, occupational therapy, and/or physical therapy. If you feel your child isn’t making the progress he/she should, a referral for special services can be made at your request.

State Testing

Each year the Estacada School District tests students to measure individual progress, and to assess the effectiveness of our programs. These assessments, combined with individual teacher tests help us evaluate our instructional program.

Student Address/Telephone Number

In the event we need to contact you regarding your child, it is extremely important that we have your current address, home and work numbers, and other emergency information. Please let us know if there is a change in your address or telephone numbers.



Talented and Gifted

The Estacada School District will identify talented and gifted students at all grade levels. Furthermore, the district, with the support of the family and community, will provide these talented and gifted students with developmentally appropriate programs of differentiated instruction suitable for their levels. River Mill’s TAG Coordinator is Mr. Syring.

Tardiness

We encourage students to be on time to school, yet we realize there are circumstances when a student will arrive late. To avoid being marked absent, students who are late must check in at the office when they arrive so they can get a pass admitting them to class.

Tardy or Absent?

Arrive after 7:45 AM but prior to 9:30 AM=AM Tardy

Arrive after 9:30 AM but prior to 11:00=1/2 day absence

Leave after 11:00 but prior to 12:30 PM=1/2 day absence

Leave after 12:30 PM=PM Tardy

Withdrawal From School

Please notify the school office at least one day prior to your child's last day of school. This will give the teacher a chance to collect materials, including textbooks and library books. It also gives the child an opportunity to say "goodbye" to his/her classmates.



Thank you for your support in helping us make River Mill Elementary the best place for all students to learn and thrive.