
Humbolt Elementary School

Student and Family Handbook 2025-2026

(Amended 8/20/25)



Where your future begins!

MESSAGE FROM THE PRINCIPAL



329 NORTH HUMBOLT ST. CANYON CITY, OR 97820 PHONE: 541-575-0454 FAX: 541-575-3609

Dear Parents and Guardians,

Welcome to the 2025–2026 school year!

This updated *Humbolt Elementary Student and Family Handbook* includes several revisions to ensure alignment with current state law, district policies, schoolwide expectations, and our district’s strategic plan.

We believe you will find this information helpful throughout the year. The handbook provides a broad overview of our programs, services, and expectations. We encourage you to read it carefully and to review key sections with your children who attend Humbolt.

Our goal is to partner with you in supporting your child’s academic success and well-being. If you have any questions or concerns after reviewing the handbook, please do not hesitate to reach out.

Respectfully,

Janine Attlesperger, D.Ed.

Elementary Principal/Elementary Special Education Director

GENERAL SCHOOL INFORMATION

Humbolt Elementary School
329 N. Humbolt Street
Canyon City, OR 97820

Phone: 541-575-0454

Fax: 541-575-3609

Website: <https://he.grantschooldistrict.org/>

Facebook Page: www.facebook.com/humboltpros

Mission Statement

Our Prospector Promise: A place for every student to feel support, achieve success, and learn respect.

Vision Statement

A Place Where Every Prospector is **Known, Empowered, and Ready** for the World!

Foundational Values

Achieve Excellence by fostering an environment where respect for learning nurtures a community that thrives on curiosity, collaboration, and understanding.

Respect by building relationships, developing trust, and providing transparent communication.

Community by honoring traditions, strengthening partnerships, serving others, and where every student is known.

Preparation by individualized guidance to prepare each student for their unique path.

Tagline

Where your future begins!

District Goals

Goal I: Recruit, train and retain staff, able to implement, adjust and achieve excellence!

Goal II: Create a student focused environment where each student is known and prepared for success in life!

Goal III: Positive perceptions, community ownership, and support for our district's facility improvements!

Humbolt Elementary Guiding Rules:

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

Respectful: Be polite and cooperative with others.

Responsible: Be dependable and trustworthy at all times.

Accountability

Students will show responsibility by:

- Attending school regularly, arriving on time, and being prepared.
- Working hard to gain knowledge.
- Knowing and following the school rules.
- Respecting the rights, feelings, and property of other students and the school.
- Helping to keep the school safe.
- Behaving properly at school and all school functions including the bus stop.
- Reporting violations of school rules.

Parents and families will help children take responsibility by:

- Having high expectations for their children in the classroom and while attending school events.
- Ensuring that students attend school on a regular basis and in a timely manner.
- Attending parent-teacher conferences and communicating with teachers when needed.
- Helping enforce the school rules.
- Helping to keep the school safe.
- Respecting school staff and school rules.
- Helping their children learn by supporting the educational process.

School staff will help parents and student by:

- Respecting and encouraging all students to succeed.
- Believing that all students can learn and be successful in the classroom.
- Showing they care about the students.
- Creating a safe and positive environment for students to learn.
- Communicating with students and parents.
- Creating clear guidelines and expectations for students.
- Enforcing school rules.
- Helping to keep the school safe.

District Policies and Procedures

Arrival & Dismissal

All families choosing to drive their students to school are asked to use Inland or Brent roads to loop around to the drop off line at the north end of the building by the cafeteria. Drop students off at the end of the sidewalk in front of the school. Our doors open at 7:30 a.m. so students should not be dropped off before then. If they are dropped off earlier, they will be required to wait under the breezeway in front of the school.

When picking your child(ren) up at the end of the day, please pick up at your assigned pick up location: For one child or occasional pick up, please use the north cafeteria pickup. For two or more every day pickup, use the south zone by the gym. School dismisses at 3:10.

If a change of plan occurs for end of day transportation, we must receive a written note from parents or guardians. Notes can be hand delivered by students first thing in the morning or sent by email or fax. By email, contact the front office at humboltooffice@johndaysd.org. **Changes will not be made over the phone and must be made by 2:00 pm unless it is an emergency.**

Attendance

Policy Reference: JEA, JED

ATTENDANCE REGULATIONS:

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

Regular Attendance----- 90% or better (missing 8 days or less over a school year)

Chronic Attendance----- 80%-89%

Severe Attendance-----less than 80%

Learning-important skills and concepts are taught every day. It can be difficult to make up for missed work.

Friendships/Belonging-Hard to have friends if you miss a lot of school. Sense of community.

Good Attendance is building the foundation for a successful future/life.

Rights and Responsibilities

- As provided in ORS 339.010, all children between 6-18 years of age, who have not completed the 12th grade are required to attend a public full-time school in the district in which the child resides, except provided in ORS 339.020.
- Every person having control of any child between 6-18 years of age who has not completed the 12th grade is required to send and maintain such a child in regular attendance during the entire school year.
- School officials must enforce the compulsory attendance laws for the State of Oregon.
- Classroom teachers are responsible for maintaining and reporting accurate student attendance records.
- Students have the right to know the conditions that determine grades in a class, including the effects of absenteeism.

- Students who are absent (excused or unexcused) for a long period of time may have to repeat the course if insufficient work is completed to warrant a grade.
- The school, by law, must drop the student from the membership rolls after 10 days of successive absence.

ATTENDANCE PROCEDURES:

All absences must be excused with a written note or a direct phone call to the office. The note must include the student's name, the date/s of absence, a specific explanation of the reason and the parent's signature. The school will only accept notes from a parent or legal guardian. The parent/guardian must excuse the absence within two days. A note/phone call after two days will result in an unexcused absence. A doctor's verification may be requested for an extended absence.

Absences will be excused for the following circumstances: illness of the student, illness of an immediate family member when the student's presence at home is necessary, emergency situations that require the student's absence, field trips, and school-approved activities, medical and dental appointments (confirmation may be required), and other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Procedures for pre-arranged absences: All absences other than illness and emergencies should be planned for in advance.

- The student's parents must notify the office of a pre-planned absence with a note/phone call. The student can pick up this form in the office.
- The parent/guardian/student understands that the student will complete the assigned work and turn it in on the day of return and acknowledges the possible negative effects from being absent from class.
- The form needs to be returned to the office by the end of the day preceding the intended absence in order for the absence to be excused. The principal may deny requests to excuse a student's absences.
- For medical appointments: In lieu of pre-arranging for medical appointments, students can bring back a signed note from the doctor's office excusing the absence.

Unexcused absences: An unexcused absence is an absence where a parent or guardian did not excuse the student for excusable reasons within two days or the principal deemed the excuse as inexcusable. Per Oregon law, parents/guardians are not given unilateral permission to excuse their child from school. When an absence is unexcused, all assignments due on the day of the absence, as well as anything assigned by the teachers that day, will not be excused in the teacher's grade book. Students will also receive an attendance consequence per attendance code of conduct.

The school will notify the parent/guardian of an unexcused absence by the end of the day via the School Messenger phone service.

Tardy: A student is tardy if they arrive at 8:05 or later. Students who arrive at school after 8:05 must be signed in at the office by an adult and receive a tardy slip from the office. Any tardy student entering class without a tardy slip from the office will be marked unexcused tardy.

Checking out of school process: Any student leaving the school grounds during the regular day must be checked out of the office by a parent or legal guardian. Students may be released to another adult if a note or phone call from a parent grants permission.

EXCESSIVE ABSENCES (TRUANCY):

In Oregon, a student is considered truant if they are absent from school or a class without permission. Oregon Revised Statute (ORS) 339.065 defines irregular attendance as eight unexcused half-day absences or four full-day absences within a four-week period while school is in session.

Attendance Intervention Steps:

- The classroom teacher will contact the parent or guardian to discuss attendance.
- A letter from school will be sent home to discuss interventions; student conference/contract
- The Dean of Students will contact the parent or guardian by phone, interventions as needed.
- A second letter will be sent home to parents
- Counselor or Every Day Matters Coordinator will call parent to discuss barriers to regular attendance and develop a plan of assistance.

Birthday Celebrations

Arrangements for birthday celebrations must be made with the classroom teacher in advance. Invitations for private parties should be sent through the mail and not brought to school for distribution.

Behavior

Humbolt students will be learning positive, prosocial behavior through various developmentally appropriate curriculum. We believe in explicitly teaching and modeling what it means to conduct oneself in a **safe, respectful, and responsible manner**. Please see the **Expectations for Common Areas** chart for more information.

Disruptive Behavior

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

Behavior Intervention

Our Dean of Students and Counselors provide classroom and small group lessons related to social emotional learning and support students demonstrating behavior that is impeding their learning or the learning of others. Families interested in learning more about behavior resources at Humbolt or wanting to consult with the Dean of Students or Counselors are welcome to call to schedule an appointment.

Bullying and Harassment

Policy Reference: JFCF

All students have the responsibility for creating and sustaining a harassment-free environment (by example, by training, by reporting to school officials and by other means). All students must take immediate action to stop harassment including hazing, intimidation, menacing, bullying, cyberbullying, teen-dating violence and domestic violence), to protect the people targeted by harassers, and to take all reasonable steps to ensure that no

further harassment occurs where employees or students work, study or where work-related activities happen, including bus trips.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person (race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability), having the effect of:

- Physically harming a student or damaging a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- Creating a hostile educational environment including interfering with the psychological well-being of the student.

Individuals who believe they are being harassed or retaliated against should exercise one or more of the following options: (1) Immediately tell the harasser how you feel and ask the person to stop the offensive conduct; and/or (2) Immediately tell a teacher, counselor or principal about the conduct and how you feel about it. (3) Report concerns to administration who will conduct an investigation. The report may be made anonymously. The complainant will be notified of the finds of the investigation.

Students who engage in harassment will face consequences ranging from verbal warnings, calls and letters home to parent or guardian by Dean of Students or Principal, potential law enforcement involvement, suspension and possible expulsion from school depending upon the seriousness of the misconduct. Visitors who harass may be removed from any school area of activity and prevented from returning.

Cancellation of School

Cancellation of school takes place only during extraordinary circumstances, such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk or any unusual circumstances. The district has a calling system that will call your phone with school closure information.

Grant School District will notify the local media and social media of any school closures or alterations in school hours. School closures will be posted on Humbolt Elementary School's Facebook page and the school website at: <https://humbolt.grantschooldistrict.org/>.

In the unusual circumstance when school must be cancelled during the day, school staff will attempt to determine that all students have satisfactory transportation to and supervision at their home before releasing them from school.

Child Abuse **Policy Reference JHFE, JHFF**

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system or to a law enforcement agency within the county

where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that any person with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

Complaint Procedure

Policy Reference: KL(AR)

Students or parents with complaints regarding the following issues should contact the person listed as a first step:

*Discrimination—Principal/Teacher
*Instructional material—Principal
*Educational records—Principal

*Educational standards—Superintendent
*Harassment—Teacher/Principal

Complaint Process

Step 1: Complainant should meet with the affected employee and attempt to resolve it at this step.

Step 2: If the complaint is not resolved at step 1, the procedure for further resolution is on file in the principal's office and will be made available to the complainant on request.

Displays of Affection

Inappropriate public displays of affection on campus are prohibited. This behavior makes other students and staff uncomfortable. Limits are guided by what is appropriate and acceptable and not distracting to the learning atmosphere of the school. These standards apply anywhere on school property or school sponsored events.

Dress Code and Grooming Code

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards. The purpose of a dress code is for students to learn how to present themselves in a professional manner in preparation for life outside the classroom. The goal of Humbolt Elementary School is to minimize lost instructional time while maintaining high expectations of our students. Teachers will make every effort to wait for an appropriate time to address the issue at which time students will be asked to make any changes necessary to meet the dress code. There will be clothing available for student use in the office should the student need them. Students will not be allowed to leave campus to change clothes and will be expected to return to class should they be waiting for a change of clothes to be delivered to them. The administration at Humbolt Elementary has the responsibility to deem apparel as unsuitable for an educational facility under the following guidelines.

- Students must wear clothing items that would be appropriate in a professional setting
- All clothing must have fabric on all sides.
- Clothing must cover undergarments except waist bands and bra straps.
- All shirts must have straps or sleeves.
- Cleavage must be kept to a minimum.
- Hooded sweatshirts cannot be worn over the head anywhere on campus. **Hats and bandanas may be worn outside but should be removed upon entering the building.**
- Clothing must be suitable for all scheduled classroom activities including PE, labs, shop, etc. including appropriate protective gear.

- Shirts and pants must cover midriff while the student is in a standing-resting position.
- All bottoms must cover all skin above the mid-thigh, this includes dress, skirts, pants with holes and shorts.
- Clothing with references to alcohol, tobacco and/or drugs, implied or expressed profanity, sexual references, hate speech targeting groups, gang identifiers, or other images or words that have been deemed inappropriate in any legal court are not allowed.
- Students participating in extracurricular activities do so by choice and may be required by their coach or advisor to wear specified attire and may be required to adhere to specific grooming standards.

Education Records

Policy Reference JO/JOA/JOB

STUDENT RECORDS (OAR 581-21-220): A parent or eligible student has the right to:

1. Inspect and review the student's education records;
2. Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that OARs authorize disclosure without consent;
4. Pursuant to OAR 581-21-410, file with the U.S. Department of Education a complaint under 34 CFR Section 99.64, concerning alleged failures by the agency or institution to comply with the requirements of the family, educational rights, and privacy act; and
5. Obtain a copy of the school district regarding release, transfer and correction of student records.

The school district shall forward education records within ten (10) days of receiving the request from a student or an educational agency. The District policy regarding a transfer, retention disclosure, and correction of student educational records shall be kept in the principal's office at the high school. If a parent of an eligible student requests an opportunity for a hearing to challenge the content of the student's educational record, the school district shall hold a hearing with the parent or eligible student within a reasonable time after it received the request for the hearing.

Directory Information: The following directory information may be released to the public through appropriate procedures: student's name, student's address, student's telephone number, student's address, student's photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, grade level, degrees, honors, and awards received, and most recent previous school or program attended.

Directory information for juniors and seniors can be requested by military recruiters and institutions of higher education as mandated in the Federal Elementary and Secondary Education Act. **If a parent/guardian or eligible student does not want directory information released, they shall notify the school utilizing the non-release form during student registration.**

Electronic Devices

Electronic devices such as cell phones, smartwatches, earbuds and handheld games are not allowed at school. Exceptions may be granted with written permission from the administrator. If a student brings electronic devices to school, the school assumes no responsibility for damage or theft of the device. Cell phones must be

turned off and stored in the student's backpack or in the office. Students violating this policy will be required to turn the device over to school personnel for safe keeping until the end of the school day; either in the classroom or the office. For repeated offenses, parents/guardians will be notified to pick up the device from the office.

Emergency Drills

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

Emergency Information

In case of an emergency, each student is required to have on file at the school office, the following information: 1) Parent(s) or guardian(s) names and phone numbers, 2) Complete and up-to-date address, 3) Emergency phone numbers of friends or relatives, 4) Physician's name and phone number, and 5) Medical alert information.

PLEASE KEEP EMERGENCY NUMBERS CURRENT. It is very important for emergency and administrative reasons that every student maintains an up-to-date address and telephone record at the school office. Please keep the office informed of any changes in parent work numbers, home numbers and emergency contact numbers.

Equipment Usage

Our school contains a variety of educational, safety, and maintenance equipment. Students should not use or handle equipment unless they have been specifically authorized to do so. When school equipment is damaged through negligence or unauthorized use, the party at fault is held financially responsible.

Field Trips

Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Due to legal reasons, children outside of the specific class are not allowed to ride on the bus. If students don't want to go on the field trip, they need to stay home and will be considered absent from school (unless special circumstances must be considered and arrangements at school have been made). Administration reserves the right to determine if a student needs to miss a field trip due to behavioral difficulties.

Food Service

Breakfast and lunch are free for all students this year. Milk only for cold lunch is \$.50.

Regular priced meals for adults are: Milk: \$.50, Breakfast: \$3.00, Lunch: \$4.25

Breakfast is offered in the cafeteria from 7:30 to 7:55 each morning school is in session. Family members wishing to eat lunch with their children are to call the school prior to 9:00 a.m. and let the school know how many extra lunches are needed. Meals may be paid for in the office. Meals cannot be charged. Our cafeteria staff, following Federal and State guidelines for lunch, determines the daily menu for our school meal program. The menu is sent home monthly with the students. The menus are subject to change due to product availability.

Fund Raising

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

Health Services

Policy Reference: Immunizations (JHCA/JHCB);
Medical Administration (JHCD/JHCDA)

Immunizations: Per school board policy, proof of immunization must be presented at the time of initial enrollment in school or within 30 days of transfer to the district in accordance with Oregon law. Proof consists of a signed Certificate of Immunization Status form documenting either evidence of immunization, a religious, philosophical beliefs and/or medical exemption or immunity documentation.'

Illness or Injury

In case of illness or injury, a student will be cared for temporarily in the health room by a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the local paramedics will be called, and parents will be contacted. If parents are not available, the paramedics will decide whether to transport the student to the nearest local hospital. Remember, an emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor must be on file at the school.

Students who are ill or have a minor injury and cannot participate in P.E. and/or recess must bring a note signed by their parent or guardian stating why they cannot participate. The note is good for a maximum of three (3) days. Any extension will require a doctor's written excuse stating the amount and type of activity that can/cannot be done, and the reason and amount of time to be out of P.E. class and/or recess. Please consider that if your child is too sick to participate in P.E. and/or recess, they are probably too ill to be at school. We understand that there are exceptions.

Medical Administration at School: District policy allows for the administering of certain nonprescription medications and prescription medications at school. A log will be kept of when the student received the medication. If the medication is provided to the school by the parent/guardian, the medication must be picked up within five days of the end of the school year or medication period or the medication will be permanently disposed of.

- Prescription medication administration must include an authorization for medical administration form to be kept on file along with the prescription in the original container with the pharmaceutical label attached. All medication will be administered based on the directions on the label.
- Nonprescription medication (acetaminophen, ibuprofen, cough drops) provided to the office in the original container can be administered by completing the medical history form as long as the medication is necessary for the student to remain in school. The form must be updated each year and signed by the parent.

- Individual health care plans will be developed for those students with life threatening health concerns such as asthma, diabetes, and allergies.

Self-medication: A student may be permitted to self-administer medication for medical conditions such as asthma, diabetes, or severe allergies if prescribed by a health care professional. The parent/guardian must submit a self-medication administration form unless a student is allowed to seek medical care without parental consent in which the student will sign the form. It is the responsibility of the student to only have, in possession, the amount of medication needed for that day. The student may not share the medication with any other student. For medical issues such as asthma and diabetes, the parent shall provide backup medication for emergency use by the student. If students violate the agreements of the board policy, the student will be disciplined as appropriate and rights to self-medicate will be revoked.

Relations with Law Enforcement Agencies

Policy Reference: KN (AR)

Districtwide cooperation with law enforcement agencies is essential for the protection of staff and students, for maintaining a safe environment in district schools and for safeguarding district property. The School District is currently working with the Sheriff's Department to provide this service.

When law enforcement officials find it necessary to question students during the school day or during extra-curricular activities, the school principal or designee will be present when possible. An effort will be made to contact the parent or guardian so that the responsible adult may be notified of the situation.

Home Room Placement

While we both appreciate and respect parent input regarding the educational setting for their child, we cannot guarantee a request for a particular teacher. Responding to individual requests for particular teachers does not allow us the flexibility we need to adequately balance classrooms for the best possible educational setting. In making these decisions, we continue to address the social, emotional, and academic needs of every child. Every attempt will be made to create classes balanced by gender, academic levels, learning styles, and social skills. The goal is to create the best educational opportunity for your child. Parents can complete a form indicating their child's needs. These forms are available in the office. Parent input forms are due to the office prior to the last Friday in May.

Homework

Home study is a necessary part of education. Students are expected to spend some time studying every day, in addition to scheduled class instructions, to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Students in K-6 may be assigned homework. The amount of time will vary depending on the grade level. A good rule of thumb is not more than 10 minutes per grade level. If you feel your child is spending too much time on homework, please discuss the issue with your child's teacher.

Instructional and Support Programs

Response to Intervention (RTI)

The goal and expectation of RTI is that all students can learn if given the right instruction. RTI is a systematic and data-based method used to identify, define, and resolve a student's academic difficulties. It integrates high-quality teaching and assessment methods in a systematic way so that students who are not successful when presented with one set of instructional methods can be given the chance to succeed with the use of other practices.

Special Programs

Further support is provided through our Special Education, Speech/Language, and supplemental reading classes. Some students require individualized programs in reading, language arts, math and/or other subjects. This is determined by the Student Study Team (SST) and/or Individualized Education Program (IEP) team. Evidence for program development will include assessments, teacher observations, classroom performance, and adherence to state and federal law.

Talented and Gifted Program

Talented and gifted students have specific educational needs and abilities. It is important to provide these students with an educational program that addresses their needs and strengths and expands their abilities.

Title I

Humbolt Elementary School qualifies for Title I funding. Parents are encouraged to become involved in the organized, ongoing planning, review, and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of the school's participation in and requirements of Title I. Students or parents with questions should contact the Title I-A teacher at ext. 3105.

Title I requires that paraprofessionals meet specific requirements that qualify them as highly qualified. Humbolt's teachers and paraprofessionals working in Title I programs are highly qualified. This public notice is verification by the principal that our school is in compliance with this requirement. Parents have the right to request the qualifications of their child's teacher.

Insurance

Student accident and health insurance will be offered at the beginning of each school year. The cost for this coverage is small compared to the potential cost of medical care. Parents are encouraged to take advantage of this service. All students participating in athletic events are required to have insurance. The forms can be picked up at the school office.

Accidents should be reported to the teacher and/or the school office within 24 hours. If a doctor's services are required and the insurance offered through the school has been purchased, parents must pick up a copy of the accident form from the office. If the insurance offered through the school is not taken, the student and parents are responsible for all medical costs. The school does not carry accident coverage on students.

Kindergarten

Children entering kindergarten are required to be five years old on or before September 1 for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must provide proof of birth, and immunization records in order to complete the enrollment. General information concerning kindergarten enrollment, session times, readiness, and learning expectations will be discussed at the pre-registration meeting.

Library

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

Lost and Found

All clothing found on the campus, regardless of its value, is placed in the lost and found box located in the front lobby. It is requested that parents mark the student's name on jackets, sweaters, sweatshirts, etc. Money, jewelry, or any other articles of value are turned in to the office. Students may claim them after proper identification. Items not claimed at the end of each quarter will be given to local organizations. The school is not responsible for lost, damaged, or stolen articles. Children are discouraged from bringing toys or other valuable items from home.

Off-Campus Regulations

All school policies and regulations are to be followed at all school sponsored events, games and field trips. Students are also subject to school discipline at High School athletic events and functions.

Parent Teacher Association (PTA)

Humbolt Elementary School's PTA has been highly involved in our school. All parents are urged to become members and actively participate. Each year the PTA sponsors several money making projects. With the help of all parents, these projects can be very successful and allow the PTA to fund many important activities at the school.

Parent-Teacher Conferences

Parent-teacher conferences occur prior to the first grading period of school (in October) and again in the spring (in April). Parents are strongly encouraged to make a specific appointment with the teacher of each of their children, regardless of the progress of the child. These conference times, if spent wisely, can be very valuable to the overall educational program. The teachers can do a much better job with students if they can share their understanding of the students directly with the parent. Parent conferences are encouraged and can be arranged at any time during the school year by calling the school. It is not necessary to wait for the regular conference time if a parent has a special concern. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

Parent Volunteers

Grant School District considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms, programs, and extra-curricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow. Criminal History Background Checks are required on every volunteer (refer to District Policy). This also includes field trips. This only needs to be done one time, as it will be kept on file at the district office.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Please carefully review the student's progress and contact the school if you have questions regarding the grades. Each teacher will explain his/her grading system to students at the beginning of the school year.

Section 504 and Americans with Disabilities Act (ADA)

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funding. The Americans with Disabilities Act gives civil rights protections to individuals with disabilities. Grant School District honors and upholds these regulations.

Student Rights **Policy Reference: JF/JFA**

1. Civil Rights – including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public school; the responsibility to attend school regularly and to observe school rules essential for permitting other to learn at school;

3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression; the responsibility to observe reasonable rules regarding these rights;
5. The right to privacy, which includes privacy with respect to the student's educational records.

Student Searches

Policy Reference: JFG (AR)

The school seeks to ensure a learning environment which protects the health, safety, and welfare of the students and staff. District officials may search a student's person and property. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities.

- The school shall have reasonable suspicion of violation of law, board policy, or a school rule.
- The search has to be reasonable to include information that dangerous circumstances exist.
- Routine inspections of district property (including lockers) can be conducted at any time.
- Use of drug detection dogs and metal detectors may be used.
- District officials may seize any item which is evidence of a violation of law, board policy, or school rule.
- Students may be searched on district property or when the student is under the jurisdiction of the district upon the request of the law enforcement official.

Search and seizure:

- Searches will be conducted by an administrator and/or law enforcement.
- Student may be permitted to be present during the search; however, the student's presence is not required.
- Searches will be conducted in privacy, out of the view of other students, staff, and others, and in the presence of an adult witness.
- Any item removed from the student as a result that is not evidence of a violation of the law, board policy, or school rule may be returned to the student, as appropriate.
- Property that is seized because it violates a law, board policy, or school rule will be returned to the parent or turned over to law enforcement or destroyed as deemed appropriate by the principal.
- Stolen property will be returned to the rightful owner.

If the student refuses to follow the directions of the administrator during the search, the student should be directed to remain in the office while the student's parents and/or law enforcement are notified.

Discipline action based on results of search and seizure can be found in the code of conduct.

Technology Use/Electronic Devices and Social Media

Policy Reference: IIGBA(AR), JFCEB

Grant School District #3 has Internet services for its students and believes that access to electronic communication is essential for all students. All students will be given a johndaysd.org email address that allows the students to log in to the Internet, access Google Apps for Education, and use other computer programs. The Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Staff

will supervise student use of the Internet, but we cannot guarantee that students will not gain access to inappropriate material. Inappropriate internet use will result in loss of computer privileges.

Parents/Guardians may deny Internet/Google Apps for Education access by submitting a written request to the principal.

The Network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.

The Network has not been established as a public access service or a public forum. Grant School District #3 has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district student conduct regulations and the law in your use of the Network.

You may not use the Network for commercial purposes. This means you may not offer, provide or purchase products or services through the Network.

You may not use the Network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

Use:

- You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- You will not attempt to gain unauthorized access to the Network or to any other computer system through the Network or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing”.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- You will not use the Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending the messages, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.
- You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.
- Respecting Resource Limits

- You will use the system only for educational and career development activities and limited, high-quality personal research.
- You will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development as determined by your instructor.
- Plagiarism and Copyright Infringement
- You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
- You will not use the Network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- If you mistakenly access inappropriate information, you should immediately tell your teacher or another Grant School District #3 employee. This will protect you against a claim that you have intentionally violated this policy.
- Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Grant School District #3 fully expects that you will follow your parent’s instructions in this matter.
- Your right to free speech, as set forth in the district student conduct regulations, applies also to your communication on the Internet. The Network is considered a limited forum, similar to the school newspaper, and therefore Grant School District #3 may restrict your speech for valid educational reasons. Grant School District #3 will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
- You should expect only limited privacy in the contents of your personal files on the Grant School District #3 system and records of your online activity. The situation is similar to the rights you have in the privacy of your locker.
- Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy, the district student conduct regulations, or the law.
- An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

Grant School District #3 will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.

In the event there is a claim that you have violated this policy or the Grant School District #3 student conduct regulations in your use of the Network, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.

If the violation also involves a violation of other provisions of the district student conduct regulations it will be handled in a manner described in the district student conduct regulations. Additional restrictions may be placed on your use of your internet account.

Grant School District #3 makes no guarantee that the functions or the services provided by or through the Grant School District #3 system will be error-free or without defect. Grant School District #3 will not be responsible for any damage you may suffer, including but not limited to loss of data or interruption of service. Grant School District #3 is not responsible for the accuracy or quality of the information obtained through or stored on the system. Grant School District #3 will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. The extent of parental financial responsibility will be the number of hours needed to restore the system multiplied by the amount of \$50.00.

Transportation

Policy Reference EEA, EEACCA (AR)

School transportation services will be provided for students who live in the school district boundaries to and from school, to and from curricular and extracurricular activities sponsored by the district, from one school or facility to another, and for school-sponsored field trips that are extensions of classroom learning experience. Transportation will be provided for homeless students to and from the student's school of origin as required by the Every Student Succeeds Act of 2015 (ESSA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board. Elementary students in grades K-6 who live more than one mile from school will be transported. Mileage exceptions for health, safety or disability will be made in accordance with the district's approved supplemental plan.

Students will have specifically assigned route buses, pick-up stops, and drop-off stops. For any changes, students will be required to have a bus pass signed by their school's authorized staff. Requests for said passes must be received in advance in writing or via fax by the school office from a student's parent or guardian. Phone requests for changes are only accepted in case of emergencies. While a student is on a bus, Grant School District's Code of Conduct will be adhered to.

Rules:

While riding a school bus, students will:

1. Obey the driver at all times;
2. Not throw objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
4. Not fight, wrestle or scuffle;
5. Not stand up and/or move from seats while the bus is in motion;
6. Not extend hands, head, feet or objects from windows or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed by the driver;
9. Not damage school property or the personal property of others;
10. Not threaten or physically harm the driver or other riders;
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order; *
12. Not make disrespectful or obscene statements;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Not eat or chew gum;
15. Not carry glass containers or other glass objects;
16. Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
17. Accept assigned seats;

18. Stay away from the bus when it is moving;
19. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

Video Cameras:

The District has installed video recording equipment on school buses to monitor school transportation and will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

Tapes shall be reviewed on a routine basis by the Transportation Supervisor and evidence of student misconduct will be documented. Students found to be in violation of the District's bus conduct rules, as contained in the student handbook, shall be notified and disciplinary action will be initiated under the guidelines contained in the District's discipline procedures for District-approved transportation.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines shall apply.

1. Tapes shall remain in the custody of the Transportation Supervisor;
2. Parents access to view a videotape in response to disciplinary action taken against a student must request such access under the policies and procedures set out by Grant School District #3 in compliance with Oregon Administrative Rules and Statutes for pupil transportation and student records.
3. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

By acknowledging this document, I understand and acknowledge the District's procedures concerning the use of video recorders on school buses. All students shall be held accountable for their conduct on District transportation, and for the consequence outlined in the District's discipline procedures for District-approved student transportation.

Visitors/Loitering

Policy Reference: KK

Parents are encouraged to visit school to get a total picture of the work that is being expected and accomplished. All visitors please check in at the office and receive a visitor's pass. Visiting school by a sibling, friend, or another child is not allowed unless prior approval is received through the administration and pre-arranged with all teachers.

No individual may loiter in or near a school building or school grounds. Loitering means not having any reason or relationship involving custody of or responsibility of a student, or upon inquiry not having a specific, legitimate reason for being there. This school shall not be responsible for injuries to students on school grounds before 7:30 AM or after 3:30 PM. Students on school property on or after those hours or non-school days assume the risk. No supervision shall be provided other than between 7:30 AM and 3:30 PM on school days when school is in session.

Unauthorized Items

Students are not to bring toys or other items to school unless they are intended for a specific purpose in the classroom. Toys, cards, etc. brought from home are not to be sold or traded.

Vandalism

Vandalism is the willful or malicious destruction or defacement of public or private property. Students who willfully destroy school property through vandalism/malicious mischief or arson, who commits larceny, or who create a hazard to the safety of other people on school property will be disciplined in accordance with State Law and the Board's Policy on student suspensions and referred to law enforcement agencies. Vandalism to school property constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by school officials, which could result in any or all of the following:

- A. Discipline, suspension or expulsion
- B. Payment to school for damages incurred
- C. Turning the case over to law enforcement

Weapons/Look Alike Weapons

Weapons or replicas of weapons will not be permitted on any property of the District. Weapons include, but are not limited to: firearms (and/or ammunition), knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poison, drugs, or other items fashioned for the purpose, among others, to injure, kill, harm, threaten, or harass another person and will include any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it may be used, attempted to be used, or threatened to be used is readily capable of causing death, or serious physical injury. Toy or look alike weapons used in this matter will be treated as if they were weapons and will not be brought onto the school grounds. These items will be confiscated, and the police will be informed.

Others:

ASBESTOS:

The district has complied with the Asbestos Hazard Emergency Response Act by having their building inspected by accredited inspectors and through the development of a management plan for the control of this substance.

COMMUNICABLE/INFECTIOUS DISEASES: The school has the responsibility to safeguard the health of all students and employees of the district as well as to respect their right to confidentiality to the extent that the right of confidentiality does not interfere with the need to prevent an individual from placing others at risk, and so as not conflict with relevant Oregon Revised Statutes relating to this subject. If the District has received an expulsion order, or if the student's principal has reason to suspect that the student is afflicted with or has been exposed to any communicable disease or condition required by the rules of the Oregon Health Division to be excluded from school, the student shall be immediately excluded by the principal, and the student shall remain excluded until the student presents a certificate from a physician stating that the student is not afflicted with nor a carrier of any communicable disease or condition.

DISCRIMINATION: Grant School District #3 does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, or sex in providing education or access to benefits of education services, activities and programs, in accordance with Federal Law.

FREEDOM OF EXPRESSION: The use of libelous, profane or obscene language, intimidation, threats of harm, or sexual harassment of persons or property are prohibited by law and do not receive constitutional protection.

INFECTION, DISEASE, AND DRUG/ALCOHOL INSTRUCTION: An age-appropriate plan of instruction about infections/disease including AIDS, HIV, Hepatitis B, drugs and alcohol is required, by law, annually for each student. Any parent may request that his/her student be excused from that portion of the instructional program required. Contact the principal for additional information and procedures.

LEGAL NOTICE: The material contained in this handbook is for information only. The school reserves the right to revise policies, amend rules, alter regulations and change financial charges at any time in accordance with the best interests of the school. District policies, which govern the conduct of the school, are available on the district webpage or at the district office.

RELIGIOUS EXCLUSION FROM LEARNING: Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the district. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

TITLE IX: Title IX of the Educational Amendments of 1972, 20, 20 U.S.C. 1968 (a) prohibits sex discrimination and exclusion from participation in any educational program on the basis of sex by any program or activity receiving federal funding. Please contact the Superintendent at the District Office if you have any complaints or concerns regarding Title IX.

Expectations for Common Areas

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

Infraction Chart

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

SUSPENSION AND EXPULSION STATEMENT

Suspension (BP: JGD):

1. Suspension temporarily removes from the student the privilege of attending school and all school activities until a reinstatement procedure has been accomplished. In special circumstances, a suspension may be continued until specific pending action occurs, such as a court hearing, a medical or psychiatric evaluation, or a review by a probation officer. Suspensions are made by the principal or his/her designee with the approval of the principal and are not to exceed ten (10) calendar days unless special circumstances exist as mentioned above.
 - a. A student is to be notified of the charge and the reason for the suspension.
 - b. The parent will be contacted by telephone prior to the student's dismissal from school.
 - c. The parents may request a conference with the Principal or the Principal may require a parent conference before re-admission following the suspension.
 - d. Suspended students may not attend after-school activities and athletic events, be present on district property without a parent, or participate in activities directed or sponsored by the district.
 - e. On occasion, there are students who, despite reprimands, parental conferences, or suspensions, still cause loss of much classroom time. In those cases, students may be expelled.

Expulsion:

1. Expulsion denies the student attendance to all school activities for the remainder of the semester or in some cases for up to one calendar year. A School District Board, Superintendent or Hearing Officer shall not expel a student without a hearing unless his parents waive, in writing, the right to a hearing. The following procedure shall be followed:
 - a. The student is notified in writing of the specific charge or charges, when and where the hearing will take place and his/her right to a representative.
 - b. A notice will also be sent to the parent by certified mail citing the specific acts that support the charge or charges.
 - c. Unless otherwise provided by the district School Board, the Superintendent of the school district or his designee will conduct the Disciplinary Hearing.
 - d. Prior to recommending a student for expulsion, the school administrator shall provide the student and his/her parent(s) or guardian(s) information on available alternative education programs.
 - i. The programs shall be registered with Oregon Department of Education as alternative education programs.
 - ii. The programs shall be based on the student's learning styles and needs.
 - iii. The alternative education programs shall be local and accessible to the student.
 - iv. The procedure for enrolling the student in the proposed programs shall be explained.