

Pleasant Hill Elementary School

Family Handbook

Billie Expectations:

*Billies are Kind, Respectful, Responsible
and Safe*

Vision:

A learner today, a leader tomorrow!

Mascot:

Billie

School Colors:

Blue and Yellow



Pleasant Hill School District Mission Statement:

To graduate all students with high levels of academic and personal achievement, who are ready for post-secondary excellence, and who are prepared for productive, compassionate citizenship, through research-based instruction and a collaborative system of support.

**Pleasant Hill Elementary School
36386 Highway 58
Pleasant Hill, OR 97455**

**Phone: (541)-736-0400
Fax: (541)-744-3345**

Transportation (First Student): (541)-688-0454

Welcome to Pleasant Hill Elementary School!

The purpose of this handbook is to provide you with a convenient packet of information and to invite you to become actively involved in our school activities. Within this handbook, you will find such things as general school information, policies and expectations. Please take time to become familiar with it and keep it to use as a resource to answer questions throughout the year.

The staff of Pleasant Hill Elementary thanks you for your on-going assistance and cooperation. You are an invaluable member of this educational community and together we can continue to do exceptional things for all of our students.

I look forward to working with each family this year. Please feel free to drop by, call or leave a message anytime. I can be reached at (541) 736-0498 or by email at bfairchild@pleasanthill.k12.or.us. Or send me a direct message on Seesaw. I will get back to you as quickly as possible.

Respectfully,
Brenna Fairchild, Principal

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at the district office and on the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

The Pleasant Hill School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, age, pregnancy, familial status, economic status, veterans' status or genetic information 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008, Title II of the Genetic Information Nondiscrimination act of 2008.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues: Jim Crist, Superintendent. Procedure for filing a complaint can be found on the district's home page at <http://www.pleasanthill.k12.or.us/>

Pleasant Hill School Board invites all district patrons to attend monthly school board meetings. Information regarding the date and the time of the meeting is posted online at www.pleasanthill.k12.or.us

School Routines:

School Instructional Hours: 8:00 – 2:15 p.m.

Our day begins at 8:00 a.m. Morning supervision is available at 7:30 in the cafeteria and playground. All students will be released to their classrooms at 8:00 a.m. **Our school day ends at 2:15 p.m.**

Hours of Supervision: 7:30 a.m. – 2:15 p.m.

Morning supervision is available at 7:30 a.m. In the cafeteria, under the covered area, or in the gym due to weather.

Friday Early Release Days: 8:00 -1:25 p.m.

Our school day will be 8:00 – 1:25 p.m. any day we have an early release day scheduled for professional development. Check the school calendar on the district website for early release days. The buses will pick up high school students immediately following their departure from Pleasant Hill Elementary.

Half Day: 8:00 -11:30 a.m.

Our school day will be 8:00 – 11:30 a.m. any day we have a half-day schedule. Check the school calendar on the district website for half days. In addition, we will remind parents/guardians in our school newsletter and website. The buses will pick up high school students immediately following their departure from Pleasant Hill Elementary.

Inclement Weather:

Watch for a Seesaw Message as soon as we receive word of any form of a schedule change, check the district website at www.pleasanthill.k12.or.us or tune into either local television news and/ or radio station beginning at 6:00 a.m. to see what type of daily schedule we will be operating. A two-hour delay means that school will begin 2 hours later than normal, 10:00 a.m.

Parent Contact With Students During the School Day

Parents, who wish to talk to their child, deliver supplies to their child, or visit during school hours must check-in and get a badge in the office and follow visitor and/or volunteer expectations.

Releasing Students to Parents During the School Day

School policy is to release students only to parents, guardians, and family members listed on the school registration form. Parents wishing to pick up their child during school hours must come into the office. They will be asked to complete and sign the Student Checkout form. Students will not be released to any other person unless a parent or guardian adds that person's name to the registration form. Any changes in how students will be picked up need to be facilitated either in person, by phone or a written note by the child's parent/guardian.

Parent / Guardian Pick-Up Area:

If your student is picked up from school, we have designated parent/guardian waiting areas, in front of the office area. Staff members will monitor this area to ensure a familiar, safe adult picks up all students. We ask that parents/guardians wait in front of the school until your child's class exits from the school.

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1. Absences/Attendance/Tardy Policy:

Regular and prompt attendance is necessary. Daily school attendance is important in order for your child to get the best possible education. The majority of learning experiences in the classroom occur through hands-on activities, demonstration, discussion, conferencing, explanation, checking for understanding, and re-teaching or enrichment opportunities. Written work is only a small part of what goes on in the classroom. The classroom is filled with academic and social opportunities for every child. Therefore, regular and prompt attendance is vital.

Under Oregon State Law Regarding Attendance, 339.065, parents/guardians are responsible for ensuring that students attend school regularly. All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law.

Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

Absence and Excuse:

How to Report an Absence:

1. If your child is ill and unable to attend school, **please call the office attendance line (736-0411) by 9:00 a.m.**
2. Send a note with your child within 24 hours of the absence if you did not call.

Absence from school or class will be excused under the following circumstances:

1. Illness of the student.
2. Illness of an immediate family member when the student's presence at home is necessary.
3. Emergency situations that require the student's absence.
4. Medical or dental appointments. Confirmation of appointments may be required.
5. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Each school shall notify a parent or guardian by the end of the school day if their child has an unplanned absence. The notification will be either in person, by telephone or another method identified in writing by the parent or guardian. If the parent or guardian cannot be notified by the above methods, a message shall be left, if possible.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal or religious considerations.

A student who must leave school during the day, must be signed out of the office by the parent or guardian. A student who becomes ill during the school day will be sent to the office. The office staff or health clerk will decide whether or not the student should be sent home and will notify the student's parents / guardians, as appropriate.

Homework Request:

Homework may be requested when a child has been unexpectedly (not pre-arranged) absent for 2 or more days. Call before 10:00 a.m. when requesting homework to allow the teacher time to collect and properly organize the necessary materials. Please plan to pick up the homework after 2:30 p.m. If your child has a brother or sister in another classroom, the homework can be sent home with him/her at your request.

Make-Up Work for Absences:

When a student is absent from school, it is the responsibility of the student to see that the work missed is made up. Students are encouraged to work out a plan with their teacher.

Tardies:

Tardies are just as disruptive to the educational process as absences. **Any student arriving after 8:05 a.m. will be tardy.** Any student arriving late must check into the office to receive an admit slip and have their absence corrected on their class attendance roster.

Truancy:

A student who is absent from school without permission will be considered truant and may be subject to disciplinary action including detention, suspension, ineligibility to participate in athletics or other activities.

2. After School Arrangements:

At the end of each school day, students will be released to go home as directed by the parent/guardian at registration. If parents/guardians are picking up their child, it is important that they are here to do so immediately upon the dismissal of school. Students who ride the bus are to get on the bus at school and get off the bus and go directly home or to the after-school daycare provider.

If your child is to go somewhere else after school (different bus, daycare provider, home with a friend, being picked up by you or someone else, etc.) your child needs to bring a dated note to school, give it to either their teacher or the office. If plans change during the day, please contact the school as soon as possible. You must contact the school secretaries before 1:30 p.m. to give us enough time to get a note to your child. Children will be sent home by their regular method of transportation unless we hear directly from a parent/guardian.

3. Animals in the Classroom or on School Property:

Under the proper conditions, animals can be an effective teaching aid. Additionally, there are situations when federal and state statutes require accommodation of guide dogs or assistance animals.

Pleasant Hill School District recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on school property.

The following guidelines apply to all animals in the classroom or on school property.

1. Access by Persons Requiring an Assistance Animal

a) Dog guides will be allowed as per ORS.346.610 and 346.620.

b) Students requiring an assistance animal as defined in ORS 346.680 will need to contact the school principal regarding appropriate accommodation.

2. Animal visitors to the classroom

a) All requests to have animal visitors (student or staff show and tell, for example) in the classroom or on school property during school hours must be submitted to the Principal or designee in writing.

b) Included in the request should be a description of the activity, type of animal educational purpose/benefit, length of activity, and a plan for the care of the animals. Additionally, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations (if applicable) and procedures for the hygienic handling of the animal. Animals should have experience with

children and dogs should have received documented obedience training. The Principal or designee has the discretion to permit or deny the presence of any animal in the school.

c) Prior to approving the request, the Principal or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parent / Guardians must be notified of the plans to have an animal in the classroom so that accommodations may be made for their student.

3. Length of time animals are allowed in classrooms

a) Animals will be permitted in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal. It is recognized that in some situations, the appropriate time may extend throughout the school year.

4. Teacher Responsibilities for Animals in Classrooms

a) Treatment of Animals. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.

b) Exhibits: Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.

5. Owner Responsibility

a) Owners shall be solely responsible for the care/safety of their animals and for injuries sustained to the animal or to any people due to the presence of the animals at the school.

b) All animals brought for exhibit must be restrained by their owner/handler.

c) Owners walking pets on school grounds must follow city or county ordinances regarding leashing and sanitation.

d) Principals have the authority to exclude persons and their animals during school hours from play fields when he/she determines that there are associated health and/or safety concerns.

6. Limitations

a) No domesticated mammals, including dogs, cats, primates, birds, or livestock shall be allowed in school buildings or grounds while school is in session unless permitted by the Principal and proof of appropriate and/or current rabies vaccination is provided. This limitation applies to faculty, staff, and student pets as well as those of the public.

b) No wild animals including skunks, raccoons, bats, squirrels, monkeys, amphibians or birds shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e., zookeepers, veterinarians, etc.)

c) No poisonous animals are allowed unless brought in cages/containers that prevent contact with student and staff members.

d) No animals will be allowed free range in the facility or grounds.

7. Injuries

Staff members or students who have been bitten or otherwise injured by an animal will report such an incident to the Principal and the school office immediately. The Principal will notify the Parent / Guardians in the case of student injury. The person most knowledgeable about the incident will complete an accident report and forward it to the District Office.

4. Assemblies:

We have a variety of opportunities to listen and watch performers that visit our campus throughout the year. Additionally, we have some exciting musical events performed by our own students, as well as Billie Spirit assemblies recognizing our students for their hard work. Our assemblies are always open to parents/guardians and other family members. During highly attended events, we ask that you are courteous in your parking so that all may find a space. The fire and bus lanes must be kept clear at all times. We thank you for your cooperation.

5. Assignment of Students to Classes:

The assignment of students and classes to teachers is the responsibility of teachers and the principal. Parents will be invited towards the end of each year to complete the Classroom Placement Form. These forms are used to gain your input into your child's learning styles. These forms are not intended to be used to request a specific teacher.

Any request to change a student's assignment to a particular class by a student, parent, or teacher should be referred to the principal.

6. Billie Spirit-Positive Behavior Interventions and Support:

Pleasant Hill Elementary is proud to have Positive Behavior Interventions and Support (PBIS) as one of our school-wide goals. PBIS is a system approach to building the capacity of schools to educate all students. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with positive corrective responses to behavior, 85% or more of students will meet those expectations. Those needing additional assistance are provided with more support. There are three components to our PBIS system:

1. School-wide systems to establish a positive culture.
2. Classroom systems that blend academic and behavioral expectations.
3. Individual student support for those students needing the most intense behavior support needs.

We have four school-wide expectations of students: **Kind, Responsible, Respectful, and Safe**. Each area of the school, playground, classroom, and other areas of the campus have specific behavior expectations for our students based on these principles. These expectations are taught at the beginning of every school year, and are reinforced throughout the year, with booster lessons after every major break such as winter and spring break.

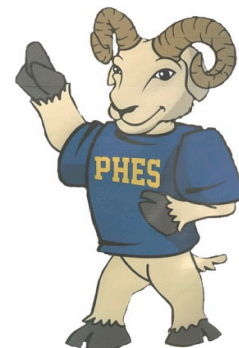
These expectations help create a safe learning environment where children can grow as individuals and interact with respect and empathy. To make sure all students are successful, we request that you review these basic universal expectations, as well as the school grid.

Universal Expectations:

Pleasant Hill Elementary

Billies Are...

- **Kind**
- **Responsible**
- **Respectful**
- **Safe**



PHES School-wide Behavioral Expectations

	Kind	Respectful	Responsible	Safe
All Areas Classroom Music PE Commons	Use polite inside voices Use kind words and actions with all adults and students Be a good sport	Listen when others speak Respect others feelings and property Help others when needed	Follow directions, actively listening Actively participate in activities and discussions Actively engage in class work, completing assignments neatly and on time Clean up after yourself	Sit safely Keep hands, feet, comments and objects to yourself Use all materials appropriately Walk facing forward with a purpose Get help after trying a problem solving strategy
Library 	Use inside voices	Be polite Wait patiently	Listen and follow instruction Return books on-time Use shelf markers and equipment correctly Take your belongings when you leave	Sit safely Push chairs in when leaving Line up quietly at the door and wait to be excused
Cafeteria 	Use "Please" and "Thank-you"	Be ready for lunch Use a polite indoor voice Raise hand to leave table if necessary Respect others' feelings and personal space using good table manners	Follow adult directions Walk with a purpose Stay seated Leave your table area clean, including the floor	Keep food, hands, utensils, feet, comments and objects to yourself Use all materials appropriately Walk facing forward with a purpose
Restroom 	Give people privacy	Mind your own business Keep hands and feet to yourself	Flush and wash quickly and quietly Keep the floors dry and clean Put used paper towels in the garbage Report problems to adults	Use toilet, urinal or sink appropriately Return to class quickly walking with a purpose
Breezeways, Halls, Stairs	Allow other to move freely Use kind words	Follow directions Move quietly Voices off	Stay in line Carry a hall pass Use elevator and ramps appropriately	Stay to the right Walk facing forward with a purpose Keep hands, feet, comments and objects to yourself
Office / Health Room 	Speak politely "thank you, please, excuse me" Use indoor voice level 1.	Wait your turn patiently Wait for secretary to greet you (don't interrupt phone or other conversations)	Return all borrowed objects Have permission from an adult to be in the office / health room area	Follow nurse or secretary directions Use proper health room procedures Ask permission before using items in the office or health room

Assemblies and Special Events 	Applaud appropriately	Listen to speaker Remain seated and quiet	Enter and exit calmly and quietly Sit with your class Respond immediately to quiet signal	Remain seated until dismissed Keep hands, feet and comments to yourself
Playground / Fields 	Everyone can join in the activities Help others Share Take turns Use appropriate language	Follow directions Listen to and follow "Stop" and "I" messages Listen for the whistle	Use hands, feet, and equipment appropriately Put equipment away Immediately stop playing when the whistle blows	Wait on the blacktop for the adult supervisor, before beginning to play. Stay inside the playground boundaries Ask permission to leave area to go to bathroom Walk with a purpose Be aware of what is going on around you Report strangers to the Recess Supervisor
Bus Loading / Unloading Zone 	Use appropriate language	Keep your hands, feet and comments to yourself Have bus notes ready	Stay on the sidewalk Wait by the office if you're not taking the bus home	Walk with a purpose Hold onto your personal belongings Stay behind the <u>red safety line</u>
Bus 	Use appropriate and polite language Help younger students	Talk quietly Keep the bus clean	Hands, feet, objects and comments to yourself Keep food and drink off the bus	Stay seated Face forward keeping aisle clear No talking at railroad crossing Cross in front of the bus after getting the thumbs up from the driver.

Student Behavior Management Process:

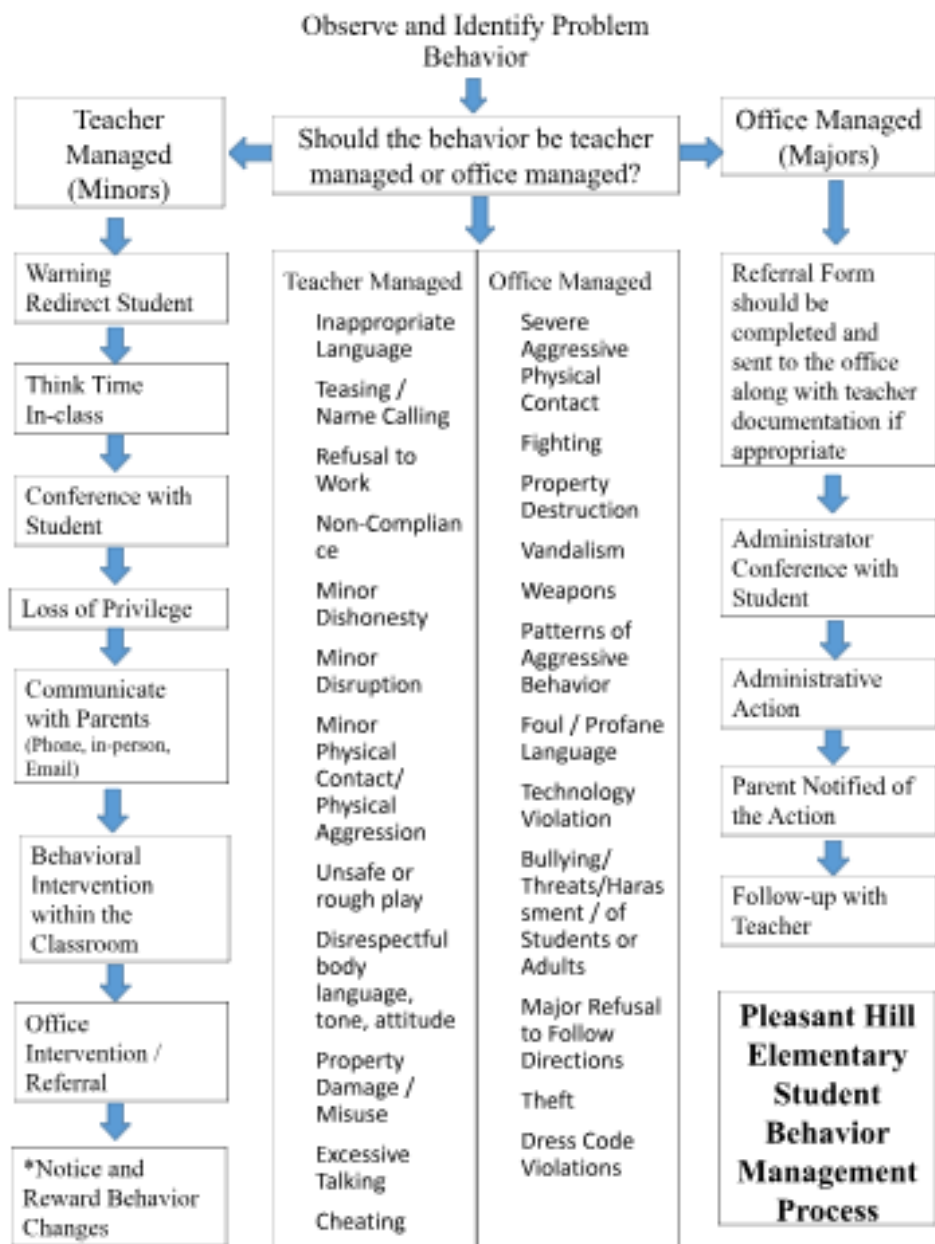
The behavior system includes positives for following school rules, as well as consequences if necessary. Behavioral issues are handled either at the classroom level or administratively depending upon the severity and nature of the issue.

Minor behavioral issues such as minor defiance, excessive talking and minor physical contact are handled by the classroom teacher. The teacher employs a variety of strategies starting with redirection and re-teaching. If the behavior continues the teacher can write a "minor" referral slip, which helps us track frequent behaviors; this also includes a staff member assigning a minor consequence (like losing recess time). The parent will be contacted by the classroom teacher anytime a minor referral is written.

A major referral is written anytime the student's actions are deemed to be major in nature such as fighting, vandalism, etc. The principal will meet with the child, investigate, set a consequence if appropriate, phone parent / guardians, follow up with the classroom teacher and send a copy of the

referral home. When a student is repeatedly bullying or harassing others, the parent / guardian will be asked to meet with the principal and the classroom teacher. Every attempt is made to contact the parent / guardians by phone before the referral is sent home.

I



In-School Suspension

In-school suspension is a supervised detention in which the student is required to quietly work alone in a specified location (usually the office) during the school day.

Out-of-School Suspension

Oregon Legislation, SB 553 Relating to School Disciplinary Policies, limits the use of out-of-school suspension with students who are in fifth grade or lower. OSS, out-of-school suspension may be implemented for the following circumstances:

- For non-accidental conduct causing serious physical harm to a student or school employee
- When a student's conduct poses a direct threat to the health or safety of student or school employees
- When the suspension is required by law (weapons)

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days. Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Every effort is made to provide the student with schoolwork that will be missed by the student while on suspension.

All disciplinary action is kept confidential. Administration and staff are bound to uphold student privacy laws, meaning that no one can disclose consequences given to a child to anyone else other than the child's parent/guardian.

Student Conduct:

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

DISCIPLINE/DUE PROCESS:

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

Discipline in the district is based upon a philosophy designed to produce behavioural changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.

Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that uses approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol- and/or tobacco-related offenses or any other criminal act, may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

Detention:

A student may be detained outside of school hours for disciplinary reasons, provided the parent has been notified of the detention and, in the case of bus students, arrangements have been made for the

student's transportation home. In cases where transportation is required, 24-hour notice will be given so that transportation may be arranged.

Discipline of Students with Disabilities:

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10 days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

Damage of District Property:

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is \$50 or more, the district will notify the student and parent. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed.

Student Searches:

To protect the safety and welfare of students and school personnel, school authorities may search a student, student desks, or other student property under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search. If such a search yields illegal or unauthorized materials, such findings will be turned over to the proper authorities.

A search of persons or clothing shall be done only with good reason by the school principal or their designee with a witness present. A student's personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Items that are used to disrupt or interfere with the operation of the school may be temporarily removed from student possession. Student desks, cubbies, and other storage areas are school property and remain at all times under the control of the school district.

Items found which are evidence of a violation of law, policy, regulation or may be seized and turned over to parents, law enforcement or returned to the rightful owner, as appropriate.

7. Bus information: First Student – 541-688-0454:

First Student is our transportation provider. Please call them directly with questions or concerns regarding your students pick up or drop off time. If you have concerns or questions regarding issues on your child's bus, please contact First Student directly first. If you don't feel your questions or concerns have been addressed, please contact the principal at Pleasant Hill Elementary.

Bus companies create their bus rules based upon the Oregon State Board of Education Regulations Governing Pupils Riding School Buses (OAR 581-053-0010).

FIRST STUDENT SCHOOL BUS RIDING RULES

1. The bus driver must be listened to at all times.
2. Coaches, teachers, chaperones responsible for maintaining order on trips are to be listened to at all times.
3. Assigned seating should be followed at all times.
4. Emergency exits are to be used only as directed by the bus driver.
5. Keep the aisles clear of objects at all times.
6. Keep a safe distance away from the bus when it is moving.
7. Be at the bus stop on time.
8. Activities which disrupt order on the bus, including the following will not be tolerated:
 - Throwing of objects.
 - Fighting, wrestling or scuffling.
 - Standing up and/or moving from seats while the bus is in motion.
 - Extending hands, head, feet or objects from windows or doors.
 - Damaging school or personal property of others.
 - Physically harming the driver or other riders.
 - Disrespectful or obscene gestures or statements.
9. Any action which causes the driver to stop the bus to establish order will not be allowed.
10. The following items are NOT allowed on the school bus:
 - Knives, guns (real or simulated) or any object which may be used as a weapon.
 - Tobacco, alcohol or illegal drugs, glass containers or other glass objects, snakes or bugs.
 - Radios or skateboards.
 - Bats or balls of any type.
11. Large objects that might pose safety risks or barriers to safe entry and exit from the bus are not allowed on the bus. Items should be of a size to fit on one's lap.
12. Consumption of food, beverages, and/or chewing gum is not allowed.

We teach our students that the bus is an extension of the school campus. We have clear behavioral expectations within our Billie Spirit program for loading and riding the bus. Bus drivers give out “Billie Bucks” cards to reinforce appropriate behavior. The drivers have completely separate behavioral citations for infractions that occur on the bus.

Video Cameras and Audio Recording Devices:

All school buses are equipped with video cameras and audio recording devices. These tools monitor the passenger area of the bus. The objective is to provide an important additional tool to assist the driver in managing student conduct on the bus, an important safety benefit.

8. Classroom Change Request Policies and Procedures

We are fortunate to have an excellent team of teachers at Pleasant Hill Elementary School. We are confident that whatever classroom your child has been assigned, he or she will encounter a teacher who is committed to student learning, to student success, to children – your child.

The process used to assign students is comprehensive. As a staff, we take the responsibility of classroom placement very seriously. Beginning in the spring parents are invited to provide input on the Class Placement Form, sharing the type of environment their child would be most successful in, strengths/talents, areas needing support, learning style and physical or health concerns. Once this

information is gathered, the staff works collaboratively to formulate class lists. Many factors are taken into consideration when placing students:

- A balance of achievement levels in reading and math.
- The social needs of students and their leadership skills.
- Independent work habits of students.
- Behavior factors regarding students.
- Information provided by the teacher through previous parent/teacher conferences.
- Recommendations of parents or related information forwarded from a previous school.
- The ratio of girls to boys.
- Every attempt is made to keep classes equitable, balanced in the number of students per classroom at each grade level.

If significant enrollment changes emerge during the summer, then we would need to make building changes in classes. However, with the exception of such enrollment issues, because classroom placement has been so carefully determined with such a wide range of factors taken into account, parent concerns and requests for changes in the classroom placement must follow a clear process and are considered very carefully.

Policies and Procedures

For Classroom Assignment Changes at Pleasant Hill Elementary

Initial Meeting - Arrange to meet with the teacher to identify concerns and work together to resolve the issues. The principal and or the counselor may or may not be involved in this meeting. Some issues take a few days to a few weeks to be resolved, therefore allow at least two weeks to pass before moving to the next step.

Follow –up Meeting - If serious concerns still remain after a period of time, the parent is invited to schedule a meeting with the teacher and either the building principal and or counselor to attempt to resolve the issues creating a timeline and formulating an intervention plan, steps to be taken to resolve the issues.

Review of Assignment Form - If it appears a change is still desired at this point, the parent should complete a Review of Assignment form.

Principal Receives Form - It will be reviewed. Both the parent and teacher will be contacted to design a course of action in which any or all of the following may take place:

- class observations of the student by parents and school staff
- parents and teacher continue to communicate and may meet with the principal or school counselor to hear the concern
- student may be involved at any point
- other teachers at the grade level will be consulted throughout this stage of the process

Decision Made by Principal - After looking into the situation and consulting with everyone involved, parent, teacher, student and grade level team, the principal will determine if and when a placement change may be made. The principal will then notify all parties of the status of the request. If a student is moved the principal will work with all parties to initiate as smooth a transition as possible.

9. Classroom Curriculum Exemption:

Parents may request that their student be exempt from state-required programs or learning activities for reasons of religion, disability, or other reasons deemed appropriate by the district. If so, the teacher will provide the student with an alternate assignment. Parents need to discuss such concerns with the classroom teacher.

10. Complaint Process:

A student or parent/guardian who has a complaint concerning a classroom teacher or staff member should first bring the matter to that person. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent can be requested. If the outcome of this conference is not satisfactory, the student or Parent / Guardian may file a written, signed complaint.

Complaints by a student or parent/guardians about instructional materials should be directed to the principal. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, it may be done by following these steps:

Step 1: When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parents/guardians will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

Step 2: If the complainant is not satisfied with the decision of Step 1 he/she may submit a written appeal to the superintendent who shall meet with all parties involved and issue a written response within ten days of receiving the appeal.

Step 3: If the complainant is not satisfied with the decision of Step 2, he/she may submit a written appeal to the School Board within 10 days of the superintendent's response. The Board will conduct a hearing within 20 days of receiving the appeal. The complainant will be allowed to be present at the hearing. The Board will issue a written response within 10 days of the hearing.

Step 4: If the complainant is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education Office of Civil Rights, Region X, 915 2nd Ave. Room 3310, Seattle, WA 98174-1009. (reference Board policies JBA/GBN and JFCF/GBNA)

11. Conferences:

Parent-teacher conferences are scheduled in November to review student progress. Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to speak directly with the student's teacher and then the school administrator. A parent

who wishes to confer with a teacher may call the office for an appointment before or after school or request that the teacher call the parent to arrange a mutually convenient time.

12. Court Ordered Custody:

Parents who have gained custody of children through the courts must present legal documents, which state that they have custody of the children as well as copies of court orders stating who may or may not take custody of the child.

Parents wishing to limit access to their child by another parent or former guardian must present appropriate documents to the office manager or principal. Information must include:

- 1) Legal documents stating who has been assigned custody of the child(ren).
- 2) Copies of the court order stating who may or may not take custody of the child(ren).
- 3) Dates indicating the effective period of the court order.

13. Child Abuse Reporting:

All school district employees are required by Oregon Law, 418.750 to report any incident of suspected child abuse or neglect to the Department of Human Services. When an investigation is deemed appropriate, it is then the responsibility of the Department of Human Services to contact the parents. School districts are required to provide annual training of all school employees "on the prevention and identification of child abuse," as well as mandatory reporting obligations: training to be made available each year to parents; requires training designed to prevent child abuse be made available each year to students.

14. Discrimination and Sexual Harassment Complaint and Grievance Procedure:

The Pleasant Hill School District #1 nondiscrimination policies and grievance procedure can be found in the following district policies:

- AC Nondiscrimination
- AC-AR Discrimination Complaint and Grievance Procedure
- GBA Equal Employment Opportunity
- JB Equal Educational Opportunity

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures:

1. The superintendent has appointed the building principal or assistant principal as the contact person on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues:

Brenna Fairchild, Principal, 541-736-0498
Pleasant Hill Elementary School, 36386 Highway 58, Pleasant Hill, OR 97455

Chris Reiersgaard, Principal, 541-736-0705
Pleasant Hill High School, 36386 Highway 58, Pleasant Hill, OR 97455

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VIII, Title IX, or other civil rights or discrimination issues.
3. If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent.

Jim Crist, Superintendent, 541-736-0701
Pleasant Hill School District 36386 Highway 58, Pleasant Hill, OR 97455

3. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.

Pleasant Hill Board Chair, 541-746-9646
C/O Business Manager, Pleasant Hill School District, 36386 Highway 58
Pleasant Hill, OR 97455

15. Dress Code:

The Pleasant Hill School District has high expectations for all its students at every grade level. Students at Pleasant Hill Elementary are held to the same guidelines for appropriate attire as are those attending the middle and high school. Students are asked to wear school appropriate attire that will not hinder nor disrupt their learning or the learning of others around them. The following items are considered inappropriate for school:

1. Anything that is offensive or disruptive due to vulgar language or reference to drugs/alcohol.
2. Garments worn that promote discrimination, harassment, prejudice or racism.
3. Garments that are dirty, torn, or pose a health or safety hazard.
4. Any garments identified with a membership to a gang.

Students that arrive at school wearing these items will be given other attire to wear over that, which is considered in violation of the Appropriate Student Attire section of the handbook. If students refuse to wear the provided clothing, parents/guardians will be called to bring the child a change of clothes.

Please keep in mind when assisting your child in selecting their clothing and footwear for the day, all of our students do participate in physical education classes in the multi-purpose room at least twice a week, and a minimum of two recesses a day outside on the playground rain or shine.

We encourage all students to wear the appropriate footwear to school or bring appropriate footwear, so they may fully participate in p.e. classes, as those wearing flip flops or high heels will be asked to sit out due to a safety issue.

16. Electronic Devices: **Cell Phone / Cellular Watches:**

Students may bring cellphones to school for safety reasons; however, the cell phone must remain off, in their backpacks and used only before or after school if necessary. Cell phones will be stored in the office after a warning, for students who use these during the school day. Parents or guardians may need to pick them up at the end of the day.

Students may wear cellular watches to class. The watch needs to be in silent/airplane/SOS mode during the school day. If a student is found to be using their watch as a cellular device during the day, it will be stored in the office after a warning. Parents or guardians may need to pick them up at the end of the day.

Other Devices:

Students should not bring personal items from home. The school is not responsible for toys, electronic devices such as bluetooth devices, electronic games, cell phones, cameras or MP3 players. If your child is using one of these items during school, it will be held in the office until the end of the day.

17. Equal Opportunity:

Pleasant Hill Elementary promotes nondiscrimination and an environment free of harassment based upon an individual's race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, physical characteristic, cultural background, socio-economic status, place of residence in any educational programs, activities or employment. Students are excused from state and/or district required programs or learning activities, when necessary, to accommodate their religious beliefs or special needs/exceptionalities.

USDA and Pleasant Hill School District #1 is an equal opportunity educator and employer.

18. Family Resource Center:

The Family Resource Center is a grant funded center on campus to assist parents/guardians with securing a variety of services and items. Parent/guardian classes are also offered in the center throughout the school year. For more information, please contact the office and ask for our FRC Coordinator.

19. Field Trips:

Throughout the year classroom teachers coordinate educational off campus experiences to further enhance the learning process. Often, Parent / Guardian volunteers are requested to assist in the supervision of students on these trips. Notify your child's teacher or the PTO if you are willing to volunteer to chaperone on a field trip by completing the yearly-required background check packet available in the office.

20. Food at School:

All meals, breakfast and lunch, will be served to all students at no charge. Please refer to the breakfast and lunch menu for a listing of the entrée served each day. Your child will need to follow the nutritional guidelines. If you have any questions, please contact the food service coordinator. If your child has any food allergies, please let our food service coordinator know.

Lunch Visitors:

Lunch visitors will be able to have lunch with their students on their birthday. If a student's birthday falls during the summer, the family may choose to celebrate on their half birthday or one special day of their choice.

21. Fundraising:

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event (#IGDF).

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school's extracurricular activities program. The principal is responsible for administering student activity funds.

22. Holiday Information:

During the year, there are a number of holidays, which may be celebrated at school. We realize that some families do not recognize these days. In order to respect all individual beliefs and to avoid an uncomfortable situation you are encouraged to let the school know your preference. If you plan to bring treats to your child's classroom, please check with the teacher ahead of time regarding student allergies or other concerns. All treats must be store bought.

23. Invitations to Parties:

If your child is having a party and wants to hand out invitations at school, they will need to invite the entire class. If not all the students are being invited, you will have to mail or hand the invitations outside of school hours.

24. Library:

Students will come to the library once a week with their classroom. They are allowed to borrow two books from the library, which they may keep for a week. They may return their books and get different books with a pass from their teacher.

Students will be held responsible for the items they check out from the library, including Chromebooks. If books, Chromebooks or cords are lost or returned damaged, the student will have to pay a fine. There are no fines for late books, but students will need to return the late items to have library privileges.

25. Lost and Found:

All coats, backpacks, and lunch boxes should be labeled with your student's name. Our lost and found area is located in front of the school. The lost and found for small items such as jewelry, watches, etc. is in the office. Items not claimed will be given to a local charity three times a year, at winter break, spring break, and the end-of –the-year. There will be reminders in the newsletter.

26. Medical Information: **Communicable Diseases:**

Parents of a student with a communicable or contagious disease are asked to telephone the school, 541-736-0400, so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician with the concurrence of the school nurse that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school nurse.

These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, tuberculosis and pandemic flu. Parents with questions should contact the school office.

Emergency Medical Treatment:

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form.

School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Medication Dispensed at School:

If the situation arises where your child requires medication during the school day, a form must be completed and submitted to the office for each specific medication to be dispensed. Medication is only administered at school if it is required to be taken during school hours.

We are required to follow specific rules:

- (1) **Medicine** (prescription OR over the counter) **MUST BE brought to school in the original container by a Parent / Guardian, NOT a child.** (If a child brings medicine to school, it CANNOT be administered.)
- (2) Medicine must have the **name of the student, name of medication, how the medication is to be given** (orally, topically, etc.), **dosage, frequency** and **special instructions** included. What the pharmacy puts on the label includes all of this information. **WE MUST FOLLOW THOSE WRITTEN INSTRUCTIONS.**
- (3) **All prescriptions AND over-the-counter medications, including cough drops, must be kept in the office** and administered by designated and trained office staff.

PLEASE remember, **children are not to transport ANY medication.** A Parent / Guardian must bring the medication to the school office and fill out a medication form that must be kept on file in our office. Since our office is so busy, **medications need to be checked in between 8:00 a.m. and 10:30 or 1:00 - 1:45 daily.**

Nurse Information:

Our district RN services both campuses. We have several staff members trained in first aid, CPR, epinephrine, and medication dispensing. Please make sure your emergency information stays current

on your child's contact list. We conduct a fall dental and vision screening. Please monitor your student's vaccinations, as the state mandates that all students are current with their age-appropriate shots or they will not be allowed to attend public school.

Sickness and Infections, When to Keep Your Student Home:

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 Fever: temperature of 100.4°F (38°C) or greater	*Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	*Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	*Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptoms improving for 24 hours (no more than two bowel movements more than normal and no longer having accidents) with orders from doctor to school nurse.
 Vomiting: two or more episodes that are unexplained	*Symptom-free for 24 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → <i>Urgent medical care may be needed.</i>
Skin rash or open sores	*Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

Head Lice, Ringworm and other Communicable Diseases:

From time to time, we have cases of head lice, ringworm, scabies, hand-foot-mouth, and other communicable diseases among students. All undiagnosed rashes are treated as communicable diseases. If a communicable disease is discovered at school, the student's parent/guardian is contacted.

To assist the school in minimizing communicable diseases, your help in checking your child on a regular basis is greatly appreciated. Please contact the school right away if head lice, ringworm, or other communicable diseases are found. We will handle your message with appropriate confidentiality.

27. Parent/Guardian Involvement Opportunities:

PTO:

Pleasant Hill Elementary has an amazing history of parent/guardian involvement in the school community. One-way for parents /guardians to support our instructional program and staff is to participate in the PTO. The PTO organizes various fundraisers throughout the year such as our Jogathon and community building events such as Bingo Nights and carnivals.

Volunteering:

In accordance with Pleasant Hill School District Board Policy GCDA/GDDA and IICC, any volunteer who has direct or ongoing contact with students, participates in off-campus field trips, or regularly visits the school is required to complete an annual criminal background check prior to service.

Volunteers who may have direct, unsupervised contact with students will be required to complete a fingerprint-based background check, as required by state law (OAR 581-021-0510 – 0512).

As a visitor/volunteer, please:

Submit the Criminal Background Check annually. Packets can be obtained in the elementary office and can be submitted directly to the district office or returned to the PHES office.

Visitor/Volunteer Expectations:

- All visitors & volunteers must enter and exit through the main office. Please sign in on the clipboard and take a visitor or volunteer sticker. Please display this like a nametag (front right or left upper chest) so that it is easily visible to staff and students.
- Please arrange your visit in advance with the teacher, office staff, or principal.
- For safety and liability reasons, visiting students or younger siblings are not permitted during the school day.
- Please direct questions to teachers outside instructional time.
- If you observe something that concerns you, please inform the teacher. Also, be aware that discussing a child with someone other than the teacher can violate the child or family's privacy rights.
- Visitors or volunteers are not permitted on the playground during recess.
- Parents or visitors may have breakfast or lunch with their student on their birthday, but not on a daily, or ongoing basis.

All volunteers and visitors must remain under the supervision of school staff at all times unless otherwise authorized.

Pleasant Hill School District provides equal access to volunteer opportunities without regard to race, color, religion, sex, sexual orientation, national origin, disability, marital status, or age, consistent with Board Policy AC – Nondiscrimination.

Please sign the following page to acknowledge that you've read and agree to these expectations. Keeping to these guidelines helps us serve our community well, though consistently not meeting them may result in being asked to step away from volunteering.

Communication:

Parents can look forward to a weekly Wednesday Seesaw message from the principal with reminders and upcoming events. In addition, we send out a school-wide newsletter called Billie News on the third Wednesday of the month. The Billie News is emailed and sent out on Seesaw. As such, it is important that the school have a current email address on file.

In addition to the weekly Seesaw announcements from the office, our teachers send out pertinent information regarding classroom happenings, class newsletters, web links for learners, homework/classwork, and/or photos via their classroom Seesaw Account.

Teachers can easily be reached via email. Email links for all staff and class websites can be found at <http://pleasanthill.k12.or.us>. Teachers also have voicemail, which is accessible by calling their direct lines. Because staff are working with students during the day, and often have professional responsibilities after school, please allow approximately 24 hours for a return call or email.

If you ever have a concern, question, or desire to give input about the education your child is receiving or the operations of the school please get in touch with the principal by email or phone at bfairchild@pleasanthill.k12.or.us. You may also make an appointment to meet the principal in person by calling the PHES office at (541) 736-0400.

Meeting with Your Child's Teacher:

The staff of Pleasant Hill Elementary values parent communication. In order to ensure high-quality responsiveness, "drop-in visits" are not encouraged. A pre-arranged meeting will allow the teacher to give you the time and focus you desire. As teachers are contractually entitled to uninterrupted planning time each day, dropping in without an appointment before school to speak with a teacher is discouraged. Teachers use this prep time to prepare for the day and to evaluate the effectiveness of lessons and student performance. Please call or send an email to make an appointment with a teacher. For urgent matters, the principal or office will be happy to help you.

28. Safety:

Accidents and Injuries:

If your child is seriously injured at school, we will contact you immediately (head injuries, etc, or appear to require medical attention. For minor injuries, we will administer routine first aid. Should we

be unable to locate you, we will call the emergency numbers on your child's registration form. Please keep the school informed of any changes regarding emergency care for your child for minor injuries. Please notify the office as soon as your cell, home, or emergency numbers change.

Emergency Drills:

Pleasant Hill Elementary School conducts emergency drills throughout the year to practice in case of fire or other emergencies. Procedures are in place for evacuating the school and for securing students inside the school should an emergency arise. We caution children to treat all drills with great seriousness. Each teacher provides students with emergency procedure instructions and reviews procedures periodically throughout the school year. Holt will conduct secure, lockdown, fire, and earthquake drills throughout the year to acquaint children and staff with the proper procedures to maintain their safety. **All staff members, students, and on-campus visitors are expected to participate in drills and are required to evacuate the building when the signal is given to go outside.**

Harassment and/or Bullying:

Harassment of any kind: bullying, hazing, severe teasing, intimidation, and/or threats by staff, students or third parties is strictly prohibited and will not be tolerated on any campus, during school hours or during any event or activity.

Harassment includes but is not limited to any act, which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written or physical nature on the basis of age, sex, race, religion, national origin, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

Bullying is disrespectful, unwanted, aggressive behavior that is persistent, occurring repeatedly over time, not a one-time incident. Examples of these persistent disrespectful behaviors are name calling, teasing, continuously pushing or constantly poking another student by the same student repeatedly over time.

Sexual harassment includes but is not limited to any act, which subjects an individual or group to unwanted sexual advances, requests of sexual favors, and/or any other nonverbal, oral, written, or physical behavior of a sexual nature.

Intimidation/threats includes but is not limited to any threat or act intended to tamper, damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographical location.

All complaints regarding harassment (see types above) shall be reported to the principal who will promptly investigate the complaint and issue a reply within five days of receiving a written complaint. If the reply is not acceptable to the complainant, he/she may file a formal complaint following district policy KL. All complaints will be handled confidentially.

Bully Prevention Curriculum:

Every fall teachers and staff spend the first week of school reviewing our Bully Prevention Program,

developed at the University of Oregon, with our students. Then throughout the year we review and reinforce this curriculum within the classroom and at Billie Spirit Assemblies, too.

This program teaches students how to respond if other students are being disrespectful and/or bullying other students. Our staff has also been taught how to respond if students engage in disrespectful, bullying, behavior and can even be unsafe.

Students are taught bullying is disrespectful, unwanted, aggressive behavior that is persistent, occurring repeatedly over time, not a one-time incident. Examples of these persistent disrespectful, bullying, behaviors are name calling, teasing, continuously pushing, poking or threatening another student. Students are also taught that it is not an accidental bump from a peer or a peer declining to play with them. In addition, we also work with students to practice the golden rule, "If you can't say something nice to a peer, say nothing at all."

The three steps are:

1. STOP— All students are taught the "Stop" signal, putting up a flat hand, and to use a firm voice to say, "STOP."
2. WALK— Sometimes, even when students tell others to "stop", the problem behavior will continue. When this happens, students are to "walk away" from the problem behavior.
3. TALK— report problems to an adult if the disrespectful behavior does not stop or a student is in danger such as falling on the playground or fighting.

The biggest obstacle we have in dealing with bullying is that we don't know about it soon enough. Therefore, if your child is feeling hurt, angry or unsafe it is important for your child to talk with an adult about those feelings. If your child tells you that someone is hurting them emotionally or physically, please bring your child to school and let him / her tell those feelings to his / her teacher or principal. This teaches your child that there is a safe person at school that he / she can talk to if something happens in the classroom or at recess.

Recess and Lunch Supervision:

All children are expected to participate in outside recess. If it is raining students play either under our covered play shed or be allowed in the cafeteria or a gym. During cold weather children should have adequate clothing to keep warm outdoors. If your child has a chronic or severe health problem requiring them to stay in, please obtain a doctor's note and send to school. We will make arrangements for children with these special considerations to have an alternate recess.

School Security:

To ensure the safety of students and staff, all exterior building doors are kept locked, and all visitors/volunteers must be buzzed into the office and then sign in at the office when entering the school. The secretaries will provide you with directions to all locations. There are no exceptions to this district policy.

Skateboard and Rollerblades:

For the protection of students and school property, the district liability insurance specifically requires that skateboarding and rollerblading be prohibited from school property. Students who bring skateboards or rollerblades to school will be requested to leave the items in the office.

29. Special Programs:

McKinney Vento:

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student.

For additional information concerning the rights of students and parents of students in homeless situations or assistance, contact the district's liaison for homeless students.

Special Education:

Pleasant Hill Elementary seeks to provide a safe and fully accessible campus. Persons having requests for special needs or physical accommodations should contact the school at least 48 hours prior to the activity. Inquiries about the Special Education programs are best addressed to the District Director of Special Education: Ms. Whitney Connolly, Pleasant Hill Elementary School, 36386 Highway 58, Pleasant Hill, Or, 97455, (541) 736-0717.

TAG:

Identification of Talented and Gifted Students

In order to serve academically talented and gifted students, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:

1. Behavior, learning and/or performance information.
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students.
3. A national standardized achievement test for assistance in identifying academically talented students.

Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

Title I:

Your child's academic success is directly related to your involvement in their education and communication with our staff. By working together, we can provide the best possible educational experience for your child. Pleasant Hill Elementary School currently receives Title 1 funding and uses these funds to support a variety of academic programs.

If you have specific questions about this notification, please contact your school's principal, please contact Brenna Fairchild, Federal Programs Administrator for Pleasant Hill School District at 541-736-0400.

30. Student Records:

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records.

Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally, identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include:

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth
- Name of parent/guardian
- Date of entry into school
- Name of school previously attended
- Course of study and marks received
- Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results
- Credits earned
- Attendance
- Date of withdrawal from school

31. Technology Usage:

Pleasant Hill School District provides students with access to technology resources for educational use. Technology resources include computer equipment and programs, Internet access, projection equipment, I-Pads, printers, scanners, digital cameras, etc. They will use this equipment to practice and strengthen skills, write stories and articles, illustrate work, develop multimedia projects. As a result of these experiences, they should develop an understanding of technology as tools through which they can complete tasks.

When using technology resources, the student should:

- Keep password and personal information private to prevent unauthorized use.
- Use the various technology resources appropriately, for school related purposes only.
- Navigate to Internet sites that are relevant to the topic being researched, school related and teacher authorized.
- Inform a teacher if district computer settings have been altered.
- Follow copyright laws and restrictions and always cite research sources when using information from the internet.
- Keep food or drink away from the computers and electronic devices.
- Take care to avoid damaging / modifying technology tools.
- Avoid wasting resources by only printing the necessary information.
- If an appropriate site is accessed by mistake, inform the teacher immediately.
- Use technology tools with teacher / staff supervision.

Students may not use technology resources, including those personally owned for:

- Personal mail, gaming or social media sites not related to the completion of a classroom assignment.

- Accessing sites or services blocked by the district.
- Accessing inappropriate sites.
- Using other people's passwords or login information.
- Downloading copyrighted software and programs without proper license or payment.
- Cyber bullying, illegal or malicious purposes.
- Disclosing contact or personal information about other students.
- Publicly posting or reviewing publicly posted information that defames or degrades other students or staff that might reasonably be considered offensive by other students and staff.

32. Toys from Home:

Tablets, smartphones, smart watches, video games, laser pens, and other entertainment items should not be brought to school. This rule also applies to trading cards (Pokémon, Magic, etc.), stuffed animals, and other items that might interfere with learning and teaching. The school is not responsible for lost or damaged items brought from home.

Certain items are prohibited on campus. Prohibited items include matches, lighters, laser pens, shocking devices, rubber bands (when used to shoot or snap), spit wads, squirting devices, aerosol sprays, and other such items. These items will be confiscated, and disciplinary action may result from the possession or use of these items.

If a student has a sharing day with teacher's permission an item may be brought to school that day. The item to be shared should be brought to school in the student's backpack. Toy plastic or fake weapons are not to be brought to school and can result in disciplinary consequences.

33. Treats in the Classroom:

If you would like to bring treats, we ask that you let the teacher know at least 24 hours in advance. The Health Department requires that any snacks served to students at school be purchased from a licensed bakery or store. Home baked goods are not allowed to be served to students.