



Tri City Elementary

## Student~Parent~Teacher Handbook

See each child ▪ Make and keep the promise ▪ Use the power of community

Updated 8.3.23

# Staff/School Directory

Tri City Elementary-541-863-6887 Bus Garage-541-863-3038 District Office-541-863-3115

## Administration and Staff

Superintendent-----	Dr. Paul Hillyer
Principal-----	Emily Veale
Office Manager-----	Melissa DeWald
Secretary-----	Celeste Hamilton
Special Education-----	XXX
Title One-----	Kami Wright
Kindergarten-----	Katie Dugas
Kindergarten-----	Staci Parnell
First Grade-----	Cristal Randolph
First Grade-----	Tammy Bryant
Second Grade-----	Kimberly Whetzel
Second Grade-----	Jodi Samuel
Third Grade-----	Katie Grondin
Third Grade-----	Sarah Hollis
Fourth Grade-----	Kalkidan Crapper
Fourth Grade-----	Brigit Valeri
Fifth Grade-----	Shelby Swift
Fifth Grade-----	Fawn Jordan
Physical Education-----	Lisa Nash
DLC-----	XXX
Special Education Assistant-----	Angie Budel
Special Education Assistant-----	XXX
Title One Assistant-----	Carrie Woodbeck
Title One Assistant-----	Sharon Rust
Title One Assistant-----	Renae Schwabauer
Title One Assistant-----	XXX
Skill Building Room Assistant-----	Brenda Chapman
Skill Building Room Assistant-----	Angela Shadbolt
DLC Assistant-----	Dorothy Collins
DLC Assistant-----	Lillian Dean
DLC Assistant-----	Melissa Gilly
DLC Assistant-----	XXX
Classroom Assistant-----	XXX
Classroom Assistant-----	XXX
Behavior Attendance Monitor-----	Mary Pettibone
Librarian-----	Jessica Widener
Custodian-----	Brandy Bennett
Custodian-----	Jeff Ruetz
Director of Student Achievement-----	Kate McLaughlin
Bus Supervisor-----	Wendy Jarvis

**\*\* Disclaimer**

*“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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.”*



At Tri City, we believe in meeting the needs of each individual child. The South Umpqua School District Guiding Questions lead us in developing a plan to ensure the success of all students.

**What outcomes do we want the students to master?**

**What do we do when they do not master the outcomes?**

**How will we know when they have mastered the outcomes?**

**What do we do when they master the outcomes?**

We will focus our efforts on creating learning environments that allow students to learn and grow at their own achievement level. We will work collaboratively to place students on data. The staff is committed to work together in the communities to use data to meet the needs of each individual child.

## **Board of Directors**

The Board of Directors of the South Umpqua School District meets on the third Wednesday of each month at 6:30 p.m. in the district office board room. It is the desire of the school board and the administration of the school district that parents and interested people from the community attend these meetings.

## **Tri City Parent Corp**

Tri City Parent Corp meets the second Thursday of each month. If you are interested in learning about this fantastic group, please contact us and we will get you more information.

**You are automatically a member of the Tri City Parent Corp and are encouraged to be an active member.** Your active participation allows

you to become more informed about our school programs and will give you an opportunity to become acquainted with other parents and teachers.

Parent Corp raises money for field trips and the pumpkin patch as well as contributing to other extracurricular activities. These include bringing OMSI, as well as other fun and educational assemblies to our school.

## **Breakfast/Lunch Arrangements and Policies**

Breakfast and lunch are free for all students this year thanks to a generous grant program. Parents choosing not to participate in the lunch program are encouraged to send a nutritious lunch with their child.

A student's responsibility at breakfast and lunchtime is to eat most of the food and follow rules of conduct that would apply in a public restaurant. In addition, the students are taught the cafeteria rules, which are:

1. Follow directions quickly and encourage others to do the same.
2. Speak in soft voices. Do not yell. Follow Voice Levels
3. Walk at all times.
4. Keep hands, feet, and objects to yourself.
5. Stand quietly in line.



Failure to follow the rules in the cafeteria will result in the student being assigned a seat at the manners table where they will finish their lunch. *ENERGY DRINKS, COFFEE, SODA POP* and large amounts of candy are not allowed with any meal due to the high sugar and caffeine levels.

## **Attendance**

Research shows that there is a direct correlation between regular attendance and academic achievement. It is important for your child to be at school every day. We emphasize regular attendance and give students positive reinforcement for achieving it.

**Students may arrive at school no earlier than 8:30 a.m. Supervision is not provided prior to 8:30 a.m.** and school starts promptly at 8:55 a.m. (Students are marked tardy at 9:00) All students will be dismissed 3:30 p.m. *Wednesdays are a shortened day.*

## **Early Release Wednesday**

During the year there will be a 2:30 release time each Wednesday. This early release day and time has been standardized throughout the district and will be used for professional growth and collaboration of our staff with a goal of improving student learning. Buses will arrive exactly one hour earlier than normal.

### **Compulsory Attendance (Law)**

Oregon's law requires parents or persons in control of a child who has not completed the 12th grade to enroll the child and maintain the child in regular attendance at school. Violation of this requirement is a Class B infraction. If the school determines that a parent has failed to enroll the child and to maintain the child in regular attendance, written notification shall be given to the parent, requiring the parent to attend a conference with designated school officials.

### **Registration**

When your child enters Tri City Elementary School you will be asked to complete an online registration. It is important that the registration forms be completed fully since it provides the school with emergency dismissal information and provides directions to follow if an accident should occur and you cannot be contacted. Each year you will be asked to update the enrollment information. Kindergarten, and others entering an Oregon school for the first time, must show proof of immunization and a birth certificate or other legal documents to indicate age **prior** to admittance.

### **Student Absences**

Regular attendance is expected of all students. **Parents who keep their children at home on a school day should call the office between 8:00 and 10:00 a.m.** If you can't call at that time you are welcome to leave a message at any time. If your child is absent for more than 5 days the office may ask for a doctor's note. Be aware that 10 days of absences lead to an automatic withdrawal from Tri City and you will need to re-enroll upon return. ***Dojo/teacher communication in lieu of calling the office does not excuse your child's absences. You must contact the office.***

We strongly urge you to evaluate your child's feelings and condition before sending him or her to school. From time to time Tri City students become ill while at school. Upon such an occasion, students are sent to the office. **It is important that the office have an up-to-date phone/message number and at least two other emergency numbers.**

### **Student Release from School**

Parents are encouraged to schedule any appointments with a doctor or dentist (other than illness at school) after school hours. However, when emergencies demand, the appointment should be made as early or as late in the school day as possible. **To arrange an early dismissal, please call the office before 12:00 pm or send a written note to school in the morning,** signed by their parent or guardian, stating the reason for early dismissal and the time the parent will arrive. Any student being dismissed prior to the regular dismissal time, or being picked up after school by a parent, guardian, or their designee, must be met in the office, where the parent, guardian, or designee must sign the student out.

No student is allowed to leave school with anyone other than his parent or persons listed on the enrollment form as an emergency contact. The exception is in cases where the parent has identified the person taking the student. Students will be released from class or the school bus, to school personnel only. This is for your child's safety.

In a divorce situation, students may be legally released to either parent, even if one is non-custodial. The only exception to this is with current paperwork signed by a judge.

## **Student Behavior and Discipline**

The staff at Tri City Elementary insists on safe, respectful and responsible behavior. Students should be courteous at school. A pleasant learning atmosphere will be created if students are courteous to each other and to staff. There is no occasion for loud talking, door slamming, fighting, bad language or running in the halls. Respect for adults is considered fundamental. Parents of students demonstrating poor behavior will be notified.

## **Tri City Behavior Standards**

All classrooms, library, gym and other locations on campus of Tri City are united in following the school culture and expected behaviors of being safe, respectful and responsible no matter the location, recess or activities that include field trips and other outings where Tri City is being represented by a group of students. Our goal is for students to use self-discipline, Conscious Discipline strategies, PBIS and SEL learnings to guide their actions and behavior. Rather than a punitive system of discipline, we adhere to the philosophy of teach, reteach, reteach and the use of natural consequences for behavior.

Safety issues for self and others may result in suspension.

Our primary goals are to assist each student to gain knowledge and develop self-control in a safe, positive learning environment. With combined home and school support we look forward to significant personal growth on the part of every Tri City student. Throughout the year we will work with students to be respectful, responsible and safe in every situation on our campus. Our goal is not to punish students but rather to help them learn from their mistakes and develop their own potential so that they can be kind, caring, helpful and successful community members of Tri City and beyond.

## **Guidelines for Student Behavior**

School is a place where children go to receive an education to help them grow. We believe that they should be able to learn in an environment that is safe and orderly. Students, parents, and school staff must share the responsibility in creating the best possible school setting. The school will provide quality academic and social emotional programs to help children succeed in our complex world. At the same time, we need families support in teaching their children to take ownership of their actions to become responsible members our Tri City community. Open, honest communication with you, and working together as a team is the best way we know how to achieve this goal.

## **Student Rights**

A right belongs to each student and cannot be taken away. Other students and staff also have rights. Students are responsible if, through their choices and behavior, they take away the rights of others.

1. TCE students have a right to an education.
2. TCE students have a right to be respected and treated with kindness at school.
3. TCE students have a right to be safe at school.
4. TCE students have a right to tell their side of the story before anything happens.
5. TCE students have a right to logical consequences for inappropriate behavior.

## **Student Responsibilities**

A responsibility is an obligation we all have as it allows for the rights of all to be enjoyed.

1. Students will follow the three school rules of being safe, respectful and responsible in all school settings.
2. TCE students will respect themselves, others, and school property.
3. TCE students will help make school a positive place where everyone can learn.
4. TCE students will come to school prepared to learn.
5. TCE students will work to the best of their ability.
5. TCE students will take responsibility for their actions.

The staff has developed rules for school wide areas such as: hall, cafeteria, assemblies, and playground. These rules are taught in the classrooms and are reviewed after each extended holiday.

## Care of District Property by Students

It is each student's responsibility to show respect for all district property. Any student who willfully damages, destroys or defaces district property will be disciplined and charged the full replacement cost related to his/her acts.

## Playground Rules

The playground supervisors are in charge of playground activities and student use of equipment. Students must follow the directions and requests of the supervisor. Failure to do so will result in a disciplinary action. We are concerned about the safety of all Tri City students. If an emergency occurs during recess students have been taught a specific procedure and know what they are to do. For safety reasons, only school personnel are allowed on the playground during recess times.



## Student Discipline

Each teacher has specific rules and consequences for their classrooms. Minor infractions are normally handled by the teacher or supervisor in charge. These rules are designed to protect all children and ensure their learning is not disrupted. Students who choose to break the rules are treated firmly, fairly, and appropriately

**All** rules and procedures fall under Being Safe, Respectful and Responsible.



### Safe

- Walk facing forward
- Keep hands, feet and objects to self
- If you see something unsafe, tell an adult
- Use equipment and materials as instructed
- Leave spaces as clean or cleaner than you found them

### Respectful

- Follow the rules and encourage others to do the same
- Tell the truth
- Help others who need it
- Be polite: use please, thank you, excuse me
- Follow voice levels

### Responsible

- Wait for your turn
- Listen to others respectfully
- Follow adult directions the first time
- Follow the rules and encourage others to do the same
- Don't bring candy or gum to school
- Toys stay at home unless specifically directed by the teacher

The following behaviors are never allowed at Tri City Elementary:

- physical aggression/physical altercations between students
- physical aggression towards staff
- defiance/disrespect of school staff
- lying/cheating
- harassment/bullying/teasing
- profanity
- property damage/vandalism
- possession of weapons or other dangerous objects
- possession or use of tobacco or any controlled substance
- theft/forgery
- truancy
- persistent intimidation, threatening or harassment of other students
- abusive/inappropriate language

Consequences for office referrals can include: verbal warnings, written warnings, time outs, recess detentions, suspension, and expulsion.

## **Transportation**

## **Walking and Riding**

**Parents are advised that supervision is not provided prior to 8:30**

**a.m.** The school assumes no liability for children who arrive at school before that time.

Bicycles are to be walked to and from the parking areas to the bike rack. Bicycles are to be locked in the bicycle rack until the end of the school day.

**Each student riding a bicycle to school is required by law to wear a bicycle helmet for his or her safety.**

## **Students Driven to School**

Parents driving their child to school in the morning are asked to use extreme caution when driving on campus before and after school. There is a drop off area in front of the school. Any student dropped off by car is asked to proceed up the front walkway and enter the building through the front entrance. If you choose to walk your child into the building, please park in the lot.

## **Student Bus Riders**

Children will have a safer trip if drivers can concentrate on driving, not discipline. Students need to know the bus regulations (posted on each bus). These regulations are included in this publication so that you may help by reviewing them with your child. State regulations were made for the safety of your child while under custody of the bus driver. The drivers cannot do a good job driving if they are distracted by poor behavior of a few students.

Students transported in a school bus are under the authority of, and are directly responsible to, the bus driver. The bus driver shall report all major incidents of unacceptable student behavior to the principal. The principal will take appropriate action with the student who is given a bus citation.

First Citation: A warning to improve behavior. The principal re-teaches bus rules, a recess is missed, parents are notified, and without improvement may be issued another citation.

Second Citation: Exclusion from bus riding privileges for **five** school days.

Third Citation: Exclusion from bus riding privileges for **ten** school days, and a parent conference. At this point a parent conference must be held prior to student returning to bus riding privileges.

Fourth Citation: Results in exclusion from riding the bus for the remainder of the school year.

## **Rules Governing Pupils Riding School Buses**

OAR 581-53-010

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Pupils shall remain seated while bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils and to passers-by.

15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.

## **First Student Bus Company Video Recording System**

All busses are equipped with a video camera recording system. First Student is a private bus company contracted to provide bus services for the district. This video tape system is the exclusive property of the contracted bus company First Student. If issues arise, the bus company and school administration has the right to view recorded events. Parents/ guardians may request that recorded events be viewed by school administration or bus company management.

The video may not be viewed by parents/guardians due to confidentiality of other students on the tapes. All students and their parent/guardians are afforded their right to privacy. **Please contact South Umpqua District office if any questions arise.**

## **Parents Need to Know**

### **Medical Issues**

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

### **Accidents**

If your child is injured, first aid will be applied to minor abrasions; however, if it appears the injury may need medical attention, you will be promptly notified. Should we be unable to locate you and the injury appears to be serious, we will seek medical attention.

### **Sickness and Infections**

Children should be kept at home when they are suffering from an infectious condition such as severe colds, elevated temperature, or symptoms of viral infections.

If your child has an infected area on his/her face, arm or hand and is being treated by a doctor with medication and is not contagious with this medication, please keep it covered during school hours and send a note with your child to the classroom teacher. You will be notified to come and pick up your child when they become ill or injured.

## **Communicable Diseases**

A child suspected of a communicable disease will be excluded from school the day symptoms are noted. Parents who suspect their child has a communicable disease should keep them home and contact either their family physician or the health department. Students excluded for a communicable disease must have a written excuse from the health department or a physician to return to school.

## **Medication**

School Board Policy #8044 states that "Students may not take prescriptions and other drugs while at school unless a specific written request from the parent/guardian OR physician is approved by a building administrator. Such a request must contain the name of the medication and specific written instructions. Full release from responsibilities pertaining to the administration and consequences of such medication must be provided in writing to the building administrator by the parent." This policy is derived from state law ORS 336.650.

All medications brought to school, including aspirin, and cough drops, will be housed in the office. Medication required to be taken during the school day will be administered by trained office staff only. State law requires the medication be in the prescription bottle, with directions and student name, along with a signed medication administration form giving permission for your child to receive medicine.

## **Immunizations**

In accordance with recently revised Oregon Law, parents are required to have their children properly immunized and to provide the school with accurate records of such immunization or a medical or non-medical exemption.

All students must show these records before being admitted to class. Transfer students must provide this information within 30 days of enrollment. Any student who does not meet these requirements may face exclusion from school. If you have any questions concerning immunization requirements, please contact the school.

## **Field Trips**

Periodically during the school year students are taken on field trips as an extension of our academic programs. A walking field trip permission form is included in online registration. You will always be notified early when the

class is planning a field trip. At that time a field trip permission form will be sent home with details of the field trip outlined. Any student with more than 3 office referrals will need permission from the principal before being allowed to go on a field trip. In order for maximum learning to take place we have found it advisable to include enough adults to assist our teachers. ***All chaperones or school volunteers must have a background check before going on a field trip or volunteering in the classroom.*** In order for the volunteers to function at a maximum level we must request that ***non-enrolled children and students that have been excluded from the field trip for discipline issues, be kept at home.*** Students that have discipline issues or poor attendance may be excluded from field trips. We also ask that all adults follow the district's nonsmoking policy. Cell phone usage during field trips is also prohibited unless it is an emergency. This ensures that all adults are continuing to be observant and diligent in keeping our students safe.

## **School Clothing**

Choice of clothing is a decision for you and your child. The school will become involved if the clothing worn constitutes a health or safety hazard or distracts from the learning process. Children are expected to dress appropriately for school in clothes that are suited to weather conditions and their age level. Clothes should be neat and clean. Extreme styles, tank tops with cut out sleeves and spaghetti straps or shirts with improper slogans are not acceptable. Mid-thigh length shorts are acceptable school attire. High heeled shoes and flip flops are discouraged for the safety of your child. Athletic shoes must be worn to participate in P.E. Hats are to be removed before entering the building and will not be worn in the building unless there is a specified hat day.

## **Prohibited Content**

We have had an influx of students at all grade levels discussing, playing and bringing toys/books and wearing clothing related to a controversial game characters Huggy Wuggy from "Poppy Playtime" and Five Nights at Freddy's.

Both of these character games have begun to cause a sever disruption to the learning environment, increase in students wanting to mimic these games at recess, uncommon fears and anxiety, and loss of sleep in our younger students due to intrusive, fearful thoughts. Content from these games, as well as any other material inappropriate for elementary age students is prohibited.

## **Home-School Communication**

Communication between home and school is very important. Too often, rumor becomes the only communication between home and school. Rumors, if allowed to go unchecked, are very detrimental to all concerned. If at any time you have a special concern for your child's education, do call or come to our school so that "first-hand" attention can be given to the matter.

### **Student/Parent Complaint Procedure**

A student or parent who has a complaint concerning a classroom/teacher should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. At that time the complainant may present a formal claim in writing to the principal. The principal shall evaluate the evidence and render a decision within five working days after receiving written complaint. If complainant deems it desirable to carry the complaint beyond the principal's decision the complaint may be filed with the superintendent within 5 working days. The superintendent or his/her designee shall evaluate the evidence and render a decision within 5 days. The Superintendent may request a review by the Board at the next scheduled meeting. A final determination shall be made within 20 working days for the receipt of the appeal by the Board. Persons may, after exhausting local complaint procedures, appeal in writing to the Superintendent of Public Instruction. A complaint will not be deemed filed unless it is on the district complaint form.

### **Asbestos**

All facilities in the South Umpqua School District have been thoroughly inspected for asbestos containing materials. A management plan has been developed in accordance with the Federal Asbestos Hazard Emergency Response Act of 1986. A copy of the management plan for all district buildings is available for review at the District Office, 558 S.W. Chadwick.

### **Change of Address and/or Telephone**

Any time a change of address or telephone number is made, the parent should report the change to the office. ***IT IS EXTREMELY IMPORTANT THAT THE SCHOOL BE ABLE TO REACH PARENTS IN CASES OF EMERGENCY.***

### **Conferences**

Conferences will be arranged in the late fall and early spring for those students who are of an academic or behavioral concern. Parents have the option of requesting a conference anytime throughout the school year. In many cases, these two direct contacts are sufficient. If problems occur, more contacts may be required. Teachers are asked to contact parents immediately if problems arise. We urge you to contact your child's teacher if you have any questions or concerns. Early contact can

eliminate many problems. We believe communication and contact between the home and the school is most important way of assuring success in a child's academics.

## **Student Telephone Use**

Cell phones are allowed (for family safety) as long as they are stowed in your child's back-pack and turned off during school hours. If they ring, disturb instruction or are out of the students back-pack they will be placed in the office until a parent can come retrieve them. A student wishing to use the office telephone must obtain his or her teacher's permission. The reason for student use of the telephone must be of an important nature or emergency nature only.

## **Withdrawing Students**

Parents of students who are moving from Tri City Elementary School should notify the office so we can check the student out. We ask that all school and library books be returned.

## **Student Records**

Both the State of Oregon and the federal government have enacted laws governing the maintenance of student records and protecting the rights and privacy of parents and students. Confidential student records are available to parents for inspection upon request.

If your child is enrolled in another school system, we will forward his/her official records, when requested, by the enrolling school. Prior to the withdrawal of your child from our district, you have the following rights:

1. To see and receive copies of your child's records.
2. To challenge the content of those records.
3. To request a hearing in the event of disagreement over the contents of those records.

You must allow ten (10) days between the request and the hearing. Any hearing must be held prior to the actual withdrawal of your child.

## **Leaving School**

Students are not allowed to leave the school grounds after they arrive at school. If you wish to have your child excused at other than regular dismissal times, a note should be sent to his teacher giving the time and any other directions. The teacher will send the note to the office.

If your child's custody is to be entrusted to someone other than yourself, please send a signed note to the teacher/office.



## **Student Classroom Placement**

Tri City Elementary students are thoughtfully placed in each classroom. All of our classroom teachers are highly qualified and we have made it a school goal to have teachers work together as grade level teams to ensure delivery of instruction at approximately the same pace. Teachers from the previous year work together placing your child in the best environment for their learning needs. We do not accept requests for student placement with specific classroom teachers.

## **Personal Property**

Children who bring bikes to school **must wear a helmet. Your child will not be allowed to ride the bike home without one.** In addition, all bikes should be locked. All jackets, hats, lunch boxes should be marked with the student's name. We ask that children not bring toys or games to school.

Toys are not allowed at school except for sharing within the classroom. This includes Pokemon, Yugio, and Magic cards, and handheld games.

If your child brings a toy, he or she will be asked to follow the teacher's procedures regarding sharing or show and tell. **This includes having the toy taken away until a guardian picks it up.** Radios, MP3 players and video games are not allowed at school at any time.

## **Parent Volunteers**

We request, and depend upon, the help of volunteers throughout the school year. Parent helpers are utilized in a variety of ways, including the assistance of student learning. If you are interested, please let your child's teacher know. **All parent volunteers are required to complete a background check before serving at school.**

## **Student Evaluation**

Students receive a report card at the end of each quarter. Parent/teacher conferences will be scheduled twice a year for those students who are of an academic or behavioral concern to discuss student progress. We encourage parents to attend conferences so they may discuss the report card and their student's progress.

This is a great time to celebrate your child and to learn how to support your child's academic needs. You may request a conference at any other time.

## **Visitors**

Parents are encouraged to visit our school. All visitors must stop in the office to sign in and to obtain a visitors pass. The display of this pass will notify our employees that the office is aware of your presence in the school

building. Visitors are not allowed to be on the playground during school hours. We apologize for any inconvenience this procedure may cause, but it is for every ones protection.

## **Homework**

All students will be responsible for a homework folder. This folder is to go home and return to school on a daily basis Grades 1-5 have homework at the discretion of each teacher. If you student will be absent for an extended amount of time, arrangements can be made for work your student will be missing to be picked up.

## **Lost and Found**

Students who find lost articles are asked to take them to the office where they are kept. Lost and found items will be placed in the hallway. Items not claimed by the end of the year will be donated to a charitable organization. Parents are encouraged to write their children's names on all articles and discourage their children from bringing valuable items to school.

## **Classroom Parties**

Classroom parties are organized in cooperation with teachers and room parents. These are generally held during the last hour of the school day. We have three afternoon parties during the school year- Halloween, Christmas, and Valentine's Day. We continue to abide by the Douglas County Health Department directive which asks us not to bring in home prepared food for class parties or other functions within the school. The only exception is if food is prepared in a certified kitchen.



## **Birthdays**

In keeping with our no bullying policy, and making sure all students are included, *we ask you not to send party invitations to school with your child.* Students who are not invited to the party feel left out and excluded. However, your student can bring invitations to school if he/she wants to invite everyone in their classroom to the party, or if a boy wants to invite all of the boys or a girl invites all of the girls to the party. **We cannot give out student addresses for reasons of privacy.**

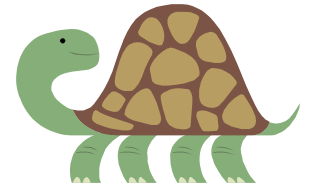
## **Student Gifts**

We have received quite a few balloons, flowers and other gifts at school during the past few years. Because this can be disruptive to the classroom, we give them to students at the end of the day.

## **Money**

All money sent to school should be sent in a sealed envelope with the following information on the outside:

- \* Child's name
- \* Child's teacher's name
- \* What the money is to be used for



## **Pets**

If children want to bring pets to school for sharing, they must have the permission of their teachers and parents at least one day in advance. We ask that parents bring the pets to school. Students may not transport their pets on the bus.

## **Custody**

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

## **Permission Notes from Parents**

Notes are required for the following:

1. A note for early dismissal should be given to the teacher the morning of the early dismissal.
2. A note is required for a student to ride any school bus other than his/her regular assigned bus.

**Requests to ride a different bus or to get off at a different stop must be in writing from the parent and should be brought to school in the morning.** The student will then receive an alternate destination form to present to the driver of the bus he or she is to be riding.

**If you find it necessary to call the school to change your child's destination on any given day, please call before 12:00 p.m.**

## **Emergency/Fire/Earthquake/Lockdown Drills**

Emergency/fire/earthquake and lockdown drills are held regularly throughout the year to instruct students in procedures that should be followed in case of fire or other emergencies.

## **Student Recognition/Directory Information**

During the course of year, students may be recognized orally or in writing for various academic, activity, or personal achievements. This recognition

may involve the announcement or publication of information pertaining to such things as attendance, age or grade level, height, weight, a specific classroom activity, parent names, and other such directory type information. You have the right to request that your student not receive said recognition. This request must be in writing within 10 days of the start of school or within 10 days of enrollment of school. Your request may be revised at any time.

Directory information such as student and parent names and phone numbers may be requested by room parents during the school year to obtain assistance for various school events. You have the right to request that your student's personal information not be released. This request must be in writing to the office within 10 days of the start of school or within 10 days of enrollment in Tri City Elementary. Your request may be revised at any time in writing.

### **Recess**

Students will spend recess outdoors as much as possible. Please ensure that your child comes to school with appropriate shoes for play and a sweatshirt or coat for inclement weather

### **Library**

The library provides an outstanding collection of print and non-print materials available for check-out to Tri City Elementary students. Lost or damaged items may be charged a fee.

### **Computer Education**

Tri City is fortunate to have computers in each classroom for student use. All students must abide by the South Umpqua School District technology use policy. Technology provided to students is a tool, usage outside of the scope of the usage policy will result in loss of privileges and/or disciplinary action. All families should review, and sign the South Umpqua Student Device User Agreement.

### **Special Education**

Special Education is available to students between the ages of 3 and 21 years who have been evaluated by qualified educational and/or medical authorities as being eligible for special service programs.

### **Speech/Language Specialist**

Speech/Language specialist are furnished to the school district through cooperation with the Douglas County Education Service District. The specialist gives special attention to students who have speech and language

difficulties. Parent interested in this type of service for their children should contact the school office.

### **Title I**

We are a Title I school. This means we serve all students in reading, writing, and math individually. If a student is struggling with a subject, we can provide extra services for him/her. Every teacher, student and parent is asked to sign the Compact which is an agreement between all parties involved to help with your child's education.