

WELCOME TO RILEY CREEK



RILEY CREEK MOTTO

Cubs United By Success



CENTRAL CURRY SCHOOL DISTRICT 1 PHILOSOPHY OF EDUCATION

The mission of the Central Curry School District #1, in partnership with families and community, is to ensure each and every student is prepared to succeed and contribute in a global society by engaging in a challenging, personalized program of educational excellence.

STAFF DIRECTORY

SCHOOL BOARD

Scott McNair, Kylie McCloskey, Patrick Hollinger, Andy Wright (Board Chair), Tiffany Somers

ADMINISTRATION

Eric Milburn, Superintendent _____ 247-6604 X 224
Maureen March, Principal _____ 247-6604 X 324

SUPPORT STAFF

Allen Walz, Transportation _____ 247-6604 X 498
Kristal Carpenter, Food Service Supervisor _____ 247-6647 X
Kathryn Cleveland, Administrative Secretary _____ 247-6604 X 322
Tina Laurino, Student Services _____ 247-6604 X 321

STAFF			
Grade	TEACHERS	Grade	SPECIALISTS
K	Anna Hilton x 369	K-8	Heather Tucker - Library x 365
K	Michelle Hamm x 330	K-6 PE	Korby Altman x 374
1st	Elizabeth Hue-DiRusso x 368	K-6	Dave Fonken - Counselor x 328
1st	Mae Ortiz x 378	K-6	Pam Dickson - Special Education x 384
2nd	Johnathan Howlstrom x 337	K-6	Robin Haddock - Special Education Director
3rd	Kim Nye x 335	K-6	Shawna Middleton - Reading Intervention x 381
4th	Elliot Bishop x 351	K-6	Brianna McGinnis - Math Intervention x 373
5th	James Juntunen x 332		
6th	Mackenzie Lee x 352		



STUDENT DIRECTORY



DIRECTORY INFORMATION Parents may limit the release of directory information and will be notified annually of this right. The information below shall serve as this notice:

Certain personally identifiable information is considered directory information and is not an invasion of privacy if released to the public. Directory information includes, but is not limited to: name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous school or program attended.

If the main office does not receive objections to the release of this information, this information may be released without further notice for use in local school publications and other media.



INSTRUCTION

STANDARDS FOR ELEMENTARY & SECONDARY SCHOOL

THE SCHOOL DISTRICT STANDARDS-BASED CURRICULUM The State Board of Education has established academic content standards in mathematics, science, history, geography, economics, civics, English, second languages and the arts. The Board will regularly review and revise those standards. The Board, with ample public comment, also will regularly review and revise the Common Curriculum goals, including goals in health and physical education, and K-12 content standards. Local school districts control course content, format, materials and teaching methods. Local districts ensure that students receive instruction in academic subjects, including reading, mathematics, science, history, geography, economics, civics, English, arts, second languages, health and physical education.

SENSITIVE MATERIAL Parents may request that their child be excused from specific school programs or learning activities that conflict with a student's disability or religious beliefs. These requests must be presented to Mrs. March in writing. In elementary schools (K-6), whenever the topic, lesson, film, speaker, etc., to be presented is known to contain sensitive material, the teacher will have notes sent home informing the parents of the sensitivity of the subject matter and informing them of their option to remove their child from such instruction.



ACTIVITIES

ATHLETICS & CO-CURRICULAR ACTIVITIES Student athletes in grades 6 may participate in junior high sports when the league determines the need for athletes. This is determined for each sport on a yearly basis. It is the school philosophy that participation in extra-curricular activities is a privilege, and that academic schoolwork always comes first. We also emphasize maximum participation and strive to provide quality fundamentals of the sport/game. We encourage students to give their best effort and to learn and grow with a focus on good sportsmanship and participation for the sheer fun of the activity. Students are responsible for conducting themselves properly, in accordance with the policies of the district 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.

Spectator's Code:

1. Remember that children play organized sports for their own fun.
2. Be on your best behavior. Don't use profane language or harass players, coaches, or officials.
3. Applaud good plays by your own team and the visiting team. Never ridicule a child for making a mistake during a competition.
4. Show respect for your team's opponents. Without them, there would be no games.
5. Condemn the use of violence in all forms.
6. Respect decisions made by officials.
7. Encourage players to always play according to the rules.
8. Recognize the value and importance of your child's coaches. They give of their time and resources to provide positive activities for your child.
9. Parents are responsible for supervision of siblings in attendance at games.
10. Parents who do not follow these rules or act prudent may be asked to leave by the officials, coach, or school administration.

Responsibilities of Student/Athlete:

1. Sports at Riley Creek School are a privilege; therefore, the student/athlete is expected to be on his/her best behavior at all times.
2. Students who are out for a sport must finish that sport, as long as they meet eligibility requirements.
3. Student/athletes must understand that they come to play the game, to support their team, and show respect and sportsmanship to all players, coaches, officials, and fans.
4. Student/athletes must remain with the team unless prior approval was secured, in writing, from the administration or school Athletic Director.

5. No student shall participate in any athletic event or practice unless he/she has been in school for the half-day immediately preceding that event. This excludes a dental or doctor appointment (provided the student is pronounced physically fit to participate) and certain unforeseen emergencies approved by the principal.
6. A student/athlete who cannot participate in PE or other classroom activities on the day of a game cannot participate in the game, unless cleared with the teacher and coach.
7. Students and parents will be required to sign and adhere to the **Gold Beach Jr/Sr High School Athletic Code of Conduct**.

Eligibility:

1. Student/athletes failing in one subject will miss one contest and must have a passing grade sheet before each game after.
2. Student/athletes with two or more failing grades during any grading period are ineligible to participate for 2 games and must have a passing grade sheet before each game after. More than three failing grades and student will not play until all grades are passing.

ATHLETIC PARTICIPATION FEE Students are required to pay a \$50 fee for participation in each of the first two sports that do not coincide, and \$35 for the third sport. **Some partial scholarships will be available by written request up to 50% of fee.** Students receiving scholarships will be asked to work/volunteer in various athletic related activities.

CLASSROOM PARTIES It is the philosophy of the school to minimize the amount of classroom disruptions during the school day. Parents wishing to bring a simple birthday treat to their child's room should make arrangements with the teacher in advance. **Any food item shared at school must come from an approved source (store bought or made from a kitchen/parent with a current food handlers card from the county).**

FIELD TRIPS All parents of students receive written notification of field trips. **A signed parent permission slip must be returned to the teacher prior to the departure of students.** The parents have the right to accept or reject their child's taking part in all trips. All students are considered to be "present in school" while participating in school-sponsored field trips. Students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor. **Parents, grandparents, and guardians are the only chaperones allowed on field trips. Siblings, younger or older, will not be allowed to attend any field trips.**

FUND RAISING The primary fund-raiser for Riley Creek School is the annual **Walk-A-Thon** held by PTO and Student Council. Any other type of solicitation fund-raiser must be given approval by the administration. Riley Creek PTO and various community clubs hold fundraisers also.

MOVIES Movies are shown occasionally during rainy recesses, class parties, or for instructional purposes. Movies with G ratings may be shown without parent permission. Movies with PG ratings may be shown to students ONLY if they have a permission slip on file in the office (this form is included in on-line student registration materials).

STUDENT COUNCIL Each year elections will be held for Riley Creek Student Council Officers. The officers will be elected from the following grades: 6th-President, 6th-Secretary, 5th-Vice-President, 5th-Treasurer, 3rd and 4th – Representatives. There will be only one election per school year. To serve on the student council, students must maintain grades, behavior standards, and uphold the duties of office.



ADMISSION & ATTENDANCE

ADMISSION A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents may contact the office (247-6604 x 321) for admission requirements. Exceptions are those students who qualify under the McKinney-Vento Homeless Assistance Act. Students enrolling at Riley Creek will be conditionally placed in a grade level pending verification of a 75% attendance rate. Inadequate attendance will result in a meeting for grade placement. Home-schooled students will be placed in an age appropriate grade level pending a Student Services Team meeting.

ATTENDANCE Attendance at school is a very important part of school life. Good attendance forms lifelong attitudes and skills for life in the real world of work. Children well enough to come to school are considered well and are expected to participate in all school activities including physical education and recess. Students must be in attendance at school on the day of any special events which includes activities such as parties, field trips, athletic events, etc. Excused absences such as a verified medical appointment, or similar, will permit participation.

Except when exempted by Oregon law, all students' ages 6-18 that have not completed the 12th grade are required to attend school full-time on a regular basis at the designated school within the attendance area. School staff are required to 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.

School attendance is the legal responsibility of the students and their parents. All students are expected to attend school regularly and to be on time for classes. Truancy will not be excused. It is the responsibility of the school to provide instruction and to inform parents of absences. Central Curry School District has an attendance enforcement procedure. Copies of this procedure are available at the office. Irregular attendance will cause the student to miss valuable class time, ultimately causing the learning process to be impaired.

****The State of Oregon requires that we report and/or follow up on excessive or erratic attendance. Eight (8) unexcused one-half (1/2) day absences in a four (4) week period during which school is in session shall be considered irregular attendance. Students who have 16 or more (10%) excused/unexcused absences for the year will be considered having irregular attendance and may be required to take summer school and/or may be retained.**

Students who leave during the day must be checked out at the office. (See Departure/Dismissal Procedures)

ABSENCES AND EXCUSES Parents must call the Attendance Officer at 541-247-6604 x 323 by 9 a.m. the day of the absence to report your child's absence and the reason for the absence. At 9:30 a.m. the School Messenger system will call to let you know that your child has been marked absent if you have not called the school. You may leave a message on the School Messenger system to excuse your child from school.

Be sure your child is fever-free and has not vomited for at least 24 hours.

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

1. Illness of the student;
2. Emergency situations that require the student's absence;
3. Field trips and school-approved activities;
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 absence. 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, religious or ethnic considerations.

Students who are taken home to avoid a school consequence will be marked unexcused.

A student who becomes ill during the school day should, with the teacher's permission, report to the school office. The school office will decide whether or not the student should be sent home and will notify the student's parent as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent **two or more days. Homework requests will not be processed for 24 hours.** Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any unexcused reason will not be allowed to participate in school-related activities on that day or evening.

PREARRANGED ABSENCES If you are planning an absence for your student, please contact the office to obtain a prearranged absence form. This will allow teachers to accommodate with assignments (if necessary). This form must be signed by the principal, teacher(s), and family **prior** to the absence of the student.

TARDINESS Tardy is defined as not being in an assigned classroom when class/school begins. Students are expected to be on time. If a student arrives at school late, the student must report to the office before proceeding to his or her classroom. Parents will be notified if tardiness becomes a regular pattern. K-6 students must be in class by 8:15 a.m.

TRUANCY A student who is absent from school or from any class, without permission, will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in activities.



AFTER SCHOOL HOURS

DEPARTURE/DISMISSAL PROCEDURES For your child's protection and to minimize classroom interruptions, our dismissal procedure is as follows:

Monday-Thursdays: 3:05 p.m. students riding buses are dismissed; walkers are dismissed after the buses leave.

Fridays: 1:22 p.m. students riding buses are dismissed; walkers are dismissed after the buses leave.

Teachers shall not grant permission for children to leave school without authorization from the office.

If you need to pick your child up please do so before or after busing time: All children need to be signed out and released in the school office. Please do not go to the classroom to pick up your child. Parents may request other adults to pick up their children if the school has on file written authorization and/or the name and address is listed on the emergency card as an emergency contact person.

Students riding buses other than their own, or getting off at a stop other than their regular stop must have a bus pass from the office. Bus passes, or passes issued for a change in a student's regular end of day plans, will be issued **only after the office receives notification** from their parent/guardian. The principal and office staff are the only persons authorized to verify the identity of a caller and issue a pass. **Kindergarten students must have someone at the bus stop to meet them, otherwise, the bus driver will not let them off the bus.**

Changes to students' regular transportation needs must be made with the office prior to 2:15.

LEAVING SCHOOL GROUNDS (CLOSED CAMPUS) The parking area and the brush area adjacent to the playground areas around the building are not considered part of the grounds and are off-limits to all students. Only the visible planted area (lawn) of the grounds is to be used for play during good weather; all other areas are considered off campus. Students will not be permitted to leave campus for lunch unless signed out by a parent/guardian. Once students arrive at school either by bus or by walking, they are not permitted to leave campus. After dismissal, students are expected to leave the campus unless there is an organized school activity or special permission is granted. Parents must contact the school ahead of time if they intend to take their children off campus before walkers are dismissed at the end of the day.

LOITERING Visitors to the school during school hours are required to report first to the main office. No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or responsibility for a student or, upon inquiry, not having a specific, legitimate reason for being there. Individuals loitering in or near the school area will be referred to the civil authorities for appropriate action

SCHOOL HOURS SUPERVISION The school is formally open from 7:50 a.m. until 3:25 p.m. for students and faculty. **Do not drop off or allow students to arrive at school before 7:50 a.m. There will be no supervision for students before that time.** Permission may be given for students to remain after school only by the teachers, coaches or the school office. Any student staying at school after his/her normal departure time must have permission from home and the staff member that would be supervising student.



EDUCATION RECORDS

ACCESS/RELEASE OF EDUCATION RECORDS By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

PROVISION TO REQUEST A HEARING TO CHALLENGE CONTENT OF EDUCATION

RECORDS Parents of a minor, or eligible student (if 18 or older), may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent shall make request for hearing in which the objections are specified in writing to the principal;
2. The principal shall establish a date and location for the hearing agreeable to both parties;
3. The hearing panel shall consist of the following:
 - a. The principal or designated representative;
 - b. A member chosen by the parent;
 - c. A disinterested, qualified third party appointed by the superintendent
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted.

The principal or designated representative shall preside over the panel. They shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Actions are to be made in writing to the parents.

If the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearing panel may be reviewed and affirmed, reversed or modified. To appeal the Board's decision, the parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Education Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202.

REQUEST FOR EDUCATIONAL RECORDS The district shall, within ten days of a student seeking enrollment in or services from the district, notify the public or private school, educational service district, state institution, private agency or youth care center in which the student was formally enrolled and shall request the student's educational records.

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 Riley Creek office by the principal. Permanent records shall include:

1. Full, legal name of student;
2. Name of school;
3. Student Birth date;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Courses of study and marks received;
8. Credits earned;
9. Attendance;
10. Date of withdrawal from school;
11. Social Security numbers;

12. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Permanent Records need to be maintained under the student's legal name. Although schools allow a student to use a preferred name that is different from the student's legal name, the school must either maintain the records under the legal name or establish a cross reference system to locate the student's records by use of the legal name.

TRANSFER OF EDUCATION RECORDS All requested student education records related to a particular student seeking enrollment in or services from an educational service district, public or private schools, state institution, private agency or youth care center shall be transferred no later than ten days after the receipt of the request.



STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public school, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions, which the student believes, injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the standards of expected behavior, the responsibility to know the consequences of misbehavior.

STUDENT CODE OF CONDUCT It is our philosophy that the parents and the school should work together toward the developmental growth of their children. The concept of respect and responsibility to self and others is imperative in child development. Every student should come to class prepared, on time, and willing to work.

The district has authority and over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation. Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, but not limited to:

1. Theft;
2. Disruption of the district environment;
3. Damage or destruction of district property; damage or destruction of private property on district premises, or during district activities;
4. Assault or threats of harm to self or others;
5. Any unauthorized possession and/or use of a loaded or unloaded firearm or any other instrument, device, material or substance which is used, attempted to be used or threatened to be used and is readily capable of causing death or physical injury; * (including the possession of ammunition)

*In accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

6. Any possession or use of tobacco, vaping, alcohol or unlawful drugs;**

**In accordance with Oregon law, any person under age 18 possessing a tobacco product is subject to a fine up to \$100. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age is subject to a fine of not less than \$100 and up to \$500. An unlawful drug is any drug

not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment is a maximum of 20 years of imprisonment, \$100,000 fine or both. **Riley Creek School is a tobacco-free environment. The district recognizes that tobacco may create a health hazard for nonusers as well as users. Therefore, it is the District's policy that the use of tobacco is prohibited on all district property and in district-owned vehicles.**

7. Violations of district transportation rules; (refer to page 33)

8. Plagiarism, Cheating. Riley Creek School defines cheating as using someone else's words, work, test answers, and/or ideas and claiming them as your own. Allowing someone else to use your words, work, test answers and/or ideas and claiming them as their own is also considered cheating.

Examples of cheating:

- Hiring or asking someone to write a paper, buying a paper or project or downloading a paper from an online service
- Not properly citing the works, pictures, music, video or other forms of communication in your research projects.
- Rewording someone else's words (paraphrasing) and not giving them credit for the ideas you have built on; passing someone's ideas off as your own.
- Sharing files document files
- Copying math homework
- Letting your project partner do all the work and putting your name on the report or project
- Letting your mom or dad build your project
- Looking at another's test or sharing what is on a test with other students
- Turning in someone's old project
- Allowing someone to use, take, and read your answers, and copy them to their paper/test

Why you shouldn't cheat:

People's words, work, and/or ideas are considered "intellectual property" – meaning the creator owns them. Some types of plagiarism not only violate school rules, but state and federal laws. You are not practicing skills you will need to know to succeed in college or the workplace: how to write, analyze, form conclusions or generate new ideas. Others will look at you as a "cheater" and your character and reputation will suffer. You will feel bad about yourself when you take credit for others' work. You will feel good about yourself when you meet the challenges of your schoolwork.

How you get caught:

New technology- Teachers and media specialists can simply plug a phrase from your work into a search engine and find where in cyberspace you scammed an idea or paper.

Teachers talk- Teachers do talk to one another. Teachers find out from each other when students turn in work in one class that their friends have turned in for another teacher's class. You might check with your teachers to see if original work you have done for one class can also be used in other classes.

Teachers remember- Work that was turned in by a friend or relative, years before can still be recognized by teachers, if you try to turn it in again as your own. When teachers read a set of tests, lab reports, essays, or papers, they do not forget what other students have written. There is a fine line between collaboration and plagiarism – be aware of it.

Teachers know your writing- Teachers know how students write. It doesn't take much to recognize what was written by a particular student or what was written by someone else – say on a website.

Consequences of cheating-

Refer to Rules and Behavior expectations and consequences pages.

How to avoid cheating:

The best way to avoid cheating and plagiarism is to find ways to personalize your assignments. React in your writing about how your topic might personally affect YOU, your family, your school, or your community. An original conclusion, which is supported by facts from other works properly cited, is never cheating. Write in your own voice, not just in your own words

- Organize your work so that you don't run into a last minute time crunch that keeps you from studying, writing, creating, revising, reflecting and making your work your own.
- Record where you found your supporting ideas while you do your research. It's easier than doing research twice – once for finding the information and again for doing the bibliography.
- ALWAYS include a bibliography, list of resources, or acknowledgement whenever you use the work or ideas of others. If you can't provide a citation, don't use the source.
- Understand that using other's work IS permissible and usually necessary to create well-supported arguments, conclusions and answers to questions. **Giving credit to the source of this work keeps it from being plagiarism.**
- Make as large a percentage of your work original as possible. Use direct quotes or paraphrasing only when what you find is written in such a way that it clarifies, or makes memorable, the idea expressed.

9. Leaving school grounds or school-sponsored events without permission.

10. Directing profanity, vulgar language or obscene gestures toward another person; bullying, name-calling, foul language, ethnic or racial slurs or derogatory statements that disrupt the school environment or incite violence;

11. Being disrespectful toward teachers or other school employees;

12. Insubordination, such as disobeying directives from school personnel or school policies, rules and regulations;

13. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force;
14. Inappropriate physical or sexual contact disruptive to other students or school environment;
15. Offensive conduct of a sexual nature, whether verbal or physical, which may include requests for sexual favors or other intimidating sexual conduct, directed toward another person;
16. Hazing;
17. Persistent failure to comply with rules under the lawful directions of staff or district officials.

STUDENT DRESS CODE Any extreme dress or physical appearance that interferes with learning or constitutes a health or safety hazard will not be allowed in school. Riley Creek School has adopted the following guidelines:

1. Appropriate shorts and skirts may be worn, the bottom hem must be within 6 inches from the center of the kneecap when standing or kneeling. Shorts and skirts must be hemmed. NO BOXERS.
2. Leggings, or tight “stretchy pants”, are not appropriate when worn alone. Leggings are allowed only if worn with a top long enough to touch the thighs (front and back).
3. Bare midriiffs, muscle shirts or basketball jerseys (without a shirt underneath) are not allowed.
4. Halter-tops and spaghetti straps are not allowed past the second grade. Three finger width of strap for 3rd -6th grade. Undergarments must not be seen.
5. Jewelry that presents a safety hazard to self and/or others is not allowed.
6. Inappropriate writing, symbols, or anything that depicts illegal substances for children is not allowed on clothing (alcohol, tobacco, drugs, profanity, suggestive or crude, etc.).
7. Extremely baggy or saggy pants/shorts are not allowed for safety and security reasons (undergarments should not be seen).
8. Extreme make-up or any type of face paint is not allowed.
9. Pants with holes 6 inches above the knee are not allowed.
10. Any apparel that signifies affiliation with gangs or violence is not to be worn at school.
11. No cleavage- No rear end or chest cleavage should be visible at any time.

First offense, student will receive a warning and will need to change or fix violation immediately.

Second offense, If needed, student will be given substitute clothing and/or fix violation immediately. They may also call parents for appropriate clothing but will not be allowed in class until clothing is changed.

Subsequent offenses, parent contact and major referral/intervention plan.

STUDENT EXPECTATIONS The staff has developed a PBIS school-wide management plan to provide an environment in which teachers can teach and students can learn. This management plan provides consistency for staff in managing student behavior and ensures that students understand school policy and the consequences of misconduct. Copies are available in school office.



RILEY CREEK



STUDENT CONDUCT AND BEHAVIOR EXPECTATIONS

Area	Be Safe	Be Responsible	Be Respectful
School-Wide Expectations (common areas)	Get adult help when needed Walk facing forward Keep hands, feet and objects to self Use all equipment & materials appropriately Follow line etiquette Move Safely Leave your space clean	Follow school rules Remind others to follow school rules Take proper care of personal belongings/school equipment Be honest Be self-directed Use hall pass when needed Food/drink only in the cafeteria or elsewhere with teacher approval Speak in conversational tones Use positive language	Follow adult direction Use kinds words and actions Wait your turn Ask permission Clean up after yourself Be silent with adult signal Use appropriate voice Give personal space State your purpose politely
Office areas	Check in before entering Stand/sit quietly Keep hands to self	Hall pass required Get teacher & office permission to use phone	Use quiet voices Get permission to enter Wait patiently Enter quietly
Hallways/ Passing Areas	Walk, facing forward Keep hands, feet and object to self Stay to the right of center Caution at corners/doorways Use materials appropriately	Follow school rules and remind others to Clean up after self Respect others' property Return to room promptly	Use polite manners Use normal voices and appropriate language Follow adult directions Hold the door open for someone behind you
Bathroom	Keep feet on floor Use soap and water Put towels in garbage can Keep water in sink	Flush toilets after use Return to room promptly Hall pass needed Use bathroom supplies correctly Report problems to an adult	Give people privacy Use quiet voices Knock politely on stalls Wait your turn
Cafeteria	Keep all food to self (eat only your own food) Sit at a table w/feet on the floor, seated on bench, facing the table Use salad bar appropriately Walk in the cafeteria Carry tray with both hands Enter and leave in an orderly fashion through proper doorway	Use utensils appropriately Raise hand to be excused Clean up after self Get utensils, milk, etc. the first time through the line Have your own money Wait patiently in line Keep all food and drink in the lunchroom Recycle Pass for special activities	Allow anyone to sit next to you Use polite manners Wait your turn patiently Use inside voices Be polite to those serving you



Area	Be Safe	Be Responsible	Be Respectful
Buses	Always listen to the driver Keep hands, feet and objects to self and inside the bus Sit safely Use inside voice Follow emergency rules Bring only safe items on the bus and keep them put away (no glass) Bring written permission with explicit address if changing stops	Follow bus time schedule Clean up after yourself	Follow bus driver instructions Speak in normal voice and use appropriate language Use polite manners
Arrival/Dismissal	Use pedestrian crosswalks and sidewalks Wait in designated areas Keep door areas unblocked Be aware of other pedestrians and vehicles Walk in all school parking lot areas	Arrive on time Leave on time Leave school only with permission Go directly to after-school destination	Follow adult direction Be aware of other pedestrians and vehicles Respect others' property
Concert/Assembly	Enter and exit in an orderly, prompt manner Wait for a dismissal signal Use the stairs, one at a time and stay to the right when possible Hands, feet and objects to self	Clean up after self Use audience manners appropriate to the event Remain seated when appropriate	Eyes and attention on the presenter Take care of all personal belongings and school equipment Be a good example Show good sportsmanship at sporting events
Bicycles/Walkers	Walk & ride bikes safely Wear helmets Secure bicycles	Touch others' property only with permission Pick up litter	Use kind words to others Respect others' property
Library	Keep hands, feet, objects to self Walk at all times Keep chair legs on the floor Use equipment and materials as directed Stairs: keep to the right and take one at a time	Office area and equipment for designated personnel only Return or renew books on time Follow library procedure Clean up after self When going as a class, wait for an adult before entering When going as a class, wait for permission to leave	Follow directions the first time they are given Wait your turn Use kind words and actions
Emergencies	Follow adult directions Be silent Stay with your class Walk - do NOT run	Follow adult directions Be silent when indicated Notify an adult of missing or injured persons or possible safety hazards	Follow adult directions Use kind words/actions
Playground GENERAL	Keep hands and feet to self Avoid fighting or play fighting What's on the ground stays on the ground Stay within playground boundaries Notify adult if stranger is present Use school equipment and keep personal equipment at home	Use problem-solving skills to solve conflict Line up when adults signal the end of recess Notify adult in case of injury Follow game rules - have an agreement before starting a game Let players entering the game know the rules Put equipment away Use a pass to enter the building	Follow adult direction Include everyone Use kind words to others Touch others only when helping Use appropriate language Share and take turns Demonstrate good sportsmanship

Area	Be Safe	Be Responsible	Be Respectful
Balls	Kicking balls are footballs, soccer and kick balls Non-kicking balls are all other balls If the ball goes out of the play area, report to adult In the play shed, Nerf balls can be thrown or kicked, firm rubber bouncing balls are for 4-square, wall ball or basketball	Use in appropriate areas Use balls for appropriate activities Put equipment away	Follow adult direction
Bars	One person per bar No flipping Keep appropriate space between students and students on the bars	Line up and wait patiently for turn Use areas appropriately	Be patient with others on bars
Basketball	Play in designated areas. Be aware of ongoing games in adjacent areas.	Follow game rules	Keep control of self
Blacktop	No chase games Play in designated play areas Walk, sit or run in appropriate areas Sit only on the table seats.	Line up quietly at the end of recess	Share and take turns
Field	Avoid muddy areas Stay away from fences Walk, sit or run in appropriate areas Leave plants, fruit and wildlife alone Play appropriate games Use caution on the stairs or hillside when returning from the field	Clean up after self, collect your belongings	Stay away from area that PE classes are using
Football	2-handed touch only on the field during noon recess	Control self physically and verbally	Share and take turns Show good sportsmanship
4-SQUARE	Follow the rules	Follow the rules Be honest	Share and take turns Encourage everyone equally
Slides	Slide only seated and facing the bottom of the slide Slide one person at a time. Use bar at the top of slide for a hand hold only.	Wait patiently in line	Share and take turns
Tetherball	Follow tetherball rules Stay off pole and ball Two play at a time	Follow tetherball rules When called out, take outs Be honest	Share and take turns First in line is first in Encourage others equally



Disciplinary Actions

It is the goal of Central Curry School District to use positive behavior support strategies to intervene when problem student behaviors occur. However, dependent upon the seriousness of the behavior problem, one or more of the following actions may be taken by school officials.

Behavior Referral

A written behavior referral will document inappropriate student behavior and may lead to disciplinary action. Students who demonstrate problem behavior will be subjected to disciplinary actions. Trackers are for minor violations and are issued to monitor repeat behaviors. Major referrals are sent home for parent signature.

Office Referral

Teachers and staff members may refer students to the counselor or principal's office. A formal conference is held between the student and one or more school officials. During this conference, a school official will meet with the student to discuss appropriate behavior and problem-solving strategies to avoid further problems which may lead to additional consequences.

Confiscation of Property

Personal property brought to school that interferes with the learning environment will be confiscated by a school official and taken to the school office. In most cases, the property will be released to the student at the end of the day. Any item that poses a more serious concern will be held until a parent is contacted to pick it up. Illegal items will be turned over to the local law enforcement agency.

Detention

A student may be assigned to serve detention outside of class time as a consequence for violating the student code of conduct. This may include, but is not limited to, lunchtime detention, after school detention, or an optional, pre-arranged work assignment around the school (when relevant to the rule violation). Each assigned detention will be served for an amount of time determined by the principal.

Parent Conference

A legal guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her legal guardian, appropriate school officials and other individuals involved. The student may be asked to develop a plan for appropriate behavior. During the conference, the group may develop a written plan or "contract" for appropriate behavior, which the student will be expected to sign and follow. In cases where student behavior is a consistent problem, alternative education may be recommended.

Short Suspension

The student is excluded from attending regular classes and related activities up to three (3) school days. Short suspensions may be in-school or out-of-school, at the administrator's discretion. The student is informed that he/she is subject to a short suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of the action taken. In the case of Bus Violations, a student may be suspended from riding the bus for one to five (1-5) days.

Long suspension

During a long suspension, the student is excluded from school and all related activities for a period of four to ten (4-10) school days. All long suspensions are out-of-school. The student is informed that he/she is subject to a long suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of action taken. In the case of Bus Violations, a student may be suspended from riding the bus for six to ten (6- 10) days.

Suspension/Process

Suspension is a temporary withholding of the privilege of attending classes or school and school activities for a specified period. Suspension may be imposed in serious cases of rules violations, as outlined in policy and these guidelines, or in cases where other means of correction have failed, or when keeping the student in school would have a serious negative impact on the learning environment of others.

1. Willful violation of Board policies, administrative regulations or school rules;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the student or other students;
4. Willful conduct which endangers school property.

Each suspension will include a statement of the reasons for suspension, the length of the suspension and a readmission plan. No suspension shall extend beyond 10 school days. The district may require a student to attend school during non-school hours as an alternative to suspension. Every reasonable and prompt effort must be made to notify the parents of suspended students. Students who are suspended may not attend after-school activities and athletic events, be present on district property without a parent or guardian, or participate in activities directed or sponsored by the district. Students who violate these provisions may be referred to law enforcement officials.

The school principal or other administrative officials may order suspension. In both cases, the student is excluded from attending classes, and all school activities for the suspension period and are forbidden to be on Central Curry School District property, or present at district sponsored activities at all times during suspension, unless the suspension is "in-house."

The above procedures may be postponed in emergency situations, when the student's presence endangers persons or property or poses a disruption to the academic process.

Expulsion/Process

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled. Expulsion of a student shall not extend beyond one calendar year. No student may be expelled without a hearing unless the student's parents or guardians, or the student if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent agree to abide by the lawful findings of a hearing or review officer. Prior to expulsion, the district must propose alternative programs of instruction or instruction combined with counseling to a student subject to expulsion for reasons other than a weapons policy violation. The district must document to the parent of the student that proposals of alternative education programs have been made. (Board Policy JGE)

Law Enforcement Referral

Any violation of local, state or federal law may be referred to the local law enforcement agency. If a law enforcement referral is made, a parent or legal guardian will be contacted. Any action taken by law enforcement will be in addition to action taken by the school district.

Inappropriate Behaviors

1. **ARSON** - Use of fire to destroy or attempt to destroy or damage property; intentionally starting a fire
2. **BUS MISCONDUCT** - Failing to follow bus rules
3. **CELL PHONES/PERSONAL COMMUNICATION DEVICES/TECHNOLOGY** - Any unauthorized use of a cell phone, or personal communication device, during instructional time and scheduled activities. **Student cell phones are "away for the day," and must remain in backpacks/lockers during the school day.**
4. **CHEATING/PLAGIARISM** - Copying, illegal use of notes, tests, or other people's work, breaking the rules in athletic events, activities, or contests
5. **DANGEROUS OBJECTS/REPLICAS/DESTRUCTIVE DEVICES/WEAPONS** - Possessing any weapon, destructive device, object or replica which could be considered dangerous or disruptive
6. **DEFIANCE** - Any act of willful disobedience in language or action, or repeated failure to comply with directions of school personnel
7. **DISRUPTIVE CONDUCT** - Inappropriate acts that interfere with the peaceful conduct of the school environment, including horseplay or rough-housing
8. **DRESS CODE** - Failure to observe district dress code guidelines
9. **EXTORTION** - Demanding money, service or something of value from another person in return for protection from violence or threat of violence
10. **FIGHTING** - Having physical contact with another person with the intent to inflict harm
11. **FORGERY/LYING** - Falsifying records, altering or giving false, misleading information to school personnel (This includes failing to identify oneself correctly.)
12. **GAMBLING/WAGERING** - Participating in games of chance for the purpose of exchanging money or anything of value
13. **HARASSMENT/THREATS** - Any act that interferes with a student's ability to participate in school activities, causes physical harm, purposefully damages student's property, places a student in reasonable fear of harm to themselves or their property, or creates a hostile educational environment and takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop. This includes "cyberbullying," the use of any electronic communication device to harass, intimidate or bully.
Racial - Harassment directed toward an individual or individuals of a specific race or ethnic group
Sexual - Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature
Physical - Uninvited, offensive physical contact
Verbal - Abusive words or gestures that could elicit a negative response
14. **INAPPROPRIATE CONTACT** - Any physical contact including public displays of affection (PDA), or any other disruptive affectionate contact which interferes with the educational environment
15. **LOITERING/TRESPASSING** - Being present or near any campus without apparent lawful educational purpose
16. **MISUSE/ABUSE OF ELECTRONIC COMMUNICATIONS** - Unauthorized inappropriate use of electronic communication systems (e.g., computers, cell phones, laptops, or notebooks.)

17. **PHYSICAL ASSAULT** - Any physical contact that is violent in nature or causes physical harm
18. **PROFANITY** - Using profane or indecent language either verbally, in writing, or with gestures
19. **SUBSTANCE ABUSE/PARAPHERNALIA** - Possessing, using, transmitting, or being under the influence of any controlled substance or look-alike substances purported to be drugs, tobacco (e-cigarettes, etc.) or alcohol. This includes misuse of over-the-counter drugs. Students are not allowed to possess drug paraphernalia of any type. This would include items that are intended to be used for the smoking, inhaling or injecting of any drug not prescribed for the student, any items that promote the involvement or use of drugs or alcohol or any items, drawings or signs that indicate or promote involvement in drugs, tobacco or alcohol.
20. **TARDINESS** - Arriving late to school or class
21. **THEFT/STEALING** - Taking or attempting to take another person's property or being in possession of stolen property, including school property.
22. **UNEXCUSED ABSENCE** - Any absence which has not been excused by parent or legal guardian and appropriate school official, including leaving school grounds without authorized permission
23. **VANDALISM** - Causing or attempting to cause damage to property, including textbooks, equipment, buildings, and lockers
24. **NON-COMPLIANCE** - Refusal to follow school policy and rules. Students must follow all reasonable requests by any school employee.

RILEY CREEK SCHOOL DISCIPLINARY POLICIES AND PROCEDURES



LEVEL 1 BEHAVIOR:

(Examples include but are not limited to :)

Behavior	Consequences
Disrupting class Inappropriate action Inappropriate language Dress code violation Provoking another student Excessive tardiness Defying school-wide rules Violation of a student-contract Minor non-compliance/defiance Property misuse Playground rules violation Other actions as deemed inappropriate by staff	<ul style="list-style-type: none"> ❖ Behavior Reflection Form ❖ Verbal Warning ❖ Timeout ❖ No Recess (1 recess) ❖ No Recess (1 full day) <p>Consequences could include one or more of the above.</p> <p>Behaviors are documented through our tracker and referral forms.</p>

LEVEL 2 BEHAVIOR: SEVERE

(Examples include but are not limited to the following.)

Behavior	Consequences
<u>Severe 1</u> -Forgery -Cheating/Lying -Vandalism or Destruction of property (Will receive additional community service) -Skipping/Truancy -Possession of a lighter or matches -Other inappropriate as deemed by administration	<u>Level I</u> <ul style="list-style-type: none"> ❖ Behavior Reflection Form ❖ Loss of privileges ❖ Referral sent home for parents' signature ❖ Parent notification ❖ Visit with Counselor or Principal
Behavior <u>Severe 2</u> -Fighting* -Theft* - Intimidating behavior and language* -Possession of a dangerous object or an object used in a dangerous manner*	Consequences <u>Level II</u> -Referral with loss of privileges -Parent contact via Principal, Counselor or Teacher(s) (*"No recesses" will be served in classroom, time-out area, or principal's office)

<ul style="list-style-type: none"> -Racial/Sexual/Verbal/Physical Harassment* -Other actions as deemed inappropriate by administration 	<p><u>Level III</u></p> <ul style="list-style-type: none"> -Referral -1 day in-school suspension (Principal's office) -Parent contact with Principal, Counselor, or Teacher
<p>*Police may be contacted depending on the severity of the offense.</p>	
<p><u>Severe 3</u></p> <ul style="list-style-type: none"> -Possession or under the influence of drugs or alcohol** -Possession of drug paraphernalia** -Possession of a weapon** -Sale of Drugs or Alcohol** -Assault or Fighting** -Arson/Bomb Threat/False alarm** -Substantial Vandalism (will receive community service)** -Verbal abuse or insubordination to staff** -Use or possession of Tobacco (will receive Minor in Possession of Tobacco citation)** -Other actions as deemed inappropriate by administration 	<p><u>Level IV</u></p> <ul style="list-style-type: none"> -Referral -Loss of privileges -Parent contact with principal, counselor and/or teacher -1 day or more out-of-school suspension
	<p><u>Severe Behaviors:</u></p> <ul style="list-style-type: none"> - These behaviors <u>will</u> receive progressive consequences - These behaviors are documented through our tracker and referral forms.
<p>**Authorities <u>will</u> be contacted</p>	

The administration reserves the right to assign a more serious consequence based on the severity or frequency of the offense, including non-severe incidents. (Example: Writing on a desk is vandalism, warranting a severe 1 referral. Breaking school windows is vandalism warranting a severe 2 referral and police contact.)





DRUG ABUSE PROCEDURE

(Use, Selling, Possession)

A dangerous drug is defined as any drug obtainable with or without a prescription that has been used in a manner dangerous to the health of the user. This includes, but is not limited to, marijuana, codeine, heroin, stimulants, depressants, opioids, alcohol, and hallucinogenics. Reference: Drugs of Abuse, Drug Enforcement Administration, U.S. Department of Justice, Washington, D.C.

Use and Possession of Controlled Substances: Students who use, possess, share, or are under the influence of alcohol, narcotics, other dangerous drugs or look-alikes on district property during school hours or at any school-sponsored activity are subject to immediate out-of-school suspension and/ or recommendation for expulsion.

First Violation: The student will be immediately suspended. The police and/or juvenile authorities will be notified. A conference will be held by the principal, which may include the student, the student's parents, and the police and school personnel. At the conference the student may be questioned regarding the use and source of the drugs and/or alcohol. At the conference the principal may recommend that a chemical abuse assessment be performed by an approved third party at the parent's expense. The result of the evaluation and/or treatment program, if required, should be submitted to the principal for consideration. Should the chemical assessment occur before the end of the suspension period, and the student and parents agree to cooperate with the assessment recommendations, the remainder of the suspension may be reduced. Upon re-admittance to school, the student and/or parents may be requested to meet with the building counselor/principal until both parties agree that no further counseling is needed.

Second Violation: The district will follow the same procedure as set forth for a first offense except that for a second offense expulsion up to the full extent of the law will be imposed.

Selling: Students who sell alcohol, narcotics or other dangerous drugs (look-alike) on or adjacent to district property during school hours or at any school-sponsored activities are subject to immediate suspension pending an expulsion hearing by the superintendent/board of directors.

DRUG, ALCOHOL AND TOBACCO PREVENTION PROGRAM The possession, selling and/or use of illegal and harmful drugs, alcohol and tobacco, including e-cigarettes, is strictly prohibited. This includes drug possession, selling and/or use at school during the regular school day and/or at any district-related activity, regardless of time or location and while being transported on district-provided transportation. Students in violation of the district's drug, alcohol and tobacco policy will be subject to disciplinary action and referral to law enforcement officials, as appropriate, in accordance with the Student Code of Conduct. (This also includes prescription drugs. **Students that require prescription medication shall not have that in their possession. All prescription medication, in original containers, and over the counter medications must be secured in the school offices. Students will be able to access their medications through school staff.** (Rescue inhalers are allowed to be student possession but should not be shared with others.)

Since drug, alcohol and tobacco use is illegal for students and interferes with both effective learning and the healthy development of students, the district has a fundamental and ethical obligation to prevent drug, alcohol and tobacco use and to maintain a drug-free educational environment.

Staff will also be trained in district procedures for the identification and referral of students whose behavior is interfering with their potential success socially, emotionally, physiologically and/or legally as a result of illegal drug, alcohol and tobacco use.. Parents are encouraged to contact the counseling office for information on district and community resources available to assist students in need.

Tobacco/Alcohol/Drugs: Student possession or the use of tobacco/alcohol/drugs on school grounds, or while participating in school-sponsored activities, is prohibited by Oregon law and will result in disciplinary action. Violation of this policy will result in a report filed with the authorities and possible in-house (tobacco) or out-of-school suspension(Drugs/Alcohol). Multiple offenses in a school year may result in maximum suspension and/or expulsion from school.



EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSING INFORMATION In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. Parents will be informed by our automated school messenger system. Information will also be posted to the Friends of Riley Creek page on Facebook.

EMERGENCY DRILLS Tsunami, fire and other safety drills are held regularly. Students are given instructions during the drills until they are completely familiar with the procedures for evacuating the buildings. Contact Mrs. March for more information.

FIRE DRILL

Building evacuated to soccer field and Staff takes attendance and waits for all clear.

TSUNAMI/ LOCAL EARTHQUAKE DRILL

- ✓ Stay under desks, tables and doorways until shaking stops.
- ✓ When shaking stops evacuate to field (grab tsunami sacks) and walk/run/jog the regular route to higher ground. Be prepared for after-shocks.
- ✓ Wait at higher ground for more instructions.
- ✓ The Riley Creek evacuation route goes up the hill directly to the north of Riley Creek. RC students will practice once a year by actually walking the route.

DISTANT EARTHQUAKE/Tsunami SIRENS

- ✓ WE WILL HAVE SEVERAL HOURS TO PREPARE AND PLAN. ONCE A DECISION HAS BEEN MADE WE WILL ACTIVATE OUR AUTOMATED CALLING SYSTEM TO INFORM PARENTS AND GUARDIANS.

Other Emergency Drills

- ✓ Riley Creek conducts other emergency drills that are components of Standard Response Protocol. These include Hold, Lockout, Lockdown, Evacuate, and Shelter. Please contact Mrs. March for more information.



HEALTH

ACCIDENTS Any student injured at school must report the incident immediately to school personnel. Accidents shall be properly reported to the office and an Accident Report Form completed.

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. Please include several emergency contacts as well as e-mail addresses. **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.

GUIDELINES FOR KEEPING/SENDING STUDENTS HOME FROM SCHOOL

When do you keep your child home from school? **What** symptoms are severe enough to cause the school to send your child home? (**Update your student's emergency card**) Make sure **several phone contacts** are on your student's emergency information card.

FEVER – Send home immediately. **Students must be fever-free for 24 hours before returning to school.**

NAUSEA/HEADACHE – We allow a short rest and then send the student back to class. If symptoms persist we call home.

VOMITING/DIARRHEA –Send home immediately. **Please wait 24 hours before returning to school.**

RUNNY NOSE/COUGH – Send home if severe or associated with fever

PINK EYE – If there has not been treatment or if there is drainage from the eye.

RASH – If the rash has moisture or drainage or is Fifth’s disease the student must be sent home until it is treated and dried.

RINGWORM – Must be treated with anti-fungal medication and dried.

COVID-19 – May return to school 6 days after positive test or onset of symptoms, whichever is sooner.

HEAD LICE/NITS – Send home immediately. Students may return after treatment, they will be rechecked at the office before returning to class.

Please, if you notice any of these symptoms in your children **Do not send them to school!** We do not wish to needlessly expose others or increase your child’s discomfort.

HEAD LICE POLICY Head lice are small insects that live only on human hair. Because they can easily transfer from person to person, they are termed a “communicable disease” by the Health Department. All children suspected of having a communicable disease must be immediately excluded from school. This protects other students and limits the contagion. Periodic head lice checks are conducted. Any child having head lice or nits (eggs) will be sent home immediately. **Please make sure the school office has current emergency contact phone numbers to reach someone in case you are not home.** Child Welfare Services will be called if a head lice condition is determined chronic. When lice/nits are found the following will occur:

1. You will be notified by phone to come and pick up your child. Your child will wait at the office until someone comes for him/her.
2. Siblings will have a head check immediately, as well as classmates
3. The family will be provided with information regarding treatment of the child, family, environment and clothes. Non-prescription shampoos such as Nix are available as well as other treatment methods. The use of such shampoos does not assure that all eggs are dead nor does it address the environment. It is important that the child be checked daily at home for 2 weeks and all nits removed. Special nit combs help with this task.
4. After full treatment the student must be rechecked at the office and may return to school if no lice/nits are found.

Our lice policy is an administrative, public health policy for the control and prevention of head lice outbreaks within our school.

IMMUNIZATIONS All students must have up-to-date immunization for diphtheria, whooping cough, tetanus (DPT), polio, measles (10 day), rubella (3-day), Hepatitis B, Hepatitis A, and Varicella. Students in grades K-6 and those entering an Oregon school from outside the state must have Hepatitis A immunization. Proof of immunizations may be personal records from a licensed physician or public health clinic. Exceptions are for those with signed valid Vaccine Education Certificate for non-medical exemptions, or students considered homeless. Students in non-compliance will be excluded from school 30 days after registration as directed by county health office and Oregon state law until their immunization status is updated. CIS forms are available at the school office. For more information on immunization requirements please contact the Curry Community Health.

MEDICINE The school staff does not provide any non-prescription (over the counter) or prescription medication to students.

For general student safety:

- ☐ All medications – prescription and over-the-counter medication, (Tylenol, Benadryl, Advil, cough drops, cold medicine, etc.) – must be kept in the office. Emergency inhalers can be kept with student. Please keep the office advised if your child does have a rescue inhaler.
- ☐ All medications brought to school must be in their original containers or a container marked by a pharmacist.
- ☐ The school must have written permission from a parent or guardian before the school can administer any medication. (“Authorization for Medication Administration by School Personnel” forms are available at the office)
- ☐ If your child needs to take medication, including over-the-counter medication, for longer than one week, a doctor’s prescription is required and some office forms need to be completed.
- ☐ Medications not picked up by a parent or guardian at the end of the school year will be disposed of.



GENERAL INFORMATION

CELL PHONE USE Riley Creek has an “away for the day” cell phone policy. **All cell phones and personal electronic devices must be turned to silent and must remain in backpacks/lockers during the school day.** On the first and second offenses the student will lose equipment until the end of the day. On the third offense student will lose equipment and parents will have to pick up during office hours. Students who continuously violate the policy may be required to turn their phone in to the office when they arrive at school each morning.

CHANGE OF ADDRESS/PHONE Students or parents must notify the office of changes in address/phone number. In an emergency, the school must be able to contact the parent. Transportation records are also affected when a student moves.

CHECKING OUT OF SCHOOL When students move, parents are to report to the school office and check out.

COMPLAINTS

Civil Rights Complaints: It is a policy of the Central Curry School District #1 not to discriminate in its educational programs or activities as required by Title IX of the 1972 Education Amendment. Riley Creek School respects the rights and freedoms granted under the Constitution of the United States and expect all students and staff to uphold an attitude of tolerance to the diverse views and divergent cultural heritages of our society. No person will harass, disparage, or infringe on the rights of any person due to their race, sex, religion, political views, beliefs, or cultural heritage. Any violation of this policy will result in discipline, suspension, or expulsion.

Civil Rights Complaint Procedure: To file a Civil Rights Complaint with Central Curry School District contact Kristal Carpenter at the district office 541-247-6647 ext. 222, 29516 Ellensburg Ave. Gold Beach Or 97444. A Civil Rights Complaint may be verbal or written. Civil Right complaint forms are available at the Riley Creek office or the Central Curry School District office. The Civil Rights complaint is documented in the Civil Rights Complaint Log. Complainant may mail the complaint form to: Civil Rights Specialist, Oregon Department of Education, 255 Capitol St. NE, Salem OR 97310. If complainant returns the Civil Rights Complaint form to the school or district, it must be forwarded to ODE within 3 working days.

District Personnel Complaints: A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal may be requested (within five calendar days) following the conference with the teacher. If the outcome is not satisfactory, the student or parent may file a written, signed complaint with the superintendent (within 15 calendar days). The superintendent will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent (within ten calendar days) following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

Education Standards Complaints: Any resident of the district or parent of a student attending district schools may make an appeal or complaint alleging violation of the district's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged violation with the individual involved. If the complainant wishes to pursue the matter further, he/she will be provided upon request a copy of all applicable district procedures. After exhausting local procedures or 45 or more days after filing a written complaint with the district (whichever occurs first), any complainant may make a direct appeal to the State Superintendent of Public Instruction.

Harassment Complaints: Harassment is strictly prohibited in all district programs and activities while on district property or on property under the jurisdiction of the district or while attending or engaged in district activities while away from district property. A complaint regarding harassment by a member of the staff to a student or by a student to another student should be filed with the principal. Harassment includes, but is not limited to, harassment on the basis of race, religion, sex, national origin, disability, marital status or age. The district is committed to taking appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on complainants and others as provided by law. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, by a student to another student or by a third party to a student. The principal will investigate the complaint and respond to the complainant by scheduling a conference within five days whereby a written response shall be issued. If this reply is not acceptable to the complainant he/she may file a formal complaint according to the steps listed below.

STEP 1. When a formal complaint is filed, a conference will be held with the complainant within five school days. A written response will be given to the complainant within ten school days following the conference.

STEP 2 If the complainant is not satisfied with the decision of the principal he/she may submit a written appeal to the superintendent. The superintendent shall meet with all parties involved to discuss the complaint and will respond, in writing, to the complaint within ten school days.

STEP 3. If the complainant is not satisfied with the decision of the superintendent he/she may submit a written appeal to the Board. This appeal should be filed within five school days of receipt of the superintendent's decision. The Board shall consider the appeal at its next regularly scheduled Board meeting. The Board will reply to the complaint, in writing, within ten school days.

STEP 4. If the complaint is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099. Direct appeals may be filed with an enforcement agency at any time.

Changes to the above procedure may be made if an administrator is named in the complaint. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur because of the good faith reporting of charges of harassment. Students or parents with complaints not covered by this student handbook should contact the principal.

Instructional Materials Complaints: Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, a "Reconsideration Request Form for Re-evaluation of Instructional Material" may be requested from the school office. The principal will be available to assist in the completion of such forms as requested.

All "Reconsideration Request Forms" must be signed by the complainant and filed with the superintendent. A reconsideration committee, comprised in accordance with Board policy, will review the material and forward a recommendation to the superintendent for appropriate action and notification to the complainant. A copy of the committee's recommendation and justification will be forwarded to the complainant together with the superintendent's written decision. The complainant may appeal the superintendent's decision to the Board, whose decision will be final.

Students with Disabilities Complaints: A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to the special education director and/or building administrator.

DELIVERIES To minimize interruptions during instruction time students will be able to pick up personal deliveries at the end of the school day. **Please remember that for safety reasons glass and balloons are not allowed on buses.** We recommend all personal deliveries go to the home.

DISTRIBUTION OF MATERIAL All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the staff and administration. Students may be required to submit such publications to the administration for approval. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration.

Materials not under the editorial control of the district must be submitted to the principal for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written, inadequately researched, biased or prejudiced; not factual; or not free of racial, ethnic, religious or sexual bias. Materials include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction or approval of the district.

If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. This may be appealed by submitting the disapproved material to the superintendent; material not approved by the superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present his/her viewpoint.

GANGS The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district activities and a student's ability to meet curriculum and attendance requirements. A gang is defined as any group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity. In its effort to reduce gang involvement, the district encourages students to become involved with district sponsored clubs, organizations and athletics and to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and district and community resources that offer support to students and alternatives to gang involvement. No student on or about district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or non-verbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies. Students in violation of the district's gang policy will be subject to discipline in accordance with the district's Student Code of Conduct.

HOMEWORK- Generally, enough time is allotted in class for students to complete most of their work. At times, specific homework is assigned; there is an effort by teachers to make homework expectations manageable. Whenever a problem concerning homework is encountered, a parent-teacher conference is desirable since it can find the cause and steps can be taken to correct the situation. It is the student's responsibility to make up work missed due to absences. The student is to contact the teachers and get assignments, which should be completed as soon as possible. A rule of thumb is to allow the student the amount of time for make up that he/she was absent, plus one day. **FOR EXTENDED ABSENCES (2 or more days)**, parents may request assignments. (Please allow **twenty-four hours** for teachers to prepare assignments.) **Please do not request homework if your student is absent for one day.**

Work missed for athletic events, musical contests or other field trips: All involved staff will be notified a minimum of two days in advance of students' absences. If assignments are given on those days, it is the responsibility of the student to check with his/her teachers ahead of time and be prepared to hand in assignments on the due dates. It is the responsibility of a staff member in charge of events to notify other staff three days in advance.

Work missed due to extended absences not related to illness, such as hunting trips, vacations, etc.: Students are to notify their teachers ahead of time and to request assignments for the time period they will be absent. The teacher working with the student will set a reasonable due date for make-up work.

LOCKERS Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. Search of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. 6th grade students are assigned lockers. To ensure the safety and welfare of the students, the administration may deem it necessary to use a trained dog to search individual lockers. Breaking the following rules may result in loss of locker usage/rights:

1. Lockers will be kept neat and sanitary.
2. Decals or adhesive-backed decorations are not to be used.
3. Rigging, kicking or damaging lockers in any way is prohibited
4. Students are responsible for repair or damage caused.
5. Students will not use or enter another student's locker

LOST & FOUND All articles found should be turned into the office. Students who lose articles may check at the office to identify and claim lost articles. The lost and found bin is located in front of the girls' locker room. It is recommended that clothing be labeled.

LUNCH/BREAKFAST All students at Riley Creek are provided breakfast and lunch, free of charge.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866)377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

PARTY INVITATIONS Please mail invitations to private parties unless the entire class is invited.

PERSONAL PROPERTY: Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, but is not responsible for it. Large sums of money and articles of real sentimental value should not be brought to school. **STUDENTS ARE NOT TO LOAN OR BORROW PERSONAL PROPERTY FROM OTHER STUDENTS, AND THE SCHOOL WILL NOT BE RESPONSIBLE FOR THE RETURN OF ITEMS LOANED.** When items of value must be brought to school, they should be taken to the office for safekeeping in the school safe until they are needed. **Toys are not allowed at school.**

Searches: District officials may search the student and their personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act, violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others may be seized by district officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Any items that are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate.

Questioning: If law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present, when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, **Child Welfare Services** and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

Weapons: Weapons and replicas of weapons are forbidden on school property. Weapons may include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, lighters, ammunition, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Incidents of students possessing weapons will be reported to the student's parents and to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who are involved in any way. Students bringing weapons to school may be expelled from school.

PROGRAM EXEMPTIONS Students shall be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit shall be provided. All such requests should be directed to the principal by the parent, in writing, and include the reason for the request. Forms are available in the office.

RELEASE OF STUDENTS FOR PRIVATE INSTRUCTION Parents sometimes wish to release their child from school to engage in private instruction. Upon written request of the parent, students may be released from school for this purpose with the approval of the principal provided that the student's parent/guardian assumes all responsibility for transportation and all liability during the student's absence from school. Students may be released from school up to one hour per week to engage in private instruction.

RESTROOM POLICY We encourage the use of the bathroom at scheduled breaks. It is reasonable to expect children to become increasingly aware and in control of bathroom needs as they grow and develop. We allow for individual needs and unexpected calls of nature. We establish classroom procedures that allow children to tell us of their bathroom needs in a way that is dignified and does not cause embarrassment to the child (a class sign out sheet is one example). When special concerns arise for an individual student, due to the frequency of bathroom visits requested, the teacher will consult with the parent to determine the appropriate intervention.

SCHOOL PICTURES School pictures will be taken of all students for record use. **Formal** (fall) pictures will be taken. **Informal** and **class pictures** will be taken in the Spring. Portrait packages and instructions will be sent home for preview. Student photos will not be released or used without parent permission under the release of information policy (media release information and release form are included in on-line registration).

SITE COUNCIL Site councils are required in all schools. They do not interfere with the duties, responsibilities or rights of locally elected school boards. Not more than half the council may be teachers and not more than half may be parents of students attending that school. The local school board may establish different numbers of parents and teachers if the school site cannot meet the requirement or requires different numbers. In any case, the site council must include teachers, parents, at least one classified employee and the building principal or the principal's designee. The district may designate other members such as students, business leaders, local school committee members and members of the community at large. Teachers at the school elect teacher representatives. Parents of students attending the school select parent representatives. Classified staff at the school elects classified representatives. If the district designates other members, the council selects the people to fill those slots. Duties include developing professional development plans, improving the school's instructional program, coordinating school improvement plans and administering professional development grants-in-aid. The Site Council meets throughout the school year. Please contact the school principal if you are interested in serving on the Council.

SOCIAL SECURITY NUMBER The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

STUDENT SUPPLIES/FEEES Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies. Supply lists are available at the office. Students may be required to pay certain other fees or deposits, including:

1. Materials for a class project the student will keep in excess of minimum course requirements and at the option of the student.
2. Personal physical education and athletic equipment and apparel.
3. Voluntary purchases of pictures, publications.
4. Additional student accident insurance and insurance on school-owned instruments.
5. Fees for lost/damaged library books and school-owned equipment.
6. Field trips considered optional to the district's regular school program.
7. Admission fees for certain extracurricular activities.

Students are to take the best possible care of textbooks as they are to be used in the following years. Any wear and tear beyond that normally found in a book will be assessed against the student. Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver must be made to the principal.

TELEPHONE A phone is available in the office for student use. Students are asked to refrain from using the phone except in case of an emergency. Students will not be permitted to receive calls during school hours unless there is an emergency.

VISITORS Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office, upon entering school property. Visitors to classrooms must have pre-approval, and must sign the volunteer/visitor form at the office and wear a visitor badge. The principal will approve requests to visit as appropriate. Student visitors are not allowed without adult supervision.

VOLUNTEERS IN THE CLASSROOM Thank you for volunteering your time and energy to public education!
Before being able to volunteer in classrooms or attending field trips a volunteer application must be on file at the Riley Creek office. Applications may be picked up at the office. As you begin working in classrooms the following guidelines will help you fit into our routines. We want you to feel comfortable and confident that your efforts are valued! Please check in at the office first to receive a visitor's pass.

1. As you arrive, it may be helpful to have a pre-arranged spot where work is kept for you. If class is in session, this allows the teacher to continue until he/she has time to talk with you.
2. Remember helping all the children in the classroom best uses that time. If you are working in the same room as your own child, we ask that you interact with all the students equally.
3. Each class has rules and procedures, which you will want to be familiar with. Please check with the teacher prior to volunteering so that you are aware of behavioral expectations and how to enforce them.
4. Often there are opportunities for informal visits and chatting time with the students. Recesses are chances to interact with your own child and meet their friends. There's always a need for adult attention during unstructured playtime!
5. There are lots of ways to show support of your child's education. We appreciate those who have the freedom to come into the classroom; however, this is not feasible for many folks. Your efforts at home to be involved are the most important way to show that you care about education.
6. Please remember student and family rights to privacy. What you may see or hear during your visit should not be shared in the community. Please contact teacher or principal if you have a concern.



SPECIAL PROGRAMS

BILINGUAL EDUCATION Students whose primary language is a language other than English will be provided appropriate assistance until they are able to use English in a manner that allows effective, relevant participation in regular classroom instruction.

Parents who are not able to use English in a manner that allows effective, relevant participation in educational planning for their student will be provided with relevant written, verbal or signed communication in a language they can understand.

COUNSELING A certified, licensed counselor provides guidance and counseling services for all students. This service includes individual and group counseling for academic, personal, emotional, and social concerns. Any student may access counseling services by scheduling directly with the counselor, through the school office, or through a teacher. A counseling relationship requires an atmosphere of trust and confidence between the student and the counselor. Personal information shared in counseling must be kept confidential according to law. Confidentiality ensures that disclosure will not be divulged to others except when authorized by the student **OR** where there is clear and present danger to the student or others. Referral services are provided for students needing intensive, long-term counseling or psychotherapy. Parents seeking information about counseling services can reach the counselor, Mr. Fonken, by calling the school (247-6604, ext. 328).

LIBRARY The library is a place to study, read, and play quiet educational games. Library staff will protect the rights of students who wish to work undisturbed. Students who only want to talk and visit will be asked to do so outside the library. At no time is food or drink allowed in the library.

Students at Riley Creek School have the privilege of checking out books from our library. Kindergarten students are allowed to check out one book. Older students are allowed to check out two books. Regular books check out for two weeks and reference books check out overnight. We hope that all parents will find opportunities to read these books with their children.

Students are responsible for the items they check out. We encourage everyone to take good care of library books. Please find a "special place" to keep books that are used at home and protect them from wet weather. If books are lost or damaged, the student will be required to pay for them before checking out other books.

Books that have been well cared for may be shared with many families before they wear out. We appreciate your cooperation in our effort to help everyone enjoy and assume responsibility for library books.

SPECIAL PROGRAMS The district provides special programs for students with disabilities that affect a student's success at school. A student or parent with questions about these programs should contact the Special Education Director at the ESD, 541-247-6681.

TALENTED AND GIFTED PROGRAM/IDENTIFICATION In order to serve academically talented and gifted students in grades K-8, 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. Behavioral, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students; or,
3. A nationally standardized academic achievement test for assistance in identifying academically talented students.

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 and will be taught using best research-based practice.

Appeals:

Parents may appeal the identification process and/or placement of their student in the district's program for talented and gifted students as follows:

Informal Process:

1. The parent(s) will contact the school talented and gifted coordinator to request reconsideration;
2. The coordinator will confer with the parent(s) and may include any additional appropriate persons, e.g., principal, counselor, teacher, etc. At this time, information pertinent to the selection or placement will be shared;
2. If an agreement cannot be reached, the parent(s) may initiate the formal process.

Formal Process:

1. Parent(s) shall submit a written request for reconsideration of the identification/placement to the building principal;
2. The building principal shall acknowledge in writing the receipt of the request within five working days and shall forward copies of the request and acknowledgment to the TAG Coordinator;
3. The building principal and other appropriate administrator shall review the student's file and earlier decisions within ten working days of the original request. Additional data may be gathered to support or change the earlier decision;
4. Parent(s) may be provided an opportunity to present additional evidence;

5. If deemed necessary, a formal hearing will be conducted by the district hearings officer utilizing the appropriate procedures;
6. A decision will be made within 20 working days after receipt of the written request for reconsideration. The parent(s) shall be notified of the decision in writing and the decision shall be forwarded to the superintendent;
7. The decision may be appealed to the Board;
8. If the parent(s) are still dissatisfied, they have access of appeal to the State Superintendent of Public Instruction following the procedures outlined in the Oregon Administrative Rules (OAR). The district shall provide a copy of the appropriate OAR upon request.

Programs and Services:

The district's talented and gifted program and service options will be developed and based on the individual needs of the student.

Programs and Services Complaints:

Individuals with complaints regarding the appropriateness of programs or services provided for talented and gifted students should complete the talented and gifted Standards Complaint form available through the school office. All complaints will be reported to the superintendent who will arrange for a review committee to meet within two school days of receiving the written complaint to review all pertinent information. A recommendation will be submitted to the superintendent within ten school days of receiving the original complaint. The superintendent will report the recommendation to the Board whose decision will be final. The complainant may file an appeal with the State Superintendent of Public Instruction if dissatisfied with the decision of the Board or 45 or more days have elapsed since the original filing of a written complaint alleging a violation of standards with the district. An appropriate copy of the Oregon Administrative Rule will be provided upon request.

TITLE I PROGRAM Support services are school-wide to those who need extra assistance with math and/or reading. Individualized instructions given to improve skills and receive tutorial assistance. Remedial service is available through the program to students who qualify for assistance in developing their basic skills in reading and math. Intensified service to students selected is focused upon goals identified through the diagnostic selection process. The student achieving his/her goals measures success within a program. Such service will be supportive of and in addition to the reading and/or math instruction received in the regular classroom. The district complies with all federal and state requirements that assure the rights of students and parents.

Riley Creek School is a Title I School. This means that, as a parent of a Riley Creek student, you may request and receive information regarding the professional qualifications of a teacher, including: whether the teacher is state-certified; whether the teacher is teaching under emergency or other provisional status, and the subject area in which the teacher majored and received his/her baccalaureate degree and any other information regarding the teacher's graduate degree or certification.

504 PROGRAM If you feel your child qualifies for special educational accommodations based on the following definition, please contact the school counselor who is also the 504 coordinator.

For school districts, all school-age children (5-21), there are three ways that a person may qualify as an individual with impairments under the regulations. A person is considered disabled under Section 504 if s/he:

1. Has a physical or mental impairment, which substantially limits one or more major life activities (described in the examples section below). The term does not cover children disadvantaged by cultural, environmental or economic factors;
2. Has a record or history of such impairment. The term includes children who have been misclassified (e.g., a non-English-speaking student who was mistakenly classified as having mental retardation); or
3. Is regarded as having such impairment. A person can be found eligible under this section if s/he:
 - a. has a physical or mental impairment that does not substantially limit a major life activity but is treated by the district as having such a limitation (e.g., a student who has scarring, a student who walks with a limp, allergies, epilepsy, asthma, etc.);
 - b. has a physical or mental impairment that substantially limits a major life activity only as a result of the attitudes of others towards such impairment (e.g., a student who has scarring or disfigurement); or
 - c. Has no physical or mental impairment but is treated by the district as having such impairment (e.g., a student who tests positive the HIV virus but has no physical effects from it).

Examples of other potentially disabling conditions under Section 504, if they substantially limit a major life activity, may include:

1. communicable diseases: AIDS, AID related complex (ARC) or a symptomatic carriers of the AIDS virus (HIV)A; tuberculosis;

2. temporary impairments; The factors to consider are the anticipated length of impairment, the seriousness of the illness/injury and the needs of the student (e.g., students injured in accidents or suffering short-term illnesses); Informal accommodation plans may be enacted upon mutual agreement between all parties involved;
3. Attention Deficit Disorder (ADD or ADHD) if not mitigated by medication;
4. drug addicted or alcoholic students in recovery;
5. mental and/or behavior disorders as diagnosed by mental health professional;
6. chronic asthma and severe allergies;
7. physical disabilities such as spinal bifida, hemophilia and conditions requiring children to use crutches;
8. Diabetes; and/or
9. any student currently or previously eligible under IDEA.

Note: Some of these conditions such as tuberculosis, diabetes and hemophilia may be severe enough to affect educational performance and therefore fall under the IDEA as well.

Step 5- If the issue is still unresolved, the student or student representative may appeal to the school board. The Board will notify person(s) involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student and/or student representative within three school days following the hearing.

GRADING The school has adopted a grading system based on course requirements, closely showing parents and students how well the student is achieving course requirements. The district yearly administers the Oregon state assessments. This includes performance and criterion-referenced assessments based on Common Curriculum Goals and content standards. The assessment indicates student performance relative to predetermined grade level standards. These benchmarks will permit the school and district to see what proportion of their students have Does Not Meet (levels of only partial mastery), Nearly Met, Met (solid strong acceptable levels of achievement), or Exceeded (very high superior levels of achievement) the standards

RETENTION Students will normally progress annually from grade to grade. **Students who miss 10% or more of the school year, and/or have multiple failing grades will be considered for retention.** Parents/guardians will be notified on a quarterly basis if students are not meeting attendance and/or academic requirements for promotion. Retention may be made when, in the judgment of school staff, such exceptions are in the best educational interest of the student involved. Retention will always be made after prior notification and explanation to the student's parents/guardians, but the final decision will rest with school authorities. Any decision concerning promotion and retention not satisfactory to all concerned may be appealed to the Supt./Board under the terms of the complaint procedure outlined in the handbook.

TRANSPORTATION

BICYCLE/SKATEBOARD USE Students riding bicycles, skateboards, scooters, or rollerblades to school must observe safe and lawful practices. These modes of transportation are to be walked on and off the black top areas in the yellow, lined marked areas. Bikes are to be placed and secured for safety in the bike racks provided. Riley Creek School supports the use of approved bicycle helmets for students' safety. Students without proper headgear will not be allowed to ride the above items to school.

BUS ROUTES Students are assigned a bus route according to their home address. **If you have questions or concerns regarding transportation, please call the Transportation Supervisor, Allen Walz, at 541-247-7241.** Students must be at the bus stop 5 minutes before the scheduled pick-up time.

CHANGE OF DESTINATION Transportation to any other destination can be provided **only** if it is on an existing route, a street address is provided, **and** the change is due to childcare circumstances. Written permission from a parent/guardian is required for your child's safety. **In an emergency**, passes will be issued via telephone. The principal and office staff are the only staff authorized to verify the identity of a caller and issue a pass. Calls made after 2:15 can NOT be guaranteed to be delivered on time.

KINDERGARTEN Kindergarten students must be met at the bus stop by an adult; otherwise, the bus driver will not let them off the bus.

TRANSPORTATION TO AND FROM SCHOOL ACTIVITIES/MEETS Students participating in extra-curricular events who are provided transportation to events will return home by the same means. A student may be permitted to ride home by other means provided that the parent/guardian makes arrangements in writing. Permission notes must be approved by administration or at the office; office staff will make a copy for the student to present to the coach.

Students eligible to ride district transportation are expected to comply with the Student Code of Conduct. The right to ride the bus may be forfeited by failure to obey the rules. Due to the heavy student load our buses must carry, students are expected to ride only on their regular buses. Students will not be allowed to ride any other bus unless they have a note from home. Guests and non-eligible riders will be allowed on the buses on a space available basis with permission of the administration.

RULES GOVERNING PUPILS RIDING SCHOOL BUSES: OAR 581-053-0010

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 firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Pupils shall remain seated while bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have **written permission** to leave the bus other than at home or school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of driver.
14. Pupils shall keep the bus clean, and must refrain from damaging it.
15. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
16. Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

DISCIPLINARY PROCEDURES FOR VIOLATIONS **OF TRANSPORTATION RULES**

All students enrolled in the district will receive bus transportation safety instruction each year in the 1st semester in either September or October and second semester in either January or February. Each year the school shall include in their student/parent handbooks the code of conduct and related subject matter for students using district transportation.

a. First Citation - Warning

(1) The driver verbally restates behavior expectations and issues a warning citation.

b. Second Citation - Consequence at school

(2) The student receives a consequence from the school. Usually missing a recess or serving a detention.

c. Third Citation* - Suspension from bus

(3) The student will be suspended from riding the bus for the following three (3) days.

d. Fourth Citation * of the year:

(4)The student receives a 5- to 10-day suspension and will not be able to ride the bus until a conference, arranged by the principal, has been held with the student, the parent, the bus driver and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.

E. Severe Violations:

Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion. There will be a meeting at this time, arranged by the principal, involving the student, the parent, the bus driver and the principal.

(In all instances, the appeal process may be used if the student and/or parent desires.)

* All citations #'s 3 and up, and/or severe, must be signed by the parent(s), the bus driver and the principal before the student will be allowed to ride the bus again.

