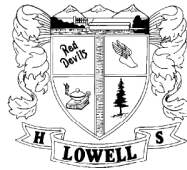


Lundy Elementary School



PARENT-STUDENT HANDBOOK
2009-2010

WELCOME TO LUNDY ELEMENTARY SCHOOL!



Greetings!

Welcome to the 2009-2010 school year at Lundy Elementary School! This year will start out a little differently. Mrs. Cox is on family leave until the end of first quarter. Mrs. Hampton will be in her place until then. This letter is from both of us to welcome you to Lundy Elementary for an exciting school year.

This handbook has been designed to help explain rules, expectations and procedures for the benefit of both parents and students. If you have a question or concern about any of the information in this handbook or other questions that may arise, please feel free to contact us. We will be more than happy to help any way we can.

Lundy Elementary staff is dedicated to providing a quality education to each and every child. Our staff is highly motivated and determined to make each child's experience the best it can possibly be. We have high expectations for our students and believe all students can achieve.

A close relationship of home and school is vital to the success of our children. We encourage parents/guardians to stay involved in their children's education. Volunteer in your child's classroom (yes, you can even help from home!), join the PTSA, join us for events and visit often! We want you to be involved!

We work in a partnership with parents and community. If you have ideas, suggestions or concerns, please let us know. We want this year to be the best one yet and we look forward to a positive and successful year with your student(s).

Sincerely,

Judy Hampton
Interim Principal
Lundy Elementary School
jhampton@lowell.k12.or.us
937-2105

Christina Cox
Principal
Lundy Elementary School

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Lundy Elementary
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Lowell, OR 97452

Mailing address: 65 S. Pioneer
Lowell, OR 97452

Phone: 541-937-2105

FAX: 541-937-8709

Website: www.lowell.k12.or.us

Email: First initial of person's first name and then their entire last name @lowell.k12.or.us.
Example: Christina Cox (Principal) is ccox@lowell.k12.or.us.

STUDENT-PARENT HANDBOOK LUNDY ELEMENTARY

OFFICIAL PHILOSOPHY OF EDUCATION

The primary goal of the Lowell School District is to provide a meaningful education for each student as related to his/her individual abilities and goals.

In pursuit of this goal, the following are considered essential:

- Emphasis on effective communication skills which form the basis of success in any undertaking.
- Awareness of the rights and dignity of the individual.
- Responsible group behavior.
- Recognition of the contributions of all ethnic groups to our community and its culture.
- Involvement of the school and community in a meaningful relationship.

EQUAL EDUCATIONAL OPPORTUNITY:

Lowell School District No. 71 is an equal educational opportunity institution and is committed to providing equal educational opportunity to all students regardless of race, religious beliefs, national origin, sex, age, marital status or physical limitations.

MISSION

*Lowell achieves educational excellence through pride, communication
and respect for all in a fun and safe environment.*

DISTRICT POLICY

The Lowell School Board sets district policy. District policy is on file at the District Office and is available upon request.

GUIDING PRINCIPLES

1. We believe that students are our primary concern. We believe that education is their right and for effective learning to take place students must have a secure environment in which their basic needs are met.
2. We believe that students should learn the fundamental skills of task management. These include: planning a task organizing steps to task completion and evaluating results. In addition, we believe a positive work ethic is essential in today's competitive society.
3. We believe that basic educational goals should include, but not be limited to, history, communications, cultures, technology, arts, health, problem solving, mathematics, sciences, co-curricular activities and global studies.
4. We believe that for effective education to take place it must involve cooperation and participation between family, school and community.
5. We believe that creativity and adaptability must be encouraged in preparing students for their futures, that students should have the freedom to explore ideas, think for themselves, make independent decisions regarding vocational and career possibilities and regarding the duties of citizenship.
6. We believe in teaching students to value diversity and respect others. This includes balancing individual rights with the need to respect authority and to accept the responsibility for one's actions.
7. We believe the school should encourage personal integrity in students and assist in developing their self-esteem by offering them opportunities for success.
8. We believe that all students can learn if they are presented with a stimulating and challenging environment. Such an environment is essential in achieving excellence and developing lifelong learning habits.

HIGH ACADEMIC STANDARDS

The Oregon Educational Act for the 21st Century required Oregon to set much higher standards for all students in English, Mathematics, Science, Social Sciences, Arts and Second Language.

State Assessments are given at the 3rd, 4th, 5th, 6th, 7th, 8th and 10th grade levels.

DISABILITY STATEMENT

If you have a disability and need this publication in an alternate format, please contact Aaron Brown, Superintendent, at 937-2124.

DISTRICT IMPROVEMENT PLAN

Lowell School District's Consolidated District Improvement Plan is available at either school office for your inspection.

PERSONNEL

BOARD OF DIRECTORS

Mrs. Maureen Weathers (Position #1) Vice Chair
Mrs. Suzanne Kintzley (Position #2)
Mr. Mike Galvin (Position #3)
Mrs. Melissa Asher (Position #4)
Mrs. Lisa Riberal (Position #5) Chair

ADMINISTRATION

Aaron Brown -----Superintendent/Principal, Lowell High School (grades 7-12)
Judy Hampton-----Interim Principal, Lundy Elementary (grades K-6)
Christina Cox-----Principal, Lundy Elementary (grades K-6)
Amber Hansen-----Special Education Director
Terry White -----Lundy Secretary/Medical Assistant
Sonja Casarez-----District/ High School Secretary
Lisa Griffiths-----Business Manager

TEACHING STAFF

Kindergarten ----- Laurie Cardwell
First Grade ----- Jessica Edgerton
Second Grade ----- Johnnie Matthews
Third Grade ----- Sid Rosen
Fourth Grade ----- Glenda Green

Fifth Grade ----- Cherie Harbour
Sixth Grade ----- Jeanette Jacobson

SPECIALISTS

Title I Reading-----Trudi Glander
Special Education-----Amber Hansen
Speech/Language-----Shanna Johnson
School Psychologist-----Margie Myska
Behavior-----Brian Middleton
Music-----Paul Burch
Technology Coordinator-----Jason Dodge
Cafeteria/ Food Services-----Herlinda Siegel

EDUCATIONAL ASSISTANTS

Cheryl Campbell
Marilyn Kordon
Cindy Neet
Kim Owsley
Susan Rose
Colette Ullrich

CUSTODIAL / MAINTENANCE STAFF

Jim Pray
Bob Kindle

TRANSPORTATION / BUS DRIVERS

Randy Doan (Supervisor)
Lorrie Pray (Secretary)
Jef Jalof
Juanita Martin
Dennise Pannier
Heather Seibert

PERSONNEL POLICIES

Lowell School District No. 71 maintains personnel policies, which are available in the District Office at Lowell High School.

CLASSIFIED PERSONNEL (custodians, bus drivers, assistants, clerical)

These staff members are a valuable part of our educational program. They are to be treated with the same respect and courtesy given to other staff members.

FACULTY MEMBERS

Faculty members are professionally prepared persons employed by the district to guide and direct each student's educational experience. Each faculty member must be treated with respect and courtesy. All faculty members have authority to enforce school rules during any school-sponsored program.

CURRICULUM

Four years ago, Lundy Elementary began implementing Reading Mastery Plus during a school-wide language arts period. Most students in grades K-5 participate in the reading program and Spelling Mastery during this period that occurs daily from 8:25-9:55.

This year is our third year following the adoption of the McGraw-Hill math program. All students, grades K-12, use McGraw-Hill.

As part of the 06 – 07 Language Arts adoption, Lundy selected Spelling Mastery and Write Traits writing curriculums.

Other subjects including, social studies, science, P.E., health, art and music have a wide-base of curriculum used at various levels and ages. Lowell School District has provided teachers with materials in these areas from previous adoptions and continues to update materials as the budget allows. Teachers also supplement the core programs provided with their own units, activities and ideas.

A full scope and sequence of the curriculum provided to students is available (check with your building administrator) and is updated annually by teachers and staff.

ALTERNATIVE EDUCATION

There are those rare occasions when an alternative educational program may be beneficial to the student. This may happen when a student has erratic attendance, severe discipline problems, is being considered for expulsion, is expelled, plans to withdraw from school or is not benefiting from the current program.

Alternative education placements are considered by a team made up of parents, the student (when appropriate), teachers, specialists and administrators that are knowledgeable about the child.

SPECIAL EDUCATION

The Lowell School District provides an educational program for students with learning difficulties. Students with either mental or physical disabilities may be placed in a special

educational program that provides individual help. The program is designed to help the child move through the learning tasks at his/her pace. Teachers, a speech therapist, psychologist and behavior specialist are available. Parents of children with learning difficulties should contact the Special Education Coordinator for further information.

ATTENDANCE

Oregon Law requires regular attendance at school by every person between the ages of 7 and 18 unless the person has graduated from a high school.

Erratic attendance is not conducive to the educational growth of students. Parents and guardians are encouraged to make certain their children maintain regular class attendance patterns. Erratic attendance is defined as accumulated absences, excused or unexcused, which result in a negative impact on the educational attainment of the student.

If your child is identified as having erratic attendance, you will receive a letter documenting the absences. If your child's attendance is considered truant under state law, you may be referred to the Office of Homeschool and Truancy at Lane Education Service District.

CHECK-OUT PROCEDURE

ILLNESS

Students are not allowed to leave the building during school hours without signed permission from the office. Students who become ill during school hours are to report to the school health assistant and, if necessary, the school health assistant will arrange for transportation home.

PLANNED ABSENCES

ORS 339.065 (2) "An excused absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."

In the event a family would like to request their child to be absent for other reasons than those specifically stated in O.R.S. 339.065 (2) a "planned absence" form **must** be completed and signed by the principal and the teacher. The "planned absence" form is available from the elementary office. Routine excused absences, such as appointments, do not require a planned absence form. A parent/guardian may simply notify the teacher and/or building office.

Students who must be absent because of family needs, vacations or other long-term absences (3 days or more), must secure a planned absence form from the office. These forms must be turned into the office for final approval at least one (1) day prior to the date of absence.

CLOSED CAMPUS

Students in Lundy Elementary School are not permitted to leave school grounds once they have arrived at school. This applies to students who walk to school or ride a bicycle as well as to those who ride the bus. Students may walk to their own home for lunch, but only if they have written permission to do so from their parent or guardian. This permission must be on file in the school office. Otherwise, students may not leave the school grounds during lunchtime. Going to a store, a restaurant or to a friend's house during lunchtime is not permitted for elementary school students. If an elementary student will be walking home for lunch on a daily basis, one parent permission slip at the beginning of the school year is sufficient, but if a student will be walking home for lunch on just an occasional basis, the office will need a parent note requesting this each time.

RETURNING TO SCHOOL

Upon return of the student to school after an illness, etc., a written excuse must be submitted to his/her teacher. The excuse **must** have the following information:

1. Present date
2. Brief description of the reason student was absent
3. Date/s of absence
4. Parent or guardian signature

VISITING STUDENTS

Lowell School District no longer allows student visitors during school hours.

OPEN DOOR POLICY / VOLUNTEERS / VISITORS

Volunteers are welcomed and encouraged to be a part of our school community and the students' educational experiences. In order to ensure the safety of our students, we must ask that all volunteers, both regularly scheduled and drop-in, complete a Volunteer Packet. This may be obtained at the school office. Also, all visitors to the school **MUST** sign in at the office and wear a visitor's badge in a visible place so that students and staff can easily identify visitors. High school students who are teacher assistants must also sign in and wear a pass.

USE OF PHONES

The office phone is a business phone and not for general public use. Students who need to call home for emergencies may use the phone with permission from office personnel. General calls are not permitted.

BREAKFAST PROGRAM

Lundy Elementary encourages students to eat breakfast each day and provides breakfast to all students at no charge.

LUNCH PROGRAM

Lowell School District participates in the National School Lunch/Breakfast Program. The Food Service Department provides nutritionally balanced, low-cost or free lunches to students that qualify. Free/reduced applications are available in the office. All students may eat hot lunch. Free and reduced qualifying students will pay accordingly and other students must pay full price. Even students on free or reduced lunch must pay for milk if they do not eat hot lunch. Please check with office personnel for specific guidelines and requirements as well as current prices.

BUSES

School District No. 71 owns and operates its own buses. Transportation is furnished for eligible students. These services shall be provided throughout the regularly scheduled year and during the regular school day as set by the Board of Directors.

BUSES - VIDEO CAMERAS

Video cameras are used on the buses of the district to monitor student behavior. The tapes are used to:

- a) determine inappropriate student behavior;
- b) identify students who violate safe transportation rules;
- c) provide advanced training for bus drivers;
- d) protect innocent students;
- e) protect your investment from vandalism.

The buses are provided for the convenience of all pupils who live in the areas served. In order to insure the safety and rights of each student, the following rules are to apply to all buses transporting students to and from our schools.

While riding a school bus, students will:

- *1. Obey the driver at all times;
- *2. Not throw objects;

- *3. Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
- *4. Not fight, wrestle or scuffle;
- *5. Not stand up and/or move from seats while the bus is in motion without driver permission;
- *6. Not extend hands, head, feet or objects from windows or doors;
- *7. Not possess matches or other incendiaries and combustion devices;
- *8. Use emergency exits only as directed by the driver;
- *9. Not damage school property or the personal property of others;
- *10. Not threaten or physically harm the driver or other riders;
- *11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
- *12. Not make disrespectful or obscene statements;
- *13. Not possess and/or use tobacco, alcohol or illegal drugs;
- 14. Not eat food or chew gum without driver permission;
- 15. Not carry glass containers or other glass objects;
- 16. Not take onto the bus objects which might pose safety risks or barriers to safe entry and exit from the bus;
- 17. Accept assigned seats;
- 18. Stay away from the bus when it is moving;
- 19. Be at the bus stop five minutes before the scheduled pick up time;
- **20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

** Coaches, teachers and chaperones: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

Bus Violations

Each year the District will include the following violations in the student/parent handbook. The District will provide interpretation to those students/parents whose primary language is not English.

Disciplinary Procedures for Violations

1. **Minor infraction:** The driver verbally restates behavior expectations to the student and makes a note on the tracking record if warranted.
2. **First Citation - Warning*:** The driver corrects the behavior and writes a citation which is turned in to the transportation supervisor. The supervisor, principal and student meet to discuss the behavior as soon as practical. The supervisor decides whether to issue

the citation as a warning or three-day suspension, depending on the events of the citation. The citation will be mailed home to the parents/guardians before the suspension begins. A signed copy of the citation must be presented to the driver when the student returns to the bus. Only one warning citation per year will be issued*.

2. **Second Citation*:**

The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to five days. A signed copy of the citation must be presented to the driver when the student returns to the bus.

3. **Third Citation*** of the year:

The driver corrects the behavior and writes a citation, which is turned in to the transportation supervisor. The supervisor, principal, student and parents/guardians meet to discuss the behavior as soon as possible. The student may be suspended from the bus for up to ten days and may be for as long as the remainder of the year, depending on the situation. At this time a behavior contract will be made with the student and a bus seat will be assigned. Further violations of bus regulations will be considered a severe violation.

4. **Severe Violations:**

Severe violations may result in an immediate suspension of the student for up to 10 days, should the transportation supervisor feel the action warrants such a decision. The supervisor, principal, student and parents/guardians will meet to discuss the behavior and consequences as soon as is practical.

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

* All citations must be signed by the parents/guardians, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

FIELD TRIPS

Field trips are considered an extension of the curriculum. All students normally eligible to participate in regular classroom activities will be permitted to participate in field trips.

It is also recognized that students on field trips represent their school and community. All students are to act in an orderly manner and socially accepted behavior is expected at all times. Students who violate these basic tenets of behavior may have this privilege of participation terminated.

There are rare occasions when a student, before the field trip, has exhibited behavior which indicates an inability to function in a less structured environment associated with the very nature

of a field trip. In this situation, the following criteria will be used to determine eligibility for participation:

Multiple suspensions from school during the eight (8) weeks prior to the next scheduled trip will cause the student to be ineligible for that field trip unless the student is accompanied by a parent or guardian. Any student receiving two (2) or more suspensions within the time limit becomes ineligible for participation.

MAJOR DISASTERS

Lowell School District has established procedures for the immediate evacuation of all students in the event of the following major disasters. Parents should become familiar with the location of the staging areas.

Flooding: Tumac, Inc. – Parking lot

Earthquakes: Lundy Elementary fields

Fires: Elementary – Playground

Other: Tune to local TV/radio stations (see below) for directions on what to do / where to go.

DIRECTIONS FOR EARTHQUAKE

Signal: Announcement from office by intercom

1. Duck under any furniture such as desks or tables.
2. Remain there until teacher instructs you to vacate building.
3. Quickly and orderly move to outside safety zone.
4. Remain in safety zone until instructed to move to bus zone.

DIRECTIONS FOR FIRE DRILL

Signal: Steady ringing of a bell

1. Those closest to the windows are sure that they are closed before they leave. Last one out of the room, shut the door.
2. Students must follow the exit directions as explained by the teacher.
3. First student to reach the outside door holds it open while the remainder of the class files out.
4. The hall door is to be closed.

DIRECTIONS FOR LOCKDOWN

Signal: Announcement from office by intercom

1. Scan hallway quickly for any students/staff/etc. and then close door(s). **Do not open them for anyone!**
2. Draw shades.
3. Turn off lights.

4. Remain in classroom/location until further notice.

DIRECTIONS FOR ROOM CLEAR

Signal: Teacher direction

1. Students immediately leave classroom and report to their assigned receiving classroom.
2. Teacher or designated student and receiving teacher notifies office.
3. Students are to remain in receiving classroom until further notice.

EMERGENCY SCHOOL CLOSURE

Each year the school district is faced with the possibility that an emergency may arise necessitating closing the school with or without advance notice. We participate in the *Emergency Closure Notification System*. Closures will be announced through the following media:

Radio:

KUGN-FM 97.9; KPNW-AM 1120/FM 99; KGNU-FM 93.1; KMGE-FM 94.5; KZEL-FM 96; KDUK-FM 104.7; KNRQ-FM 95.3; KLCC-FM 89.7; KRVM-FM 91.9

Television:

KEZI-ABC Channel 9/Cable 4
KMTR-NBC Channel 16/Cable 6
KVAL-CBS Channel 13/Cable 8

Internet:

valleyinfo.net

Telephone:

Lowell School District has an automated phone system that will notify families about emergencies, school closures, and other time-sensitive information. Please ensure your contact information is up to date.

In the event of a mid-day emergency closure, children should have a nearby home to go to if their parents will not be home during such an emergency.

ASBESTOS NOTIFICATION

This is to notify all concerned that Lundy Elementary School contains asbestos. The specific location of the asbestos and the asbestos management plan are available for review in the District Office located at Lowell High School.

STANDARDS OF CONDUCT

Standards of conduct which are consistent with good citizenship are to be maintained by all students. This implies a respect for the person and property of others, a respect for the rights and dignity of the individual, a cooperative attitude and a willingness to observe the limitations on personal freedom necessary for the successful operation of the school. Students shall comply and submit to the lawful authority of teachers or school officials. Special attention is directed to the following points:

1. Disruption or potential disruption of a school function will subject the student to disciplinary procedures.
2. Possession or consumption of alcohol or tobacco by students is prohibited by law. The same is true in regard to non-prescription drugs and narcotics.
3. Care in handling of school property is required. Students will be held responsible for the loss of or damage to school property and equipment due to carelessness, negligence or abuse.
4. Damage to or destruction of private property on school grounds or during a school activity will subject the student to disciplinary procedures.
5. The following is a list of acts which are representative of inappropriate conduct, but the list is not exhaustive:
 - a. Scuffling or fighting in school building or on other school property;
 - b. Assaults or threats of harm to another person or to school property;
 - c. Unauthorized use of weapons or dangerous instruments;
 - d. Persistent failure to comply with rules or the lawful directions of teacher or school officials;
 - e. Willful abuse of school property;
 - f. Wearing of unacceptable clothing;
 - g. Interference with the orderly processes of the school program; and,
 - h. Use of vulgar, profane or obscene language.

SPECIFIC RULES OF CONDUCT

1. Possession, consumption or sale of any alcoholic beverage on or about school property or at any school-sponsored activity is prohibited. Violation of this regulation may result in suspension or expulsion of the violator. Violations may also be referred to appropriate law enforcement agencies.
2. Unlawful possession, use, sale or supply of any narcotic or dangerous drug, on or about school property or at any school sponsored activity is prohibited.
3. Use or possession of any type of tobacco product on school property or at any school-sponsored activity is prohibited. School personnel will confiscate tobacco products and bring such products to the office for disposal.
4. The office has a list of potential sources of treatment available to students who may need counseling, rehabilitation or guidance as a result of substance abuse.

5. Use of vulgar, profane or obscene language in the school buildings, on school grounds or while attending or participating in a school sponsored activity is forbidden.
6. Defacing school property is punishable by fines and discipline.
7. Disrespectful attitudes towards teachers and/or staff members will not be tolerated.
8. Gambling will not be allowed in the school buildings or on the school grounds or during school sponsored activities.
9. Full attire shall be worn, including shoes, in all classrooms.
10. Boys and girls may hold hands in the hallways and outside the school building. Other displays of affection and body contact are strictly forbidden.

Rules of conduct apply while at school, going to or from school and at school activities whether at Lowell or at another site. Failure to comply with the rules of conduct subjects the student to discipline, suspension or expulsion.

COMPUTER / TECHNOLOGY USE AGREEMENT

Lowell School District policy requires students, parents and faculty to review and sign the Computer Agreement Form annually in order for students to utilize technology in our schools. This form is a brief outline of the expectations of individuals utilizing the district's network and associated technology. More detailed guidelines, expectations and definitions are outlined in the District's Technology Use Policy (IIBGA-AR) and may be obtained by request by request at the district office.

Acceptable Use

- I am personally responsible for appropriate use of electronic communication at all times and will comply with all district rules and guidelines.
- I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

Personal Responsibility

- I will report any misuse of the network to the Technology Coordinator.

Privileges

- The use of the information system is a privilege and inappropriate use will result in a cancellation of those privileges.

Network Etiquette and Privacy

- I will be polite and use appropriate language.
- I will not reveal my home address or other personal information or that of others.
- I understand electronic mail is not private and that I must report any messages relating to or in support of illegal activities.
- I will use good manners and adhere to classroom standard level of ethics.

Services

- Lowell School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.

Security

- If I identify a security problem, I will notify the Technology Coordinator immediately.
- I will use only my user name and password to access the network; no one else's.

Vandalism and Harassment

- Vandalism and/or harassment will result in cancellation of user privileges.

Controversial Material

- I will not initiate access to any controversial material
- I understand the district employs filtering software on its school based network.

Monitoring

- Lowell School District reserves the right to review any material on user accounts and to monitor fileserver space.

Updating

- You must notify the Technology Coordinator of any change in your account information.

To obtain a copy of Lowell School District's Technology Policy (IIBGA-AR) in its entirety, please contact the district office at 937-2124.

DISCIPLINE (Severe Problems)

Severe discipline problems are defined as any student behavior which results in disruption of the educational program of the individual student or other students and which exhibits disregard for the rules and regulations of the district established for the smooth operation of the schools.

GUIDES FOR PUPIL CONDUCT AND DISCIPLINE

A well ordered, friendly atmosphere in the classroom as well as in the school is essential...

- ...if students are to learn to the maximum of their capacity
- ...if teachers are to do their best
- ...if good relations with the community are to be upheld
- ...if the total school operation is to be carried on in the best manner possible.

The area of pupil discipline is one that directly affects the total purpose and total achievement of the school. It is an area that needs the support and the combined responsibilities of everyone.

Helping to establish a desirable learning situation is the work of many people--parents, pupils, teachers, administrators and members of the Board of Education. It is vital to the community because habits learned or condoned in the schools will be carried over into private and community life.

The responsibilities of parents, students and teachers are defined in this statement. It is designed to serve as a useful guide for disciplinary action.

Student disciplinary action by the administrator is discretionary depending on the age, grade and severity of the offense. The following is provided as a general guide which may be used by the staff person responsible for student disciplinary action.

PRE-REFERRAL PROCESS

In order to improve school-family communications and track student behavior issues, Lundy Elementary has designed and implemented a process called the Pre-Referral Process. If a student fails to follow a school rule or expectation, the staff member observing the misbehavior will write down the details of the occurrence on a form called a Pre-Referral. A copy of this form is sent home to the parent. The teacher and the office each also keep a copy of the form. A parent-teacher contact is required when a student receives one of these forms. If a student accrues three pre-referrals for similar misbehaviors, the third referral is written as an office referral rather than a pre-referral. This helps to identify ongoing issues that need addressed.

OFFICE REFERRAL

1st referral – conference with student

2nd referral – detention (time in office)

3rd referral – ½ day in-school suspension

4th referral – 1 day in-school suspension and referral to Child Study Team (CST)

Although this is the general progression of discipline steps, all steps may be by-passed as determined by the administrator depending of the nature of the referral. Other consequences may include out-of-school suspension, expulsion or recommendation to an alternative education program.

PROCEDURES FOR DEALING WITH GENERAL CLASSROOM DISRUPTIONS

1. Teacher's Responsibility:
 - a. The teacher will warn the student and attempt to solve the problem.
 - b. The student will make parental contact (by phone if possible).
 - c. The teacher will make parental contact.

(All teacher actions and phone contacts must be documented. If disruptive behavior continues, the teacher should refer the student to the office. Documentation of the incident and previous attempts to solve the problem should be forwarded to the office as soon as possible. **ONLY SEVERE SITUATIONS** will be dealt with by the administrator without the above steps being completed).

2. Referrals after the second suspension shall result in the student being considered for a possible expulsion hearing.
3. Students with individual education programs may require different disciplinary procedures as determined by their IEP team.

SUSPENSION PROCEDURES

1. Notification of suspension shall be given to parents or guardians by telephone.
2. If contact with the parents cannot be made, the student will begin in-school suspension. In the event the student refuses to stay for in-school suspension, further disciplinary measures will be initiated.
3. After parent notification of suspension, the student may be sent home unless the administration feels it is advisable to hold the student until the end of the school day.
4. Parents may request a conference with the principal or with a representative of the superintendent at the earliest possible time.
5. Efforts will be made to discuss any questions concerning suspension and additional steps that could be taken by the school, the advisor, the student and parents (guardian) to assist the student.

PARENT RESPONSIBILITY

Good discipline originates in the home because the parent is the first teacher of the child. The parent, by teaching and by example, will develop in the child good habits of behavior as well as proper attitudes toward the school. To help his/her child progress in school, a parent should---

1. Recognize that the school staff takes the place of the parent while the child is in school.
2. Teach and require the child to respect law, authority, rights of others and private and public property.
3. Talk with the child about school activities and share with the child and with the teacher an active interest in report cards and progress reports.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
5. Safeguard the physical and mental health of the child and be responsible for a periodic health examination.
6. Attend individual or group conferences.
7. Attend special school programs, if possible.

8. Arrange for a time and place for homework assignments and for supervision of the child's study habits.
9. Work with the school in carrying out recommendations made in the best interests of the child.
10. Encourage and guide wholesome friendships, interest and activities.
11. Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action taken by the school.

PUPIL RESPONSIBILITY

Good discipline originates in the home and the pupil must carry this on to school. A pupil attends school to develop his/her individual capacities to the fullest in order to become the best person possible. To do this the pupil should -----

1. Make a sincere effort to do his best.
2. Develop standards of personal conduct that are reflected in socially approved behavior.
3. Accept responsibility for his/her own actions.
4. Respect the rights of others.
5. Comply with the authority of teachers and administrators.
6. Obey school rules and regulations.
7. Be regular and punctual in meeting all school obligations.
8. Dress appropriately and maintain habits of personal cleanliness.
9. Help to maintain and keep school property free from damage and defacement.
10. Be prepared with all class supplies.

TEACHER RESPONSIBILITY

1. Approach teaching with enthusiasm and regard each pupil as a worthy individual working in a mutual endeavor.
2. Plan and conduct a program of instruction which will make each child eager to learn and which will enable each pupil to reach his full potential.
3. Manage classroom routines so that they contribute to the total instructional program and to the development of civic responsibility on the part of the pupil.
4. Teach the child what is expected of him/her in terms of conduct in and about the school.
5. Enforce the rules of the school system courteously, consistently and objectively.
6. Inform parents, in accordance with District procedures, about the academic progress and the general behavior of their child.
7. Distinguish between pupil misconduct that should be handled by the teacher and that which requires the assistance of the principal.
8. Refer to the principal any pupil who is defiant, behaves in an immoral manner, uses profane language, is physically violent, is in possession of a potentially dangerous weapon or who, in the opinion of the teacher, jeopardizes his own safety, the safety of other pupils or of the teacher or who seriously interferes with regular classroom routine.

EDUCATIONAL ASSISTANT RESPONSIBILITY (Common areas and classroom)

1. Keep students safe.
2. Guide students in problem solving.
3. Report problems to appropriate staff member.
4. Teach proper etiquette in all areas.
5. Assist teachers in academic situations.

CODE OF CONDUCT SUMMARY

It is fully realized that the need for student behavior policies is brought about by the behavior of a small minority of the total student body. This code of conduct is prepared and considered reasonable and necessary in the light of prior experience and in recognition of rights of other students, staff members and the total community. It is the intent that these rules as set forth are reasonable and will result in a better climate for learning for all students.

EXPULSION

Any suspension may result in the student being referred to the Board of Education for expulsion. Such recommendation for expulsion shall be at least for the remainder of the semester.

1. Public school pupils shall comply with rules for the government of such school, pursue the prescribed course of study, use the prescribed textbooks and submit to the teachers' authority. (ORS 339.250)
2. The District School Board may authorize the punishment, suspension or expulsion of any refractory pupils. (ORS 339.250)
3. Willful disobedience, open defiance of a teacher's authority or the use of profane or obscene language is sufficient cause for punishment, suspension or expulsion from school. (ORS 339.250)
4. Expulsion of a pupil for any cause shall not extend beyond the current term or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective. (ORS 339.250).

DRUG ABUSE

The Board of Directors and the staff of School District No. 71 will attempt to discourage through education, counseling and sanction the use/abuse of drugs or alcohol by students on school property. The possession or use of alcoholic beverages or drugs on school property is prohibited except as allowed by the controlled substance policy. The drug abuse policy is applicable to all students in the schools of the District.

1. Unlawful possession or use of drugs or alcoholic beverages on school district property or at any school-sponsored activity is prohibited.
2. The use of School District property for the illegal sale, storage or distribution of any alcoholic beverage on school property is prohibited.
3. Being under the influence of any drug or alcoholic beverage on school property is prohibited. Violation of the drug abuse policy by a student will initiate administrative action as follows:
 - a. The student who violates the drug abuse policy will be immediately suspended from school attendance for a period of five (5) school days.
 - b. Parent/guardian of the student will be notified.
 - c. Law enforcement officials will be notified.
 - d. A conference will be arranged by the school principal. The student, the student's parents/guardians and school personnel will participate in the conference. During the conference the student will be questioned concerning the use and the source of the drugs and/or alcohol. The student and the student's parents/ guardians will be asked to sign a Drug/Alcohol Reinstatement Form. The Drug/Alcohol Reinstatement Form will be the parents/guardians assurance that the student will obtain a substance use/abuse assessment and will participate in a treatment program which may be prescribed by the assessing agency as a result of the assessment. A copy of the results of the assessment and any prescription will be supplied to the school. Enrollment by the student in a substance use/abuse treatment program prescribed by the assessing agency will cause the suspension to be placed in abeyance and the student will be allowed to attend school. If the student is certified as having completed the substance use/abuse treatment program the remainder of the suspension will be rescinded. *Should the student fail to complete the substance use/abuse treatment program the suspension will be enforced and the student will face an expulsion hearing as soon as appropriate arrangement for the hearing can be made.*
(The cost of the assessment and any prescribed substance use/abuse treatment program will be borne by the student and/or the student's parents/guardians.)
4. Any students who violate the drug abuse policy a second time will be immediately suspended from school attendance and will be required to face an expulsion hearing.

Any student who distributes or sells a drug or alcoholic beverage while on school property will be immediately suspended from school attendance. Law enforcement officials will be notified. An expulsion hearing will be timely convened and the District No. 71 Board of Directors shall expel the student.

DISPLAY OF AFFECTION

Any show of physical affection by students to members of the opposite sex will not be tolerated and will be dealt with as a discipline problem. Holding of hands is permissible.

CLASSROOM PARTIES/CELEBRATIONS

Classroom parties can be held at the discretion of the classroom teacher. The classroom teacher may decide to elicit volunteers or request parents help provide supplies for parties. Home baked or created items are not allowed due to the concern for student health, wellness and specific health conditions, such as allergies or dietary needs. The district wellness policy requires food goods brought in to have the nutritional and/or ingredient list. Healthy choices are encouraged.

GUM CHEWING

Chewing of gum is not allowed in the school building and on school buses. Repeated violations of this rule will be treated as a discipline problem. The only exception to this is by teacher approval in the classroom only.

HALL POLICY

Students are not to be in the hall during class time unless approved by the teacher or office. All students in the hall must have a hall pass. No students are permitted in the halls during the lunch hour without a hall pass. See guidelines.

COMPLIANCE WITH DIVISION 22 STANDARDS FOR PUBLIC ELEMENTARY & SECONDARY SCHOOLS

As required by the Oregon Department of Education, the Lowell School District submits this annual report to the local community that it is in compliance with and implementing as required all of the Standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22, including all new and revised rules. A copy of those requirements by list are available in the District Office at 65 South Pioneer Street, Lowell.

HAZING/HARASSMENT

Complaint Form may be found on page 34.

The district is committed to a learning environment that is free from hazing and/or harassment. It is the responsibility of all staff, with the cooperation of students, to enforce the policy approved by the District (JFCF) in order that students and staff may enjoy an environment free of such activities. All staff are required to report hazing or harassment activities witnessed between and among students. This report is to be presented to the immediate supervisor on the form provided by the District and available in the office.

It is the responsibility of the supervisor to thoroughly investigate each report of hazing or harassment. The following procedure is considered essential if a viable remedy to these activities is to be realized.

1. Complaints regarding hazing and/or harassment are to be submitted to immediate supervisor on form provided by District. (see form following page 34)
2. Any staff member who receives a verbal complaint from a student regarding hazing or harassment or is a witness to such activity is required to document the details of the alleged activity.
3. The building administrator or designee will investigate the alleged violations and determine the appropriate action.
4. It is required that the building administrator or designee contact the parents of the complainant and the accused, within three (3) days, to outline the details of the incident and explain the disposition of the case.
5. A conference, involving the students, parents and district representative will be required should either party be dissatisfied with the disposition of the case and requests a conference of all parties directly involved. A copy of these procedures will be given to the parties at this time.
6. Students not directly involved will not be required to be in attendance. The building administrator will protect the anonymity of student witnesses and other students not directly involved unless permission is received for such disclosure.
7. Either party may request a hearing before the Superintendent should there be no satisfactory resolution at the building level.
8. The Superintendent shall conduct the hearing, evaluate the disposition as determined by the building administrator and may alter, change or confirm the original disposition. The Superintendent's decision will be reduced to writing within three (3) days of the hearing and copies sent to all parties directly involved.
9. The interested parties may appeal the Superintendent's decision to the Board of Directors by requesting it to be placed on the next Board's agenda. The Board, in executive session, will hear the case, evaluate the disposition and make final determination. The Board's decision is final.
10. Suspension is the removal of a student from his/her normal class schedule and may range from one day in-school to a maximum of ten (10) days out-of-school. Alternatives to suspension are available and include Saturday School and/or work buy-back.
11. Expulsion is a minimum exclusion from school attendance for the remainder of the current semester. This decision is made by the Board after a hearing. Alternatives are considered by the Board during the hearing process.

ELECTRONIC DEVICES.

Bringing radios, cassette players, "boom boxes", walkmans, cell phones, electronic games, mp3 players or any electronic device to school is not allowed due to the potential for theft, damage and disruption of classes. Such items will be confiscated. Bringing expensive toys, remote control cars, etc., is discouraged as well; it is preferred that only items needed for class are brought to school. The school cannot be held responsible for loss or damage of these items.

Consequences for Violation

1. First offense – The item will remain in the office until the end of the day when the student may pick it up.
2. Second offense – The item will remain in the office until a parent/guardian picks it up.
3. Third offense – The item will remain in the office until June or until the parent picks it up.

SKATEBOARDS/ROLLERBLADES/SCOOTERS

Skateboards, roller blades and scooters may be used only for transportation to and from school and may not be ridden on school grounds. They may be kept in the designated area in the gym; however, the school will not be responsible for any damage or theft.

STUDENT DRESS

Student dress and grooming is the responsibility of the individual and the parent or guardian under the guidelines that follow:

1. Dress and grooming shall be clean and in keeping with health, sanitary and safety practices.
2. Everyone will wear shoes. "Flip-flops" are allowed with limited activity; sandals with back straps are allowed with any activity.
3. A mode of dress that is detrimental to the process of education may be cause for disciplinary action.
4. Shorts may be worn with the following guidelines.
 - a. Acceptable shorts are approximately mid thigh, hemmed styles.
 - b. Unacceptable shorts include cutoffs, running shorts, bathing suit, skin tights or spandex. Pajama bottoms are also not allowed with the exception of "Pajama Day" specifically.
 - c. The principal's decision is final in all questionable cases.
5. The wearing of any article of clothing listed below is prohibited.
 - tank top (except those with 2" or larger straps)
 - garment imprinted with explicit or implicit, vulgar or obscene expressions

- garment which advertises alcohol, drugs or weapons
 - half shirt
 - half blouse
 - fish net skirt, shirt or dress
 - spandex pants or shorts
6. Hats, hoods and sunglasses are not permitted inside the building. Students may wear these items outside and/or on field trips at the discretion of supervising staff.
 7. Dress and guidelines for extra-curricular trips will be determined by the sponsor of the group.

EXCHANGE OF MONEY OR PERSONAL PROPERTY

Students are not allowed to exchange money or personal property.

CONFERENCES

Parents may periodically be contacted by the school for parent/teacher conferences. These conferences are generally designed to provide the parent with background information on the academic progress of the student. It is imperative, for the benefit of the child that all scheduled conferences are kept. The teachers are flexible in their schedule and every effort will be made to set a conference time which is acceptable to the parents. The importance of these conferences cannot be over-emphasized. Parents should make this a high priority.

REPORT CARDS

There are four grading periods per year. Each quarter teachers have one inservice day to prepare grades for that term. Report cards are sent home the following week. Parents/guardians are expected to review the report card with the child, sign the outer envelope and return the signed envelope to the teacher. Parents may keep the report card; it is a copy for the parent's records. Parent conferences concerning grades or other issues, are formally scheduled twice a year. Once in the fall for all parents and one following 3rd quarter for any students the teacher feels a conference is necessary. For informal or otherwise unscheduled conferences, please see "Conferences" above and/or contact your child's teacher.

DISSECTION OF ANIMALS (OR SB 383) – OPT OUT

Oregon SB 383 requires Oregon schools that include dissection as part of the curriculum to provide alternatives to the dissection of invertebrate or vertebrate animals. School districts must notify students and their parents/guardians, who have animal dissection as part of their coursework about these provisions. A student's grade cannot be lowered as a result of opting out of animal dissection and must provide an alternative method of accessing the curriculum matter,

such as: internet resources, DVDs, CD-ROMs, clay modeling, books or depictions on film, transparencies or video.

PARENT COMPLAINT PROCEDURE

There may come a time during your child's education years that a decision is made by district staff with which you do not agree or understand. Parents are encouraged to bring these concerns to the attention of the teacher as soon as possible. Every effort will be made to clarify the actions and attempt to rectify problems expediently. Parents should communicate their concerns, at least initially, directly with the staff person who made the decision which generated the concern.

The following procedure, if followed, will expedite the process and result in an accurate and meaningful exchange of information and acceptable resolution through cooperation.

1. Discuss your concern directly with the teacher or staff person. Call the school to set a conference date and time. The staff will be available at your convenience unless it conflicts with required duties or prior commitments.
2. It is advantageous to all parties concerned if the essence of all conferences is documented. The district will provide a conference documentation form, should you desire one. A copy is available in the office.
3. If the parent or guardian is not satisfied with the result of the conference, an appeal may be made to the next level, which is the employee's immediate supervisor. Call for a conference date and time.
4. The parent has two options at this time:
 - a. Continue to seek resolution on an informal basis (or)
 - b. File a formal complaint with the supervisor. Any formal complaint concerning a licensed staff member must be submitted in written form. A formal complaint form may be secured in the office.
5. The supervisor will attempt to resolve the issue of concern and may request a conference with all persons involved. The supervisor will notify all parties of the decision or attempts at resolution in writing, should it be at the formal level.
6. An appeal to the superintendent will result in an investigation of all concerns and documents and will attempt to reach an amicable solution. If the superintendent is unable to resolve the conflict, the item will be placed on the next agenda for disposition by the Board of Directors.

STUDENT COMPLAINT PROCEDURE

1. Write down specific complaint and give to teacher.
2. Talk to teacher about the complaint.
3. Make an appointment with teacher and parent.
4. Make an appointment with principal.

FAMILY PRIVACY RIGHTS

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information," to certain people or institutions, unless you request, in writing, that such information not be released. We are also requesting at this time you formally release your child's information; however, without a specific written request not to release your child's information, the school district can supply your child's directory information to any permitted party requesting it.

In many cases, requests for this type of information come from the news media or the armed forces for recruiting purposes. "Directory Information" may include:

- . Student name, address and telephone number
- . Date and place of birth
- . Participation in officially-recognized activities and sports
- . Weight and height of athletic team members
- . Dates of attendance
- . The most recent educational agency or institution attended by the student
- . Photographs or other similar information
- . Diplomas and awards
- . Name of previous school

Photographs may occasionally be taken of students for use in the news media or school district publications, as well.

We will not release any "directory information" for commercial or other purposes not related to school business. **Please complete and return the Annual Parental Authorization form (provided in your yearly registration packet) to school as soon as possible. If you need a copy of this form, please contact the school office. If you fail to return this form, your child's information will automatically be included in all releases.**

RIGHT TO STUDENT RECORDS

The Family Rights and Privacy Act of 1984 (a federal law), permits parents who wish to review their child's records to do so by making a request to the principal of the student's school. Parents are encouraged to inspect the individual student records of their children. Adult students may also make such requests in compliance with the Family Educational Rights and Privacy Act. The records are available in the building office and must be inspected in the immediate office area.

A parent or eligible student (18 years or older) has a right to request an amendment to the student's education records should the records be inaccurate, misleading or in violation of the student's privacy. If you and the principal cannot agree to corrections or additions, a hearing may be requested. This request should be directed to the superintendent.

Parent or eligible students may obtain a copy of district policy concerning student records by contacting the District Office. Policies are available in each building library and office area.

SCHOOL ENTRY AGE

The state of Oregon has established uniform entry qualifications: For kindergarten, a child must be five years of age by September 1st; for first grade, a child must be six years of age by September 1st in the year of entry.

DISABLED STUDENTS

Lowell School District is required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991 to ensure equal access to participation in its programs, activities, services and employment.

Lowell School District provides various programs to assist the disabled student to successfully achieve in school. Specialists will test students having academic problems to determine their needs. Parents are encouraged to support these attempts to provide a meaningful program by signing necessary permission forms sent by the District. If you have any questions concerning the forms, it is encouraged to first have a conference with staff regarding the intent and purpose of the testing.

Lowell School District enforces nondiscrimination toward disabled students in conformity to the rules and regulations of the Individuals with Disabilities Education Act (IDEA).

HEALTH INFORMATION

All kindergarten students or first grade students entering school for the first time are required to have a birth certificate and a signed certificate of immunizations on file with the school. Any new student to the district from out of state is also required to have a signed certificate of immunizations on file when first entering school. Oregon Law (ORS 433.267) requires that all children attending public/private schools show evidence of compliance with state immunization requirements or have a medical or religious exemption. Oregon immunization requirements are as follows:

1. Diphtheria/Tetanus containing vaccine (DPT/TD/DT)
4 doses, if the 4th dose is given after age 4 years or 5 doses if the 4th dose was given before age 4.
2. Polio vaccine (TOPV/IPV) 3 doses (if 3rd dose is given after age 4 years) or 4 doses.
3. Measles, Mumps and Rubella vaccine
(given individually or together as MMR)
2 doses after 12 months of age.
4. Hepatitis B Vaccine 3 doses (unless 2nd dose is given at or after 11 years of age and at least 4 months after 1st dose – then 2 doses are sufficient).
5. Varicella (chickenpox) vaccine 1 dose (if 1st dose is given before age 13)

- 2 doses (if 1st dose is given at or after age 13).
6. Tetanus/diphtheria/pertussis (TDAP) 1 dose for all 7th graders (new requirement for 08/09 school year).
 7. Hepatitis A-2 doses for all kindergartners (new requirement for 08/09 school year).

Health examinations for children entering school for the first time are highly recommended but are not required for non-disabled students by the Oregon Department of Education. It is much better to be aware of a physical or mental condition which may interfere with the students learning prior to her/his beginning school, so individual adjustment can be made. All students should find school a successful experience from the start.

Any student participating in the competitive school athletic program must have a physical examination on file and be covered by insurance in case of injury. Physical exams are required every two years. All of the necessary forms must be on file, as well as fees paid, before the student may begin practice.

A medical assistant provides the Lowell School District's health services. Health screening conducted during the school year includes height, weight, vision, for all students and hearing for kindergarten and blood pressure checks for high school students. Information concerning service organizations and agencies for dental care, eye examinations, medical care, food and clothing will be made available based on need and family requests. Health instruction is provided to students.

There is now a "Clothes Closet" at Lundy Elementary which is open by appointment only. We have children's and adult's clothing as well as school supplies available for those unable to provide for themselves or their children.

Students are to utilize the services of the school health assistant for illness, injuries, to administer prescribed medications sent from home (see medication procedure) and as a resource for health information. Parents are requested to assess their child's health prior to sending him/her to school in the morning. If the child has been vomiting or having diarrhea that morning, has a temperature over 100 orally, has severe pain anywhere or a severe rash over several areas of the body, please do not send the child to school. A child with any of the above symptoms will not be able to concentrate on learning activities and may be exposing other students to a communicable disease. Any child well enough to attend school should be able to participate in all regular school activities including physical education classes, unless a medical excuse is obtained from the family health care provider.

To assist parents in maintaining the health of their children and family, when it becomes evident that a class has been exposed to a communicable disease in school, a notice regarding this illness will be sent out to the parents via the student. Parents are requested to contact the school if their child develops a communicable disease (i.e. chickenpox, measles, mumps, rubella, lice, scabies, impetigo, strep throat, MRSA, or influenza).

Parents are responsible for the care of students who become ill or injured at school. It is important that the school be able to contact the parent or another adult who will assume

responsibility in case of an emergency. The school should be notified immediately of changes of address, telephone, employer or emergency numbers.

MEDICATION PROCEDURE

1. No school personnel will issue, dispense, deliver or provide prescription medications to any student of Lowell School District #71 without written orders from a physician, dentist or nurse practitioner indicating:
 - a. Name of student
 - b. Name of drug
 - c. Dosage
 - d. Time interval that the medication is to be taken and date/s to be given
 - e. Diagnosis or reason for the medication to be givenThis information can be provided on the medication container labeled by the pharmacy, health care provider or on a separate form completed by the care provider.
2. There must be written permission from the parent or guardian requesting that the district comply with the health care provider's orders for drug administration at school.
3. The district shall provide a locked cabinet for the storage of medication.
4. Over-the-counter medications will only be administered if medication is provided in the original container along with a written request from the parent/guardian with the information from items a through e (see above). This request must be signed and dated by the parent/guardian.
5. All prescription medication brought to school must be in a container appropriately labeled by the pharmacy or health care provider.
6. The medical assistant shall see that at least one other staff member is trained in the procedure for medication administration. This person shall have the responsibility on the days or times that the school health assistant is not available.

ILLNESS / INJURY

There are some circumstances when a child should not attend school. Please be aware of the symptoms listed previously and do not send your child to school if he/she has any of these conditions. When your child returns to school after having head lice or a communicable disease, he/she must have clearance from the Medical Assistant to return to school.

Any child well enough to attend school should be able to participate in all regular school activities, including physical education classes. The medical assistant will write an excuse for a student to sit out in PE classes for one day only. A parent may excuse the student in writing for up to three days. Please provide a written note explaining the condition or injury and the extent of the allowable participation. Beyond this time period, a medical excuse must be obtained from the family health care provider.

HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations, your child has certain rights under the McKinney-Vento Homeless Education act:

- In a shelter, motel, vehicle or campground;
- On the street;
- In an abandoned building, trailer or other inadequate accommodations; or,
- “Doubled Up” with friends or relatives because you cannot afford housing.

For further information, please contact the Lowell School District Homeless Liaison at 937-2105.

Lowell School District No. 71

**Hazing/Harassment
Complaint Form**

The Lowell School District is dedicated to the elimination of Hazing/Harassment activities in the District Schools. This form is designed to assist the school staff in investigating Hazing/Harassment complaints in order to find acceptable remedies and/or disciplinary actions. Each blank **MUST** be filled out to your best ability. Please return this form to your immediate supervisor.

Your Name

Today's Date

(Name of Person Completing Form if not Victim)

On the lines that follow please describe the nature of the Hazing/Harassment. If additional space is needed please use the back of this form.

(Name/s of person/s doing the hazing/harassment)

(Time of day and date hazing/harassment took place)

(Location of Hazing/Harassment, i.e. Hallway, Restroom, Lunchroom, Classroom, etc.)

(What was said or what gestures were made? Describe what happened.)

List all witnesses who may have been present to verify the alleged Hazing/Harassment activities.

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Reference: District Policy JFCF and JFCF-AR

SCHOOL WIDE RULES AND EXPECTATIONS

Lundy Elementary Guidelines for Success

<i>Choose To</i>	<i>Be Safe</i>	<i>Be Responsible</i>	<i>Be Respectful</i>
Hallways	<ul style="list-style-type: none"> Walk in the center under the lights Keep hands, feet & objects to self 	<ul style="list-style-type: none"> Clean up after yourself Be purposeful Allow others to pass 	<ul style="list-style-type: none"> Use quiet voice Use appropriate language Respect others' personal space
Bathroom	<ul style="list-style-type: none"> Walk Keep floor dry Wash hands with soap Keep feet on floor 	<ul style="list-style-type: none"> Use facilities as intended Report problems to staff Put trash in garbage 	<ul style="list-style-type: none"> Respect privacy of others Use quiet voice Flush toilets after use
Gym	<ul style="list-style-type: none"> Use equipment as intended Follow directions Play by the rules Use gym only when supervised 	<ul style="list-style-type: none"> When whistle blows - <i>Freeze & Listen</i> Return all equipment 	<ul style="list-style-type: none"> Respect others property Share equipment & space Be a good sport
Playground	<ul style="list-style-type: none"> Walk on the blacktop Use equipment as intended Stay in designated areas 	<ul style="list-style-type: none"> When whistle blows- <i>Freeze & Listen</i> Return all equipment & pick up belongings Get a pass to leave 	<ul style="list-style-type: none"> Include others & play fairly School equipment & group activities include everyone Share property with permission
Lunchroom	<ul style="list-style-type: none"> Walk Eat <i>your</i> food Carry tray with two hands 	<ul style="list-style-type: none"> Feet on the floor & face forward Raise hand for questions & dismissal Check & clean your area 	<ul style="list-style-type: none"> Use quiet voice Follow directions Use good manners & kind words
Library	<ul style="list-style-type: none"> Walk Sit properly in chairs Stay in library until excused 	<ul style="list-style-type: none"> Use shelf marker Use time wisely Return books on time 	<ul style="list-style-type: none"> Use quiet voice Treat books with care Leave library tidy
Computer Lab	<ul style="list-style-type: none"> Food & drink stay out of lab Sit properly in chairs 	<ul style="list-style-type: none"> Use equipment as intended Ask for help when needed 	<ul style="list-style-type: none"> Use quiet voice Share equipment & space
Office/Detention	<ul style="list-style-type: none"> Check in when arriving & leaving Enter office carefully 	<ul style="list-style-type: none"> Be patient & wait for assistance Phone in office only with permission 	<ul style="list-style-type: none"> Use quiet voice Respect others' personal space
Bus Loading/Walkers	<ul style="list-style-type: none"> Respect others' personal space Stop, check, walk 	<ul style="list-style-type: none"> Be on time Have parent notes ready for driver 	<ul style="list-style-type: none"> Treat others kindly Respect others' property
Assemblies	<ul style="list-style-type: none"> Walk in designated areas Stay seated Keep hands, feet & objects to self 	<ul style="list-style-type: none"> Respond appropriately Meet personal needs before assembly Quickly respond to quiet signal 	<ul style="list-style-type: none"> Respect others' personal space Give attention to the presenter Use quiet voice only when appropriate

& always do your best!

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