



STUDENT AND FAMILY HANDBOOK

2020-2021

Welcome to Humbolt Elementary School!

We believe this information will be useful to you during the school year. It provides you with a broad range of information on the school's programs and services. You are encouraged to read it thoroughly. If you have any questions, or need additional information, please call Humbolt Elementary School at 541-575-0454.

GENERAL SCHOOL INFORMATION

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

Phone: 541-575-0454

Fax: 541-575-3609

Website: <http://humboltelementary.weebly.com/>

Facebook Page: www.facebook.com/humboltpros

SCHEDULE

Campus Opens: 7:45 am

School Hours: 8:00 am – 3:10 pm

LUNCHES:

Kindergarten: 11:00

Grades 1 & 2: 11:20

Grades 3 & 4: 11:40

Grades 5 & 6: 12:00

Guiding Rules:

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

Respectful: Be polite and cooperative with others.

Responsible: Be dependable and trustworthy at all times.

GRANT SCHOOL DISTRICT #3

WORKING TOGETHER TO BE THE BEST FOR STUDENTS

Mission

All Grant School District 3 students will engage in meaningful programs which meet the highest educational and ethical standards with a safe, caring, collaborative learning community ensuring each student achieves academic and personal excellence by becoming a lifelong learner and a responsible citizen.

Vision

Grant School District 3 schools embrace the ever-increasing challenges of living in the world today and thus seek to engage the community in united efforts that will ensure all children reach their fullest development in academic, vocational, physical, and social education.

Board of Directors' PRIORITIES

2020-2021 SCHOOL YEAR

Student Achievement

- ▶ Meet or exceed state academic standards and develop strategies to meet graduation requirements for all students while supporting individual talents.

Communicating with Stakeholders

- ▶ Communicate using a variety of means and media to keep the Board and community informed.

Budget

- ▶ Provide a budgetary financial plan that supports a positive learning environment, encourages academic and technological excellence and maintains or improves district facilities.

Safe and Secure Schools

- ▶ Provide a welcoming culture where students are safe and cared for while maintaining the rigor expected of our students.

Humbolt Elementary Staff

Principal	Administrative Assistant
Darbie Dennison	Catrina Gabbard
Kindergarten	Special Education
Shawna Oates	Cala Fuller
Sena Raschio	Marci Judd
	Shanna Northway
First Grade	
Vanessa Houpt	Speech/Language
Elsa Spence	Shelley Myers, SLP
	Ann Weymouth, SLPA
Second Grade	Joe Letosky, SLPA
Mikayla Luttrell	
Mykal Weissenfluh	Library
	Shanley Cobb
Third Grade	
Robyn Miller	Cafeteria
Jessa Bigsby	Cheyenne Gentis
	Mandie McQuown
Fourth Grade	Melissa Van Loo
Brittany Finley	
Amy Martin	Custodians
	Ty Baker
Fifth Grade	Jordan Walker
Kelli LaFramboise	
Anna Field	Instructional Assistants
	Erin Beil
Sixth Grade	Shanley Cobb
Andrea Ashley	Valerie Fansler
Jessica Suchorski	Tonya Fulton
	Amanda Gibbs
Music	Bobbee Hueckman
Levana James	Erin Hodge
	JoAnn Humphreys
Physical Education	Jenny Juve
Justin Larson	Kelley McDaniel
	Brenda Randall
Behavior Interventionist	Michelle Willey
Colleen Lindley	Kabrina Vardanega
	Dovie Wood

Humbolt Staff Telephone Extension Numbers

The following are extension numbers for Humbolt's staff. When you call Humbolt's number, you may **dial 0 to speak with someone in the office for transportation or urgent matters**. For all other business, you may enter the extension number to leave a message for a staff member. Please note that teaching is our number one priority, so any **messages left for staff members may not be checked until after school**. If you have something that requires immediate attention, please dial 0 for the office.

Name	Extension Number	Name	Extension Number
Ashley, Andrea	122	Luttrell, Mikayla	106
Baker, Ty	115	Martin, Amy	130
Beil, Erin	127/128	McCumber, Rhonda	126
Bigsby, Jessa	124	McDaniel, Kelley	127/128
Cobb, Shanley	129	McQuown, Mandie	114
Dennison, Darbie	113	Miller, Robyn	123
Fansler, Valerie	112	Myers, Shelley	126
Field, Anna	119	Northway, Shanna	127/128
Finley, Brittany	118	Randall, Brenda	110/102
Fuller, Cala	128	Raschio, Sena	112
Fulton, Tonya	105	Oates, Shawna	111
Gabbard, Catrina	101	Spence, Elsa	110
Gibbs, Amanda	127/128	Suchorski, Jessica	121
Hueckman, Bobbee	127/128	Vardanega, Kabrina	127/128
Hodge, Erin	127/128	Walker, Jordan	115
Haupt, Vanessa	109	Weissenfluh, Mykal	107
Humphrey, JoAnn	128	Weymouth, Ann	126
James, Levana	131	Willey, Michelle	105
Judd, Marci	127	Wood, Dovie	111
Juve, Jenny	109	Van Loo, Melissa	114
LaFramboise, Kelli	120		
Larson, Justin	108	Computer Lab	116
Letosky, Joe	126	Staff Room	117
Lindley, Colleen	103	Title Room	105

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Absences

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

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

An unexcused absence is an absence where a parent or guardian did not excuse the student for excusable reasons within two days or the principal deemed the excuse as inexcusable. Per Oregon law, parents/guardians are not given unilateral permission to excuse their child from school. The school will notify the parent/guardian of an unexcused absence by the end of the day via the School Messenger phone service.

Attendance Regulations

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

Rights and Responsibilities

1. As provided in ORS 339.010, all children between 7-18 years of age, who have not completed the 12th grade are required to attend a public full-time school in the district in which the child resides, except provided in ORS 339.020.
2. Every person having control of any child between 7-18 years of age who has not completed the 12th grade is required to send and maintain such child in regular attendance during the entire school year.
3. School officials must enforce the compulsory attendance laws for the State of Oregon.
4. Students have the right to know the conditions that determine grades in a class, including the effects of absenteeism.
5. Students who are absent (excused or unexcused) for a long period of time may have to repeat the course or grade, if insufficient work is completed to warrant a grade.
6. The school, by law, must drop the student from the membership rolls after 10 days of successive absence.

Arrival and Dismissal

To ensure the safety of all students, staff, and families we must avoid pedestrian traffic across the bus lane during arrival and dismissal times. All families choosing to drive their students to school are asked to use the drop off line at the north end of the building by the cafeteria. Our doors open at 7:45 am so students should not be dropped off before then. If they are dropped off earlier, they will be required to wait under the breezeway in front of the school.

At the end of the school day, students being picked up will be dismissed beginning at 3:10 pm, and will be escorted by staff members to families waiting in the pick-up line.

If a change of plan occurs for end of day transportation, we must receive a written note from parents or guardians. Notes can be hand delivered by students first thing in the morning or sent by email or fax. By email, contact Catrina Gabbard at gabbardc@grantesd.k12.or.us and Brenda Randall at randallb@grantesd.k12.or.us. **Changes will not be made over the phone and must be made by 2:00 pm unless it is an emergency.**

Birthday Celebrations

Arrangements for birthday celebrations must be made with the classroom teacher in advance.

Behavior

Humbolt students are taught the importance of positive character traits. Family assistance from home with teaching these traits is greatly appreciated. We believe in modeling what it means to care by being: **safe, respectful, and responsible**. Please see the **Expectations for Common Areas** chart for more information.

Disruptive Behavior

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

Behavior Intervention

This year we are fortunate to have a behavior interventionist on staff, Colleen Lindley. Her role at school will be two pronged: to provide classroom and small group lessons related to social/emotional learning; and, to support students demonstrating behavior that is impeding their learning or the learning of others. Families interested in learning more, or wanting to consult with Mrs. Lindley, are welcome to call her at extension #103.

Bullying and Harassment

Harassment, intimidation or bullying means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

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

Any student who has knowledge of or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying, is encouraged to immediately report concerns to the principal who has overall responsibility for all investigations.

Bus Regulations

OAR 581-53-010 Rules Governing Pupils Riding School Buses:

1. Pupils being transported are under the 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 cases of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in motion. This means that feet shall remain on the floor, and at least a portion of the students' back should be touching the seat at all times.
7. The bus driver may assign seats.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads out bus windows.
10. Pupils shall have written permission to leave the bus at stops other than home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited
12. Pupils shall not open or close windows without permission from the bus driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the bus driver, to fellow pupils, and others (i.e. pedestrians, automobile drivers, community residents).
15. No horseplay, book snatching, cap snatching, keep-away, teasing, jabbing, tickling, shoving, tripping, or ANY other activities that may cause confusion or create an angry atmosphere is allowed.
16. Pupils who refuse to obey promptly the directions of the bus driver or refuse to obey regulations may forfeit their privilege to ride on the bus.
17. Rules Governing Pupils Riding School Buses must be posted in a conspicuous place in all school buses.

Cancellation of School

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

The John Day School District will notify the local paper, and the radio station of any school closures or alterations in school hours. School closures will be posted on Humbolt Elementary School's Facebook page and the school website at: <http://humboltelementary.weebly.com/>.

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

Cell Phones

Cell phone use is not allowed in school except for educational purposes approved in advance by the principal. If a student brings a cell phone to school, the school assumes no responsibility for damage or theft of the phone, and it must be turned off and stored in the student's book bag, backpack, or in the office. Students violating this policy will be required to turn the phone over to school personnel for safe keeping until the end of the school day; either in the classroom or the office. For repeated offenses, parents/guardians will be notified to pick up the phone from the office.

Checking Students Out of School

At any time during the school day when you or someone else must pick up your student, they need to be signed out at the office before leaving. If someone else besides the custodial parent/guardian is to pick up the child, the school must receive a signed note from the parent/guardian.

Child Abuse

School employees are required by Oregon State Law to report any suspected cases of child abuse or neglect to the local law enforcement agency or Department of Human Services division. Oregon law recognizes these types of abuse: physical, mental, neglect, threat of harm, and sexual abuse.

Child Find

Child Find is a component of Individuals with Disabilities Education Act (IDEA) that requires states to identify, locate, and evaluate all children with disabilities, aged birth to 21, who are in need of early intervention or special education services.

Complaint Procedure

Step 1: A person having a complaint should meet with the affected employee and attempt to resolve it at this step.

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

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

- Discrimination—Principal/Teacher
- Educational standards—Superintendent
- Instructional materials—Principal
- Harassment—Teacher/Principal
- Educational records—Principal

Directory Information

Under federal law and district policy (Board Policy: JOA), the following directory information may be released to the public through appropriate procedures: student's name, student's address, student's telephone number, student's address, student's photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, grade level, degrees, honors, and awards received, and most recent previous school or program attended. **Parents/guardians or eligible students shall notify the school**

principal in writing within 15 days of receipt of this notice if they DO NOT want directory information released.

Doctor and Dentist Appointments

Parents are expected to make every effort to schedule student doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

Dress and Grooming Code

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects student dress and grooming to meet standards, which ensure that the following conditions do not exist:

- 1) Disruption or interference with the classroom learning environment. This is an elementary school and as such any type of dress or grooming that is distracting, disruptive and/or deemed inappropriate for such a setting will not be permitted. Excessively short shorts and skirts/dresses, half shirts, tube tops, open back, open side, and spaghetti strap clothing are not appropriate.
- 2) Threat to the health and/or safety of the students concerned or of other students. Any article of clothing with obscene, racist, drug-related, sexually explicit logos and/or gang related clothing/colors will not be allowed.

School personnel will be obligated to ask a student to “cover up” and/or change clothes if necessary.

Closed toe and closed heel shoes are recommended for safety. Shoes with wheels are not allowed. Students will take their hats off when entering the building.

Students who represent the school in a voluntary activity may also be required to conform to dress and grooming standards approved by the administrator and may be denied the opportunity to participate if those standards are not met.

Electronic Devices

Electronic devices such as handheld games, MP3 players, CD players, iPods, etc. are not allowed at school. Exceptions are on field trips with the permission of the students’ teachers. The school is not responsible for lost or stolen electronics.

Emergency Drills

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

Emergency Information

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

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

Equipment Usage

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

Field trips

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

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

Food Service

Regular priced meals for students are: Milk: \$.35 Breakfast: \$2.00 Lunch: \$2.50

Regular priced meals for adults are: Milk: \$.35, Breakfast: \$2.00, Lunch: \$3.50

The school works in cooperation with the federal government providing the free and reduced lunch program.

A light breakfast is offered in the cafeteria from 7:30 to 8:00 each morning school is in session. Parents wishing to eat lunch with their children are to call the school prior to 9:00am and let the school know how many extra lunches are needed. Meals may be paid for in the office. Meals cannot be charged. Our cafeteria staff, following Federal and State guidelines for lunch, determines the daily menu for our school meal program. The menu is sent home monthly with the students. The menus are subject to change due to product availability.

Fund Raising

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

Health Services

Students who have an accident at school, become ill, or have some personal health problems, may go to the office, after first informing their teacher. If a student becomes ill, they must not leave the school without first checking out at the office.

Home Room Placement

While we both appreciate and respect parent input regarding the educational setting for their child, we will not consider a request for a particular teacher. Responding to individual requests for particular teachers does not allow us the flexibility we need to adequately balance classrooms for the best possible educational setting. In making these decisions, we continue to address the emotional and academic needs of every child. Every attempt will be made to create classes balanced by gender, academic levels,

learning styles, and social skills. The goal is to create the best educational opportunity for your child. Parents can complete a form indicating their child's needs. These forms are available in the office. Parent input forms are due to the office prior to the last Friday in May.

Homework

Home study is a necessary part of education. Students are expected to spend some time studying every day, in addition to scheduled class instructions, to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. Students in K-6 may be assigned homework. The amount of time will vary depending on the grade level.

Illness or Injury

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

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

Immunizations and Vaccinations

State Law requires that every child who is admitted to public school must have evidence of a successful vaccination for Diphtheria-Tetanus-Whooping Cough (DPT), Polio, Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox), Hepatitis A and Hepatitis B.

Instructional and Support Programs

Friday Academy

Students will be invited to school on Fridays from 9am – noon by their teachers for additional support in specific areas of instructional need. Busing is available, see the district website for Friday bus routes.

Response to Intervention (RTI)

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

Special Programs

Further support is provided through our Special Education, Speech/Language, and supplemental reading classes. Some students require individualized programs in reading, language arts, math and/or other

subjects. This is determined by the Student Study Team (SST) and/or Individualized Education Program (IEP) team. Evidence for program development will include assessments, teacher observations, classroom performance, and adherence to state and federal law.

Talented and Gifted Program

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

Title I

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

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

Insurance

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

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

Internet Use

Grant School District #3 provides Internet services for all students and believes that access to online educational programs is essential. Please see the attached Student Internet Policy Handbook for more detailed information.

Kindergarten

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

Library

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

Lost and Found

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

Medications

ALL MEDICATION MUST BE TURNED IN TO THE SCHOOL OFFICE with a note from the parent or doctor as to proper use. The medication must be in the original packaging. There is a form, available in the office that must accompany long term medication.

Modified Diplomas

John Day School District shall award a modified diploma to students who have demonstrated the inability to meet the full set of academic content standards, even with reasonable accommodation, but who fulfill all state requirements and all applicable school district requirements.

A school team will determine if a student will work toward obtaining a regular diploma, modified diploma, or alternative certificate. The school team must include a parent or guardian of the student. For a student receiving special education, and related services, the resident school district will determine the school team for that student.

Students and their parents or guardians will be notified by the 5th grade of the availability of the modified diploma. The district will ensure that parents or guardians are involved in the decision to pursue a modified diploma for a student. After students working toward a modified diploma complete the 8th grade, modified diploma information shall be reviewed annually with the parent or guardian of the student.

This is official notice to parents about the modified diploma option. Contact your building principal for further information.

Off-Campus Regulations

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

Parent Volunteers

John Day School District considers its parent volunteers as very special resources. Parents are encouraged to help in classrooms, programs, and extra-curricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow.

Criminal History Background Checks are required on every volunteer (refer to District Policy). This also includes field trips. This only needs to be done one time, as it will be kept on file at the district office.

Parent Teacher Association (PTA)

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

Parent-Teacher Conferences

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

Personal Invitations

Invitations for private parties should be sent through the mail and not brought to school for distribution.

Pets

Personal pets, of any kind, are not allowed at school except when permission has been given as part of a special display or activity. Under no circumstances is a potentially dangerous pet to be brought to school, nor can any pet be transported on the school bus.

Report Cards

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

Section 504 and Americans with Disabilities Act (ADA)

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

Student Council

Student Council Officers will be elected in the fall. Students selected to serve on the student council may be dismissed of their duties at any time throughout the school year if misbehavior warrants removal (i.e.: detentions, missing meetings, etc.).

Student Searches

The district seeks to ensure a learning environment which protects the health, safety and welfare of students and staff. District officials may, subject to the requirements below, search a student's person

and property, including property assigned by the district for the student's use. Such searches may be conducted at any time on district property or when the student is under the jurisdiction of the district at school-sponsored activities. All searches for evidence of a violation conducted by the district shall be subject to the following requirements:

1. The district official shall have individualized, "reasonable suspicion" to believe evidence of a violation of law, Board policy, administrative regulation or school rule is present in a particular place;
2. The search shall be "reasonable in scope." That is, the measures used are reasonably related to the objectives of the search and not excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist. Routine inspections of district property assigned to students may be conducted at any time.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation or school rule, or which the possession or use of is prohibited by such law, policy, regulation or rule.

Students may be searched by law enforcement officials on district property or when the student is under the jurisdiction of the district upon the request of the law enforcement official. Law enforcement requests ordinarily shall be based on a warrant.

Tardy Policy

The Staff at Humbolt Elementary School strongly believes that students need to be on time for school. When students arrive on time, there are no disruptions for the class. Plus, being on time is an important concept for students to understand. Students must check in at the office and receive a tardy slip when they are late for school. They will receive a tardy mark on attendance. If the parent excuses the tardy it will be documented as an excused tardy.

Unauthorized Articles

Common sense and consideration are the best guide in determining whether to bring personal possessions to school. In general, students will not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom. Toys, cards, etc. brought from home are not to be sold or traded.

Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems

Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia, on or near any district property or grounds, including parking lots, or while participating in school-sponsored activities is prohibited and will result in disciplinary action up to and including expulsion. Denial and/or removal from any or all extracurricular activities and/or forfeiture of any school honors or privileges may also be imposed. A student shall be referred to law enforcement officials. Parents will be notified of all violations involving their student and subsequent action taken by the school.

Vandalism

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

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

Visitors

In order to make our school as safe as it can be for students and staff, all visitors are required to check in at the office upon their arrival. Parents are included on our visitor's list. Please help us to keep our schools safe for everyone by following these procedures:

- A. During school hours, if a parent needs to speak to his/her children or pick them up, the parent will check in at the office and the students will be called down to the office.
- B. If parents are going to a classroom to help, they must stop by the office, sign in, and get a visitor's pass.
- C. Students are not allowed to have student visitors at school.

Volunteers

Volunteers are to be commended for their willingness to volunteer in the district. All volunteers must complete a criminal history background check form. This only needs to be done once and will be kept on file from year to year. There are four areas that need to be considered as a volunteer:

1. Attendance: If you volunteer on a regular basis please maintain communication with the supervising teacher. Notify the teacher when you must be late or cannot attend during a scheduled time. This makes it easier for everyone to plan and prepare.
2. Confidentiality: It is important that confidentiality and ethics play a part in your role as a volunteer. There may be circumstances that warrant a concern; please be sure to discuss your concerns with the teacher or the building principal rather than with members of the community. It is not necessary that volunteers be sounding boards for complaints, grievances, etc. The proper channel of complaints involving instruction, discipline, or learning materials is as follows: Teacher, School Administrator, Superintendent, Board of Directors.
3. Role Model: Role modeling is an extremely important issue. It is as important for volunteers as it is for the teachers to be good role models for students.
4. Visitor Pass: You must check in at the office and obtain a visitor pass prior to assuming your volunteer duties. This is an important element for safety and organization of all volunteer work. Furthermore, it is part of your duties as a volunteer to assure that no unauthorized persons are on the school premises.

All visitors are required to report to the school office and will receive authorization to visit elsewhere in the buildings. Unauthorized persons on school property should be reported to the building principal or superintendent.

Weapons/Look Alike Weapons

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

Expectations for Common Areas

Area	Be Safe	Be Respectful	Be Responsible
Cafeteria	<ul style="list-style-type: none"> • Take what you touch • Follow routes while walking • *Raise hand and wait for permission from supervising adult before leaving seat <p>*Grades K-2 must raise hand, 3-6 are dismissed by table.</p>	<ul style="list-style-type: none"> • Use good manners and proper table talk • Clean up your area • Inside voices • “Please” “Thank you” and “No, thank you” when accepting or not accepting food 	<ul style="list-style-type: none"> • Wait in line patiently • All food and drink stays in cafeteria
Sidewalks and Hallways	<ul style="list-style-type: none"> • Walk on right side • Walk in a single file line • Walk at all times 	<ul style="list-style-type: none"> • Use kind actions • Hands, feet and property to yourself • Quiet lines 	<ul style="list-style-type: none"> • Go directly to your destination • Use drinking fountains appropriately • Wait patiently in your line
Arrival and Dismissal	<ul style="list-style-type: none"> • Walk at all times 	<ul style="list-style-type: none"> • Respect property that is yours and others • Use a normal speaking voice 	<ul style="list-style-type: none"> • Go directly to your destination
Playground Recess	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Stay within boundaries • Walk on blacktop • Follow playground rules • Use equipment appropriately 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship • After whistle, line up quickly and quietly • Follow game rules 	<ul style="list-style-type: none"> • Get adult help for accidents • Pick up garbage and belongings • Ask before you leave the playground • Put away equipment at the end of every recess
Computer Lab	<ul style="list-style-type: none"> • Walk to computers • Keep hands/feet to yourself at the work station • Wear headphones correctly • Keep your chairs still • Internet safety 	<ul style="list-style-type: none"> • Use keyboard and mouse gently • Work only in your account • Use kind words and actions 	<ul style="list-style-type: none"> • Keep settings as school settings • Go straight to your station • Log off
Gym	<ul style="list-style-type: none"> • Keep eyes on activity as you move through the gym • Use equipment for its intended use 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship 	<ul style="list-style-type: none"> • Only clean PE shoes on gym floor • Return equipment after use
Library	<ul style="list-style-type: none"> • Use chairs and tables appropriately • Use a stepping stool for higher shelves or ask for help 	<ul style="list-style-type: none"> • Use quiet voices • Handle books with care 	<ul style="list-style-type: none"> • Return books on time • Return materials to their proper place • Keep all areas neat
Bathrooms	<ul style="list-style-type: none"> • Keep the floor dry • Wash hands • Keep feet on the floor 	<ul style="list-style-type: none"> • Keep walls clean • Keep floors clean • Give people privacy 	<ul style="list-style-type: none"> • Flush toilets • One pump of soap • Three pushes on towel dispenser • Use the bathroom for its purpose
Classroom	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Keep walkways clear 	<ul style="list-style-type: none"> • Be on time and prepared • Clean up after yourself • Stay on task 	<ul style="list-style-type: none"> • Follow adult directions • Respect property, yours and others’ • Speak at appropriate times • Use kind words and actions • Actively listen to designated speaker

Infraction Chart

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

Student Internet Policy Handbook

A. Educational Purpose

1. *The Network* has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality personal research.
2. *The Network* has not been established as a public access service or a public forum. Grant School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district student conduct regulations and the law in your use of *the network*.
3. You may not use *the Network* for commercial purposes. This means you may not offer, provide, or purchase products or services through *the network*.
4. You may not use *the network* for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. Elementary students will have access only under their teacher’s direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts, at the request of their teacher and with the approval of their parent.
2. Secondary students may obtain an individual account with the approval of their parent and the school.
3. You and your parent must sign an Account Agreement to be granted an individual account on *the Network*. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.

C. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met on-line without your parent’s approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to *the Network* or to any other computer system through the *Network* or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use *the Network* to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if you download software.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public message, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.

- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career-development activities and limited, high quality, personal research.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to high-quality discussion group mail lists that are relevant to your education or career development as determined by your instructor.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of other and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a. You will not use *the Network* to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a clam that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parents instructions in this matter.

D. Your Rights

1. Free Speech

- a. Your right to free speech, as set forth in the district student conduct regulations, applies also to your communication on the Internet. *The Network* is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the District system and records of your on-line activity. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of *the Network* may lead to discovery that you have violated this Policy, the district student conduct regulations or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the district student conduct regulations or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

3. Due Process

- a. Grant School District 3 will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through *the Network*.
- b. In the event there is a claim that you have violated this Policy or the district student conduct regulations in your use of *the Network*, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations.
- c. If the violation also involves a violation of other provisions of the district student conduct regulations it will be handled in a manner described in the district student conduct regulations additional restrictions may be place on your use of your Internet account.

E. Limitation of Liability

1. The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

Acknowledgement

Directory Information:

Directory information means those items of personally identifiable information contained in a student education record which are not generally considered harmful or an invasion of privacy if released. More detailed information may be found on pg. 11 of this handbook. **If you do not want this information released, please submit a written request within 15 days. This must be completed every school year.**

Photographs and Videotape:

During the year, Grant School District No. 3 often has the opportunity to photograph and/or videotape our students in a variety of school-related activities. Student recognition, academic, and fine arts programs are a few examples of these activities. As such, these photographs and/or videotape footage may be used in district communication tools such as local newspapers, district and school websites, Facebook, and other mediums of communication. **If you do not want this information released, please submit a written request within 15 days. This must be completed every school year.**

Internet Access:

Throughout the school year, several educational websites and web-based platforms are used to: assess how students are performing on academic standards, access online curriculum, and practice skills. All elementary students have access to the internet under direct adult supervision using school assigned accounts. Students may also be provided with individual Google email accounts to access Google Apps for Education. Please review the Student Internet Policy Handbook for more detailed information.

By signing this form, we understand and consent to the responsibilities outlined in the Humbolt Elementary School Student and Family Handbook and the Student Internet Policy Handbook. We also understand that all students shall be held accountable for their choices and behaviors at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district provided transportation; failure to comply with the guidelines and rules for behavior may result in disciplinary action, up to and including expulsion from school and /or referral to law enforcement officials for violations of the law.

We also understand that failing to return this form does not excuse any person from complying with policies, rules, and guidelines.

Please sign below and return this form to the office within two weeks of receiving the Handbook. If you have any questions or concerns, please contact the school office at 541-575-0454.

_____	_____	_____
Student Printed Name	Signature	Date
_____	_____	_____
Student Printed Name	Signature	Date
_____	_____	_____
Student Printed Name	Signature	Date
_____	_____	_____
Student Printed Name	Signature	Date
_____	_____	_____
Parent/Guardian Printed Name	Signature	Date