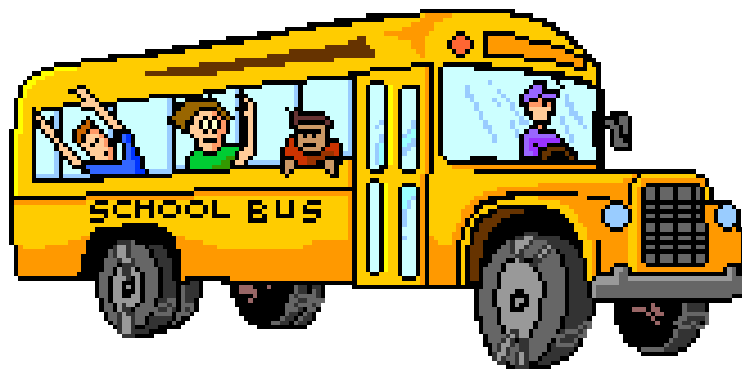


# Elementary Parent/Student Handbook 2016 - 2017



Central School District 13J  
<http://www.central.k12.or.us>  
750 S. Fifth St.  
Independence, OR 97351

Dear Parents and Students:

We are delighted that your child will be attending one of Central's elementary schools. Please be assured that our staff will do everything possible to make your child's school experience an exciting and productive one.

This handbook is created to help explain many of things we do to provide a safe and nurturing place for students to learn. We need your support and involvement in your child's education. Together we can help your child discover and develop to his or her fullest potential. You can find information on the following topics:

- District Calendar for 2016-17
- District Strategic Plan
- General Information
- Student Health and Safety
- Academics
- Special Programs
- Student Behavior
- Transportation

Please read, sign and return the last page of the handbook. If you have questions about items included in this handbook please ask! We want school to be a positive experience for all students.

Respectfully,

Craig Harlow  
Kim Seidel  
Sharman Ensminger

Contact information:

Craig Harlow, Principal Ash Creek Elementary School charlow@central.k12.or.us 503-606-9016	Kim Seidel, Principal Monmouth Elementary School kseidel@central.k12.or.us 503-838-1433
Sharman Ensminger, Principal Independence Elementary School sensminger@central.k12.or.us 503-838-1322	

# District Strategic Plan

## Our Mission:

Central School District will prepare students for the future by understanding and developing their potential to the highest possible academic and ethical standards.

## We believe:

- Schools are for everyone.
- Students perform their best when they feel accepted and valued.
- Students can attain high achievement given appropriate support.
- Our diverse population of students is a proud reflection of our school community.
- Learning is enhanced through active partnerships with students, parents, and community members.

## We will:

- Provide a rich curriculum that arouses passion and promotes personal and social development.
- Ensure basic skills that prepare all students for next step planning and a competitive advantage.
- Engage students and community in a personalized learning center where all people feel they belong.
- Establish and nurture partnerships that link the school with the community they serve.
- Continuously evolve through cycles of reflection that drive improvement.

## Boundaries:

- When it comes to our students, there are no acceptable losses. We will not quit.
- Schools will keep working with every child in programs that are valuable, successful and relevant.
- We will help all children feel they have ownership in and are part of their school.

## Members of the School Board:

Steve Moser  
Steve Love  
Donn Wahl  
Peggy Clyne  
Steve Milligan  
Jerry Shinkle  
Darcy Kirk

# General Information

## Directory Information

The following types of information shall be known as directory information: The student's name, address, telephone number, date and place of birth, student's photograph, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, awards received, and the most recent previous educational agency or institution attended by the students. Official organizations such as scouts, state agencies, newspapers etc., may request directory information about your child. The district may use photos of your child, when involved in a classroom or other school activity, in a school publication, district-wide publication, or posted to the district or school website. **If you do not want directory information regarding your child released, you must contact your principal in writing. (Board Policy JOA)**

## Visitors

Our schools welcome parent visitors. If you wish to visit your child at school during lunch or for a special activity you must sign in at the office. If you wish a conference with school personnel, please call to set up a mutually agreeable time.

## School Closures

If schools are to be closed or will have delayed openings due to inclement weather, bad roads, etc., the following radio and television stations will be informed of the details by 6:00 a.m.:

Radio –

KSLM AM/FM 1390    KWIP 880    KBZY 1490    KGW 62    KWRC 94    KYKN 1420  
Q105    KEX 1190    KXL 750

Television –

KATU 2    KOIN 6    KGW-TV 8    KPTV 12

These stations will broadcast this information several times from 6:00 a.m. on. **Please do not call the radio station or school personnel regarding the closure or delayed openings.** The information will be on the air as soon as the stations receive word from the schools. If you have access to the internet, please check the emergency school closure notification bulletins posted on the school district's home page: [www.central.k12.or.us](http://www.central.k12.or.us).

## Tobacco – Free Environment

Pursuant to statute, Central 13J has adopted policy prepared by the Oregon School Board's Legal Counsel concerning maintaining the district's facilities and district-sponsored events as smoke-free. Violation of this policy will lead to appropriate disciplinary action up to and including expulsion for students. Violation of this policy by nonstudents may result in the individual's removal from district property. The district reserves the right to restrict access to district property by individuals who are repeat offenders. (See Board Policy GBK/JFCG/KGC)



## **Student Records**

Parents of students currently in attendance have the right to:

1. Inspect, review and propose amendments to the student's education record;
2. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the rules authorize disclosure without consent;
3. Pursuant to OAE 581-21-410, file with the United States Department of Education a complaint under 34 CFR 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and
4. Obtain a copy of the policy adopted under OAR 581-21-240

## **Attendance**

In order to receive the maximum benefit from their education, students need to be present every day that school is in session. **Oregon law makes it the responsibility of the parents to have their children in school.** (ORS 339.005-339.145) Many of the lessons at school require direct instruction that can't be replicated through worksheets or reading assignments.

**Parents must notify the office by phone or email when their child is absent. Office staff may also be notified earlier if absences are determined ahead of time.** Illness, medical appointments and family emergencies are considered to be excused absences. If your child is ill for more than three days, please make arrangements to pick up current assignments for your child in order to prevent them from falling behind.

**If the school does not hear from the parent regarding an absent student, Oregon law now requires schools to make every effort to contact parents by the end of the school day. By contacting the school office you will save us valuable time with phone calls.**

**In addition it is important to keep contact information up-to-date. Please contact the school office when your phone/address has changed or if your emergency contacts have changed.**

### **Leaving school early –**

If your child is to leave school for any reason, please notify the school in writing or by phone. The child must be signed out in the office by the parent or guardian. Any other adult picking up the child must be designated on the contact list in the student's record. **Please help us by keeping your emergency contact list up-to-date.**

## **Emergency Planning**

As directed by the State and local Board of Directors, this school has in force an emergency preparedness plan to meet the problems that might occur during a disaster (fire, earthquake, windstorm, etc.). Please make sure the school office has the name and telephone number to call in the event of an emergency.

## **Personal Property**

The school cannot assume responsibility for lost or stolen property belonging to students. For this reason, students should refrain from bringing such things as electronic devices, toys or other valuables to school. **Any toy resembling a weapon is not allowed.** All clothing, backpacks, and lunch boxes should be

clearly labeled with your child's name. The school maintains a **Lost and Found** area. Please check this area regularly when you visit our school.

**Cell phones** may not be used during school hours. They should be turned off and safely put away so that learning is not interrupted for the student or the class. Students will be permitted to use the school telephone if a problem arises.

### **Appropriate Dress**

Dress and grooming, while in school, are the responsibility of the student and his/her parent. Age-appropriate, comfortable clothing that enhances your child's ability to function in all school settings is best. However, when dress and grooming disrupts or interferes with the educational process for the individual student, other students, or the learning climate of the school, it becomes a matter for the school administrator to counsel with the student and/or parent. Examples of unacceptable attire include; clothing that promotes alcohol, drugs, tobacco, sex, or obscenities, spaghetti strap tops, or clothing that allows undergarments to show. **Remember that last year's clothing often does not fit this year's body.**



Elementary students need shoes that allow them to move safely both inside and outside through the school day. It is recommended that students not wear flip-flops, loose fitting shoes or high heels. Tennis shoes are needed for participation in P.E.

### **Lunch Program**

Our school serves both breakfast and lunch. We offer a **free breakfast** program to all students. Lunch is **\$2.50** and milk \$ .40 for elementary students. Parents are welcome to purchase a lunch and eat with their child(ren). Adult meals are \$1.75 for breakfast and \$3.00 for lunch.

Students who wish to participate in the school lunch program will be issued a meal card. Parents may make payments to their child's account before school starts any morning. Meals must be paid for in advance. Any amount may be deposited to the meal card account.

**Free and Reduced lunch** – Forms describing the free and reduced lunch program are available in the office. A new application form must be completed each year. Only one form per family is required. You will be notified of your eligibility as quickly as possible. If you have not received an application, have not received notice of your eligibility within one week of applying, or have any questions about the meal program, please contact Lisa Miller at 503-606-2238.

### **Balloons, Flowers and Deliveries**

Special deliveries for students must be delivered to the school office to be picked up at the end of the school day. Transportation does not allow balloons or breakable items to be taken on the school bus.

### **Internet Use**

Students have the opportunity to use computers and access the internet for educational purposes only. Responsible behavior from all computer users is expected at all times. Any misuse or violation of District policies can result in disciplinary action such as revoking access to computer and/or internet privileges. The internet provider, Willamette Education Service District uses a filtering system that blocks most inappropriate websites. Our schools comply with the Children's Internet Protection Act (CIPA).

## **Complaint Procedures**

If a concern arises, please discuss the matter first with your child's teacher. If further clarification is needed, please make an appointment to visit with the principal. If you are unable to resolve an issue with your building principal, a complaint procedure has been established by the Board of Directors.

# **Student Health and Safety**

## **Building Security**

To ensure your child's safety:

- students will be allowed on campus at 7:45 am, and must leave immediately after dismissal.
- all visitors must check into the office and wear their visitor tags while on campus.
- anyone on school property unknown to staff will be challenged if they do not have a visitor's name tag.

The safety of your children is our main concern. Thank you for cooperating.

## **Student Medication**

State law (ORS 547.285) prohibits school personnel from assisting students who are required to take prescribed medication, unless the following information is on file:

1. Written orders from a physician indicating the name of the student, the name of the drug, dosage, time interval that the medication is to be taken and diagnosis or reason for the medication to be given.
2. Written permission from the parent requesting that the school comply with the physician's order.
3. Where appropriate, communication between the parent, school personnel and physician regarding the necessity for assisting the student to take the medication during school hours.
4. The parent's current telephone number in the student's record so that the parent can be notified as quickly as possible in the event of an emergency arising from the medication.

Medication must be brought to school by the parent, in a container appropriately labeled by the pharmacy or physician. The office will keep medicine in a prescription bottle for any child on medication, and it will be administered through the office. Forms authorizing school permission to administer medication are available in the school office.

**Allergies** - If your child has allergies (bee sting, food, plants, etc.), asthma, medical alert, or related medical information, of which the school should be aware, please bring this information to the school office.

## **Accident/Emergency**

Occasionally a student will be injured or become ill while at school. Every effort is made to contact the parents; therefore it is essential that parents complete the registration form indicating emergency contact information. **It is the parent's responsibility to notify the school of any change in address, home phone, work phone, cell phone, or emergency phone numbers immediately.**

## **Immunizations**

Any student enrolling in an Oregon school must provide proof of immunization as prescribed by law. Any student who is not fully immunized or does not provide a verified statement detailing his/her immunization status, or a statement providing a religious or medical waiver of compliance, will be denied enrollment until this information is received. Prior to and as a condition of initial enrollment, every child shall submit to the school one of the following statements.



1. A statement signed by a physician or representative of the local health department that he/she has received required immunizations against the communicable diseases pursuant to the rules of the health department as provided in ORS 433.273; or
2. A statement signed by a physician that the physical condition of the child is such that the immunization would seriously endanger his/her health; or
3. A statement signed by the parent or guardian that the child has not been immunized as described in subsection one of this section because he/she is being reared as an adherent to a religion, the teaching of which is opposed to such immunization; or
4. A statement signed by the parent or guardian as a child entering school from outside the state that he/she will arrange to have the necessary immunizations initiated by a physician or the local health department within 30 days.

School administrators may not enroll a student who does not comply with these requirements. Questions regarding the required immunizations should be addressed to Polk County Health Department.

## **Illness**

Children should be kept at home for the following reasons:

- illness that prevents the child from participating comfortably in program activities.
- fever over 100° F, lethargy, irritability, difficulty breathing, or other signs of possible severe illness.
- severe cough.
- skin or eye lesions or rashes that are weepy or pus-filled.
- rash with fever.
- diarrhea.
- vomiting 2 or more times in 24 hrs.

A child should not return to school until you are certain he/she is well.

# **Academics**

## **Equal Education Opportunity**

Equal educational opportunity and treatment will be provided to all students. No student legally enrolled in the district shall, on the basis of age, handicap, national origin, race, religion, language minority status, or gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity administered or authorized by the Central School District schools.



## **Progress Reports**

Progress reports are distributed three times each year. **Parent conferences are scheduled for November and March this year. Our progress reports show grade level performance and growth for students.**

We encourage you to schedule conferences at any point you see a need during the year. Please feel free to contact your child's teacher by phone or email. Our staff is eager to keep you informed of your child's progress.

## **Field Trips**

Field trips are an extension of the classroom into the real world of experience. There are walking and bus field trips. Written permission must be given by the parents or guardian in order for a child to participate in any out-of-district trip. Parents wishing to chaperone will be required to have a background check on file at the school office. This process takes about two weeks and must be reapplied for every year. **Due to supervision and safety issues other children are not allowed to attend field trips with parent chaperones. Please keep in mind that there is limited space available for field trip chaperones due to transportation and requirements of the site being visited.**

**For the safety of students we require all adults participating on a field trip to complete and pass a criminal background check. Thank you for your cooperation in keeping our students safe.**

## **Volunteers**

Volunteers are an important part of the educational team in the Central 13J school district. Volunteer opportunities are many and varied. We invite you to consider one of the following:

- mentor a child
- become a lunch buddy
- tutor/read with a child
- mend and/or shelve library books
- guest teach a class
- share your occupation or hobby
- supervise an after-school activity
- help with special events
- serve with the parent organization
- serve on Site Council
- or one of many other ways

To be eligible to volunteer all individuals must complete and pass a criminal background check prior to working with students. Please remember that attending a field trip also requires a criminal background check. Forms are available in the school office and must be re-submitted each year. The clearing process takes approximately 2 weeks.

# **Special Programs**

## **Special Education**

Special Education Services are provided for students with disabilities at each elementary school. The District's philosophy is to provide those services within the regular classroom, when appropriate, and in the child's neighborhood school, when possible.

Each school has a licensed Special Education teacher who coordinates the development and implementation of the child's Individual Education Plan (IEP). Parents are invited to be involved in the process of monitoring the progress and updating the goals and objectives of their child's IEP.

Before the special education evaluation begins, the school will give “Prior Notice” and request “Parental Consent for Evaluation”. A record of test information is kept in the individual cumulative file of those students evaluated for Special Education services, but who were found to be ineligible. The Special Education Director will send a written notice to inform parents when personally identifiable information is no longer needed to provide educational services.

Parents must notify the District if they plan to home-school or place their child in a private school. If you have questions about Special Education services please call Julie Heilman, Special Education Director, 503-606-2256.

## **Talented and Gifted Education**

Students identified as Academically Talented or Intellectually Gifted, as defined by state statute, will be provided services that address their assessed levels and rate of learning. Parents may refer their child by contacting the principal and requesting an evaluation. Every effort will be made to identify and serve students from special populations such as but not limited to: Cultural and Ethnic minorities, Disadvantaged, Underachieving Gifted and Handicapped Learners.

Each school shall inform the parents/guardians of the identification of the child as “talented” or “gifted”. The school will further inform parents/guardians of program and service options available, and provide them an opportunity to participate in selecting those programs or options most appropriate for their child.

## **English Language Development Program**

Central School District provides Spanish-speaking students opportunity for native language literacy development and transitioning to full proficiency in English. Children who speak languages other than Spanish or English are provided specialized instruction to help them be successful in the classroom.

For native Spanish speaking students, Independence and Ash Creek schools provide Spanish instruction in the primary grades which gradually transitions to English by the end of second grade. Third grade is a full transitional year with support as needed. English Language Learners throughout the district receive daily English Language Development instruction as well as specially designed classroom instruction.

If you have questions about Central’s ELD Program please contact Dr. Dorie Vickery, Director of Curriculum & Instruction, 503-606-2249.

# **Student Behavior**

## **Conduct and Discipline**

All District schools promote a positive learning environment that is characterized by **safe, respectful, and responsible behavior**. We stress the following fundamental concepts:

- respect for self
- respect for the rights and dignity of others
- an understanding of and respect for rules, regulations, and laws
- respect for all property – public and private
- a readiness to learn

## **Elementary Classroom Rules**

In order for our students to benefit the most from the educational opportunities offered at school, each classroom has its own rules, which fit within the overall school guidelines and District policy. We believe that open communication between the home and school is very important. We will inform parents, as often as practical, about their student's behavioral patterns that interfere with learning and about serious violations. Our goal is to be consistent in helping each child become self-directing and a successful learner.

### **Hazardous Objects**

The safety and welfare of our students is our foremost concern. Students shall **NOT** bring any hazardous objects, such as knives, darts, bows and arrows, cap guns, matches, fire crackers, pea-shooters, spray cans, etc., to school. Any dangerous objects will be confiscated and released only to the student's parent(s)/guardians. **(See Central School District 13J Board policies and regulations, code: JFCJ – Weapons in the schools.)** Students who violate this School Board policy are subject to discipline up to and including expulsion. In addition, students are not permitted to throw rocks, dirt, sticks, or snowballs on any school grounds.

## **Transportation**

### **Walkers, Bike Riders and Others**

Students are asked to proceed to school and home as safely and directly as possible. They must obey all traffic and trespassing laws, and cross at designated crosswalks.

### **Bicycle Safety**

Students who ride a bicycle to school must park in the bicycle rack immediately upon arrival at school. All students riding bikes must obey the laws of the road and wear ANSI approved helmets (ORS 414.486). All students are to leave bicycles alone during the school day. Bicycles should be locked. The school does not accept responsibility for stolen bicycles or their parts.

### **Parent Pick-up**

Drivers are asked to use caution and patience around all District schools. Students sometimes move quickly and unpredictably. School procedures are established to keep dismissal times safe and orderly.

### **Bus Transportation**

Parents should check the district web page (<http://www.central.k12.or.us>) for bus route schedules at the beginning of each school year. Please be advised that these schedules are subject to change; however students will be given prior notices to permanent schedule changes. Any time your child will not be riding the buses please notify the Transportation Office, 503-606-2264, prior to departure time, especially if your child is the only student at the bus stop.



All district vehicles are equipped with two-way radio communications. If a child has boarded the wrong bus or has missed a bus, it is easy to locate the student. If you have questions regarding student transportation please contact Patti Green, Transportation Supervisor, 503-606-2309.

Maintaining discipline on the pupil transportation vehicles is essential. Cooperation between parents, bus drivers and school staff allows for the safe and efficient transportation of students. Because safety, pupil

comfort, and operating efficiency are directly affected by pupil conduct on the school bus, the Oregon Department of Education has adopted Rules Governing pupils riding school buses, which are prescribed in Chapter 581 of Administrative Rules for Oregon Education, Subsection 53-010 as follows:

While riding a school bus:

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of an emergency.
4. Students shall be on time for the bus, both morning and evenings.
5. Students shall not bring firearms, weapons or other potentially hazardous material on the bus.
6. Students shall not bring animals, except approved assistance guide animals, on the bus.
7. Students shall remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
10. Students shall not extend their hands, arms or heads through bus windows.
11. Students shall have written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students shall not open or close windows without permission of the driver.
14. Students shall keep the bus clean and must refrain from damaging it.
15. Students shall be courteous to the driver, fellow students and passers-by.
16. **Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the school buses.**

Central School District 13J has established the following regulations, in addition to the preceding state regulations, to govern students riding district vehicles:

1. Only regular route passengers may ride the bus.
2. Students shall ride only the buses assigned to them.
3. Students shall be at their regular bus stops at least five (5) minutes prior to the scheduled time.
4. Students shall not bring look-alike weapons, tobacco, alcohol or other drugs onto the bus.
5. Students shall not interfere with any of the bus operation controls except in an emergency or as instructed by the bus driver.
6. Each student shall conduct himself/herself so as to promote an atmosphere free from discrimination, harassment, prejudice, and racism.
7. Students shall not throw objects.
8. Students shall not threaten or physically harm the driver or other riders.
9. Students shall not do any disruptive activity which might cause the driver to stop in order to reestablish order.
10. Students shall not make disrespectful or obscene statements or gestures.
11. Students shall not eat, drink or chew while on the bus.
12. Students shall not carry glass containers or other glass objects on the bus.
13. Students shall not take onto the bus skateboards, musical instruments or other large objects which might pose safety risk or barriers to safe entry or exit from the bus. Large items, which cannot be safely transported while held in a student's lap or stowed in an empty seat or cargo, by or directly under a seat are prohibited.
14. Students shall not damage or attempt to damage public property or private property at any time.
15. Students shall stay away from the bus when it is moving.
16. Students waiting at a bus stop are under the jurisdiction of the School District; therefore all the proceeding "Rules governing pupils riding school buses"; and the district's regulations apply at the bus stop as well as on the bus.
17. Non-route students shall not be transported without prior approval arranged through the Transportation department. A decision will be based on the student load of the bus route in question. Any non-route students found "on board" without prior consent or permission can be returned to the Transportation Department, and the parents/guardians called to come and pick up the student.
18. Students shall answer to coaches, teachers, and chaperones who are responsible for maintaining order while on trips.
19. Students shall keep aisles and emergency exits clear at all times.

Our belief is that all students can behave appropriately and safely while riding on the bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having a safe transportation they deserve. Pupil transportation is governed by state law and District School Board policy. Most disciplinary action is based on the following bus rules:

1. Students will follow directions of the driver.
2. Students will remain in their seat and keep hands, feet and objects to themselves.
3. Students will keep all items and head, hands and feet inside the bus.
4. No cursing, pushing, throwing items or crowding at any time.
5. No eating, drinking, or littering.

Students who break one or more of these rules will be subject to the following action:

- 1<sup>st</sup> incident: Verbal warning from the bus driver.  
2<sup>nd</sup> incident: First written warning; assigned seat; parent contacted.

3<sup>rd</sup> incident: Student assigned a seat, minimum of five (5) days; parent contacted.  
4<sup>th</sup> incident: A conduct report form issued with a minimum three (3) day suspension; parent conference before transportation privileges reinstated.  
5<sup>th</sup> incident: Minimum ten (10) day suspension; parent conference.  
Severe disruption: Minimum of ten (10) day suspension and up to a suspension for the remainder of the school year.  
Note: Suspension days are counted as days that school is in session.

All conduct citations must be signed by the parent/guardian, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

**Suspension of bus riding privileges includes all transportation to/from school, all field trips, and all athletic activities no matter the type of district vehicle being used. Arrangements should be made for the student's transportation by their parent/guardian until such time as the bus privileges are reinstated.**

## **Transportation Appeal Procedures**

If the parent/guardian wishes to appeal the application of the transportation discipline policy, the following steps should be used:

1. The student or his/her representative will discuss the issue with the transportation supervisor and building principal.
2. If a student or his/her representative is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and the transportation supervisor, within ten (10) school days of the act or condition, which is the basis of the complaint. The administration will schedule a conference between the student, parent/guardian, transportation supervisor, and principal within three (3) school days of receipt of the written statement.
3. Within five (5) school days the principal shall communicate, in writing, to the student and his/her parent/guardian his/her decision.
4. If, after five (5) school days from receipt of the principal's decision, the issue remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three (3) school days following receipt of the request for review. The superintendent will provide his/her decision within five (5) days of the review.
5. If the issue remains unresolved the student may appeal to the School Board. The Board will notify persons involved that a hearing will be held within fourteen (14) days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three (3) school days following the hearing.

Parents and Students:

This elementary handbook is intended to communicate the policies and procedures adopted to maintain a nurturing and safe learning environment. It is our hope that you will read and discuss the items in this handbook with your child. If you have questions about any of the content please contact your child's classroom teacher.

The Directory Information is explained below, as part of our compliance with the Family Educational Rights and Privacy Act (FERPA). At the elementary level Directory Information is primarily used in school publications only, such as a student's picture published in the year book.

We look forward to partnering with you for the academic success of your child!

---

**Please read, sign, and return to your child's school.**

I understand and consent to the responsibilities outlined in the Elementary Parent/Student Handbook. I also understand and agree that my child shall follow the behavior and consequences outlined in the Elementary Handbook at school during regular school day, at any school-related activity and while being transported on district-provided transportation.

Regarding student records, I understand that certain personally identifiable information about my child is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to the student's name, address, telephone number, date and place of birth, photograph, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the students.

I understand that unless I object to the release of directory information within 15 school days of the date this parent/student handbook was issued to my child, directory information may be released by the district for use in local school publications, other media and for such purposes as deemed appropriate by the principal.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Classroom Teacher:** \_\_\_\_\_

**I DO NOT wish to have my child's picture published in any type of school related material.**

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

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time. Every effort will be made to inform families of any changes to policies or procedures outlined in the Elementary Handbook.