

# CENTRAL SCHOOL DISTRICT 13J

2007/2008



Elementary and Intermediate School  
Student/Parent Handbook

## DISTRICT STRATEGIC PLAN

### **Mission Statement:**

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

### **We believe:**

- Schools are for everyone.
- Students perform 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.

## BOARD OF DIRECTORS

The district's policies are established and overseen by a seven member Board of Directors. The Board of Directors meets once per month. Board subcommittees meet as needed. A calendar of School Board meeting dates is available at the District Office, but generally are held on the first Monday of each month. Board meetings begin at 6:30 p.m. and are held at Ash Creek Intermediate School Library, 1360 No. 16<sup>th</sup> Street, Monmouth, Oregon, unless otherwise advertised.

The Board welcomes public attendance at its meetings. The public may address the Board on any topic on the agenda or make general comments under, "Communication from the Floor."

## MEMBERS OF THE SCHOOL BOARD

TRACI HAMILTON, President  
LONNIE GURALNICK  
JIM PESANO  
LORI PEYER  
BETTY PLUDE  
KAREN ROSS  
KATHLEEN STANLEY

CENTRAL SCHOOL DISTRICT 13J  
 District Activity Calendar 2007-2008

August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	
5	6	7	8	9	10	
			Summer School Academy			
12	13	14	15	16	17	
	School Board Mtg, ACIS 6:30	CHS Registration, 9 am-Noon & 5-8 p.m.	CHS Registration, Noon - 4 p.m.	CHS Registration, 9 am - 1 pm		
		TMS Registration, 1-3 p.m. & 5-7 p.m.				
			Summer School Academy			
19	20	21	22	23	24	
		New Teacher Orientation				
26	27	28	29	30	31	
	Teacher Workday - No School		Teacher Inservice Day - No School		All Offices Closed - No School	

## 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, 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 student. Official organization such as scouts, state agencies, the newspaper etc., may request directory information about your child. **If you DO NOT want directory information regarding your child released, you must contact your principal in writing.**

### 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 radios, toys, or other valuables to school. **Toy guns and knives or weapon like toys are not allowed.** It is also advised that students bring only as much money as they will need for lunch or special activities. Please label all clothing and supplies with your child's name. The school maintains a lost and found area. Parents are encouraged to contact the school if their child has lost something.

### VISITORS

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

### 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 students 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.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Holiday - Labor Day - No School	4	5	6	7	8
		ACIS Magazine Sale				
		Gr. 1-6 a.m. school/p.m. parent goal conferences				
		First Day of School - Gr. 7 & 9				
9	10	11	12	13	14	15
		ACIS Magazine Sale				
		TMS Open House, 6:30 p.m.				
		TMS Magazine Sale				
		TMS Picture Day				
		CHS Welcome Back Dance				
16	17	18	19	20	21	22
		ACIS Magazine Sale				
		ACIS Parent Meeting, 6:30 p.m.				
		IES PAC Mtg, 7:00 p.m.				
		ACIS 6th Gr. Band Display, 7:00 p.m.				
		ACIS Magazine Sale				
		IES Site Council, 3:15 p.m.				
		ACIS Site Council, 3:15 p.m.				
23	24	25	26	27	28	29
		TMS Magazine Sale				
		CHS Open House, 6:30 p.m.				
		ACIS Magazine Sale				
		ACIS Spaghetti Feed, 5:30 p.m., Open House 6:30 p.m.				
		HHES Site/Safety Council, 3:00 p.m.				
		HHES Open House, 7:00 p.m.				
		MES Spaghetti Feed, 6 pm/Open House 7 pm				

## 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.

## 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 1430	Q105 105	KEX 1190	KXL 750	

### TELEVISION:

KATU 2	KOIN 6	KGW-TV 8	KPTV 12
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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 a computer, please check the emergency school closure notification bulletins posted to the school district's home page: [www.central.k12.or.us](http://www.central.k12.or.us).

***It may be necessary to close schools early because of emergency weather conditions or other emergencies. We encourage parents to talk with their children about what they want their child to do if this happens.***

## DRESS AND GROOMING

Dress and grooming, while in school, are the responsibility of the student and his/her parent. However, when dress and grooming disrupts or interferes with the educational process for the individual student, or 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 gang-style clothing/accessories or clothing which displays or promotes alcohol, drugs, tobacco, sex, or obscenities. We recognize that the total learning climate of the school is important to the satisfactory progress of students.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Board Mtg., ACIS, 6:30 p.m.	2	3 MES Picture Day	4 HHES Picture Day	5 CHS HOMECOMING GAME MES Student-of-the-Month Assembly, 2:00 p.m. IES Picture Day ACIS Picture Day	6 CHS Homecoming Dance, 8:30
		ACIS Magazine Sale				
		CHS Homecoming Week				
7	8	9 HHES PTC Mtg, 6:00 p.m.	10 CHS Academic All-Star Assembly	11 CHS Picture Retake Day	12 No School K-12 - Statewide Inservice Day	13
14	15	16 IES PAC Mtg., 7:00 p.m.	17 CHS PSAT Testing IES Site Council, 3:15 p.m. ACIS Site Council, 3:15 p.m.	18 IES Open House, 5:30 - 6:30 p.m.	19 MES Jog-a-Thon	20
21	22	23	24 CHS Fall Choir Concert, 7:00 p.m.	25 HHES Site/Safety Council, 3:00 p.m.	26 HHES Jog-A-Thon Fundraiser	
28	29	30 CHS Band Concert, 7:00 p.m.	31			

## LUNCH PROGRAM

Central 13J schools serve both breakfast and lunch. The District offers a free breakfast program for all students. Lunch is \$1.75 for elementary and intermediate students, \$2.00 for middle school and high school students. Parents are welcome to purchase a lunch and eat with their child(ren). Adult meals are \$1.75 for breakfast and \$2.75 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.

Forms describing the free and reduced lunch program will be available at the school during registration. A new application must be completed each school year. You will be notified of your eligibility. Only one application needs to be filled out for each family. 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 Connie Wakkure, Business Assistant, 503-606-2260.

## COMPLAINT PROCEDURES

If a concern arises, please discuss the matter first with your child's teacher. If further clarification is needed, contact the building principal. If you are unable to resolve an issue with your building principal, please request a complaint form to file a formal complaint.

## ATTENDANCE

### SCHOOL ABSENCE

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)

Parents must send a note to school after each absence. If it appears that a student will be out of school for a week or longer, parents should make arrangements to pick up current assignments.

### LEAVING SCHOOL EARLY

If your child is to leave school for any reason, please notify the school in writing or by phone. Any child checking out early must be signed out by the parent through the office. Any other adult picking up a child must be designated on the contact list in the student's record.



# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 MES Fall Festival, 7:00 p.m.	2 MES Student-of-the-Month Assembly, 2:00 p.m. IES Picture Make-up Day	3 Panther Auction @ CHS
4 Daylight Savings Time Ends	5 No School K-12, Assessment Day School Board Mtg., ACIS, 6:30 p.m.	6 Valco League Choral Festival	7 MES Picture re-takes CHS 'Touch of Japan, 7:00 p.m.	8 HHES Picture Retakes MES Gr. 3 & 4 Music Program, 7:00 p.m.	9 Harlem Ambassadors Assembly - Elem/Intermediate/MS Assemblies	10
11	12 Holiday - Veterans Day Observed - No School K-12	13 HHES PTC Mtg, 6:00 p.m.	14 ACIS Site Council, 3:15 p.m. CHS 'On To The Future' Night, 6:30 p.m.	15	16	17
18	19 TMS Conferences, 8:00 a.m. - 8:00 p.m.	20 IES PAC Mtg, 7:00 p.m. CHS Conferences, 6:00 - 8:00 p.m.	21 IES Site Council, 3:15 p.m. CHS Senior Citizen Thanksgiving TMS/CHS Conferences Gr 7-12 - No School	22 Thanksgiving - Holiday - No School	23 Offices Closed - No School	24
25	26 TMS Conferences, 8:00 a.m. - 8:00 p.m.	27	28 Western Oregon University Tree Lighting, 7:00 p.m. - school choirs	29 HHES Site/Safety Council, 3:00	30 CHS Cabaret, 7:00 p.m.	

## STUDENT HEALTH

### STUDENT MEDICATION

State law (ORS 475.285) 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 or guardian requesting that the school district 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.

If your child has allergies (bee sting, food, plants, flowers, etc.), medical alert, asthma, or related medical information of which the school should be aware, please send this information in writing to the school office.

### 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 a 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 1 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.

CENTRAL SCHOOL DISTRICT 13J  
District Activity Calendar 2007-2008

December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						IES Craft Fair - 10:00 a.m. - 4:00 p.m. CHS Cabaret, 7:00 p.m.
2	3 School Board Mtg., ACIS, 6:30 p.m.	4	5 CHS Financial Aid Night, 7:00 p.m.	6 ACIS Winter Concert, 7:00 p.m.	7 MES Student-of-the-Month Assembly, 2:00 p.m.	8
9	10	11 HHES PTC Mtg, 6:00 p.m. HHES Winter Music Program, 7:00 p.m.	12 IES Winter Program, 7:00 p.m.	13	14	15
16	17	18 IES PAC Mtg, 7:00 p.m. TMS Winter Band & Choir Concert, 7:00 p.m.	19 ACIS Site Council, 3:15 p.m. IES Site Council, 3:15 p.m.	20 MES Choir @ State Capitol, 10:00 a.m. CHS Winter Choir/Band Concert, 7:00 p.m. PRIME TIME FALL SESSION	21	22
23	24	25	26	27	28	29
Winter Break - No School K-12						
30	31 Winter Break - No School					

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.

### STUDENTS INJURED OR ILL AT SCHOOL

Occasionally, a student will be injured or become ill while at school. Every effort is made to contact 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, or emergency phone numbers immediately.

### 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 four times a year. You may additionally receive telephone calls, periodic notes and/or samples of your child's work. Parent conferences are scheduled for September and early February this year. Please feel free to schedule other conferences if you see a need during the year.

#### FIELD TRIPS

Students take field trips as a part of their educational program. There are walking and bus field trips. Written permission must be given by the parents or guardian in order for a youngster to participate in any out-of-district trip. Chaperons should not bring pre-school children on field trips.

#### HOMEWORK

Homework is an extension of curriculum and materials being studied in the classroom. It is designed to be practice in using the skills and content already taught in class. Sometimes it offers the challenge of new tasks, but not without the probability of success. It may also be designed to meet the individual needs of students, in terms of maturity and ability. Homework is evaluated upon completion, according to the goals of the teacher.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### January 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Winter Break - No School	2 Winter Break - No School	3 Winter Break - No School	4 Winter Break - No School	5 Winter Break - No School
6	7 School Board Mtg., ACIS, 6:30 p.m.	8 HHES PTC Mtg, 6:00 p.m. PRIME TIME WINTER	9	10	11 MES Student-of-the Month Assembly, 2:00 p.m.	12 CHS Jazz Dessert Night
13	14	15 IES PAC Mtg, 7:00 p.m.	16 ACIS Site Council, 3:15 p.m. IES Site Council, 3:15 p.m.	17	18 No School K-12 - Staff Inservice	19 CHS Winter Formal
20	21 Holiday - Martin Luther King's Birthday Observed - No School Gr. K-12	22	23 CHS Semester Finals	24 CHS Winter Formal Assembly	25 No School K-12 - Assessment Day	26
27	28	29	30	31 HHES Site/Safety Council, 3:00 p.m. MES Math Night, 7:00 p.m.		

Homework generally amounts to:

1. Up to ½ hour of homework per week in grades K-1.
2. Up to 1 hour of homework per week in grades 2-3.
3. Up to ½ hour of homework per day – 3 days per week in grade 4.
4. Up to 1 hour of homework per day – 3 days per week in grades 5 and 6.

Parents are encouraged to:

1. Ask every day about what children have learned and whether or not they have homework.
2. Assist children in setting up a place for studying.
3. Create a consistent time for homework.
4. Help children feel positive about their school efforts.

### 21<sup>ST</sup> CENTURY SCHOOL COUNCIL

Each school has a school Site Council that is charged with:

1. The improvement of the school's instructional program;
2. The development and coordination of the implementation of HB 3565 at the school site; and
3. The development and implementation of a plan to improve the professional growth of staff related to the school's academic goals.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### February 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 MES Student-of-the-Month Assembly, 2:00 p.m.	2 CHS Big Band Dance
3	4 School Board Mtg., ACIS, 6:30 p.m.	5	6	7 Conference - No School Gr. K-6	8 HHES Carnival, 5:00 p.m. - 8:00 p.m. No School - Grades K-12 Conferences	9
10	11 CHS National Honor Society Induction, 7:00 p.m.	12 HHES PTC Mtg. 6:00 p.m. IES 'Burgerville Night', 5:00 p.m.	13 ACIS Concert, 7:00 p.m. Polk County Music Festival	14	15 CHS Sweetheart's Dance	16
17	18 Holiday - No School Gr K-12 - Presidents' Day	19 IES PAC Mtg, 7:00 p.m.	20 IES Site Council, 3:15 p.m. CHS Lip Sync, 7:00 p.m. ACIS Site Council, 3:15 p.m.	21	22	23 CHS Blood Drive FFA Auction
24	25 CHS Blood Drive	26	27	28 HHES Site/Safety Council, 3:00 p.m. MES Science Night, 7:00 p.m.	29 CHS Leap Year Dance	

## 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.

Each school has a student services team that consists of specialists, teachers, and an administrator. This team meets to discuss any concerns for the referred child. The parent and the child may attend these meetings. The team meets at regularly scheduled times to review referrals and to make recommendations concerning students. The team's purpose is to intervene on behalf of a child to prevent school failure. If a student continues to have difficulty, even though the child's teacher has followed the recommendations of the student services team, the team may decide to go to the next step and refer the student for a formal evaluation to determine if the child is eligible for Special Education services.

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 Kim Sherman, Special Ed Director – Office: 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 parents/guardians of the identification of their 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.



# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
	School Board Mtg, ACIS 6:30 p.m.			MES Gr. 1 & 2 Music Program, 7:00 p.m.	Inservice Day - No School - K-12	
			Classified Appreciation Week			
			CHS Academic All-Star Assembly		CHS Musical, 7:00 p.m.	
9	10	11	12	13	14	15
		HHES PTC Mtg, 6:00 p.m.		HHES Volunteer Appreciation, 1:00 p.m.	MES Student-of-the Month Assembly, 2:00 p.m.	
					CHS Musical, 7:00 p.m.	
16	17	18	19	20	21	22
		IES PAC Mtg, 7:00 p.m. Valco League Choral Festival	IES Site Council, 3:15 p.m. CHS/TMS Choir Concert, 7:00 p.m. ACIS Site Council, 3:15 p.m.	HHES Site/Safety Council, 3:00 p.m. ACIS 6th Gr. Curric. Night, 6:30 p.m. CHS Spring Band Concert, 7:00 p.m. PRIME TIME WINTER		
23	24	25	26	27	28	29
			Spring Break - No School			

## STUDENT BEHAVIOR

### CONDUCT AND DISCIPLINE

All District schools promote a positive learning environment that is characterized by safe, respectful, and responsible behavior. Our schools encourage a cooperative effort among students, parents, and teachers to stress the following fundamental concepts: (1) Respect of self; (2) Respect for other people's rights and dignity; (3) An understanding and respect for rules, regulations, and laws; (4) Respect for all property - public and private, and (5) 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 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). (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.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PRIME TIME SPRING SESSION	2 CHS Japanese Nat'l Honor Society, 7:00 p.m.	3	4 Assessment Day - No School - Gr.	
6	7 School Board Mtg., ACIS Library, 6:30 p.m.	8 District IV Choral Festival HHES PTC Mtg., 6:00 p.m.	9 CHS Honor Choir Concert @ WOU HHES Kindergarten Registration, 3:30 p.m.	10 ACIS 5th Gr. Curric. Night, 6:30 p.m. IES Kinderg. Registration, 3:00 - 5:00 p.m. HHES Science Fair, 6:30 p.m.	11 MES Student-of-the-Month Assembly, 2:00 p.m. ACIS Spring Pictures	12
13	14 ACIS Honor Choir Rehearsal, 3:00-4:30 p.m.	15 IES PAC Mtg., 7:00 p.m.	16 ACIS Site Council, 3:15 p.m. CHS 'Mr/Miss' Central IES Site Council, 3:15 p.m.	17	18	
		CHS Spring Fling Week - a.m. assemblies				
20	21	22 Valco Honor Choir & Band Concert, 7:00 p.m.	23	24 HHES Site/Safety Council, 3:00 p.m. TMS Health Fair, 5:00 p.m.	25 MES Carnival, 5:30 - 8:00 p.m.	26 CHS Prom
27	28	29	30 IES "Day of the Child" Celebration			

## 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 local newspaper 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 notice to permanent schedule changes. Any time your child will not be riding the bus, please notify the Transportation Office, 503-838-1621, prior to bus 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 any questions regarding student transportation, please contact the Transportation Office.

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 State 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 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 bus is in motion.

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 MES Kinder Registration, 3:30 - MES Choir Concert, 7:00 p.m.	2 IES Carnival, 5:30 p.m. MES Student-of-the-Month	
4	5 School Board Mtg., ACIS Library, 6:30 p.m.	6 CHS Senior Project Presentations HHES PTC Mtg, 6:00 p.m.	7	8 AP Lit Test, Gr. 8-12 ACIS Spring Concert, 7:00 p.m.	9 CHS AP U.S. History Test, Gr. 8-12	10 CHS Panther Idol, 7:00 p.m.
		Teacher Appreciation Week				
11	12 CHS AP Biology Test, Gr. 8-12	13	14 IES Volunteer Appreciation Celebration, 8:45 a.m.	15	16	17 CHS FFA Banquet
18	19 IES PAC Mtg, 7:00 p.m. TMS Spring Band Concert, 7:00 p.m.	20 IES Site Council, 3:15 p.m. CHS Spring Band Concert, 7:00 p.m.	21 ACIS Site Council, 3:15 p.m. CHS Spring Band Concert, 7:00 p.m. IES Site Council, 3:15 p.m. HHES Spring Music Program, 7:00 p.m.	22 HHES Field Trip Day CHS Senior Finals HHES Site/Safety Council Mtg, 3:00 p.m. CHS Final Choir Concert, 7:00 p.m. IES Music Program, 7:00 p.m.	23 CHS Last Day For Seniors	24
25	26 Memorial Day - No School, Gr.	27	28 CHS Senior Awards, 7:00 p.m.	29 HHES Field Days MES Volunteer Dessert, 2:00 Baccalaureate, 7:00 p.m.	30 CHS Graduation	31

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 busses.

**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 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 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 and arranged through the Transportation Department. A decision will be based on the student load of the bus route in question. Any non-route students

# CENTRAL SCHOOL DISTRICT 13J

## District Activity Calendar 2007-2008

### June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2 School Board Mtg. ACIS, 6:30 p.m.	3 HHES Volunteer Appreciation, 1:00 p.m.	4	5 TMS 8th Gr. Barbecue, 5:00 p.m. PRIME TIME SPRING SESSION ENDS	6 IES Awards Assembly, 8:45 a.m. Last Day of School - Grades 1-11 MES Field Day	7
8	9 Assessment Day - Staff Only	10 Teacher Work Day - Staff Only	11 Teacher Work Day - Staff Only	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 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. Student shall answer to coaches, teachers and chaperons 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 the safe transportation they deserve. Pupil transportation is governed by state law and District School Board policy. Most disciplinary action will be based on the following bus rules:

1. Student will follow directions of the driver.
1. Student will remain in his/her seat and keep hands, feet and objects to yourself.
2. Student will keep all items and head, hands and feet inside the bus.
3. No cursing, pushing, throwing items or crowding at any time.
4. 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
- 2<sup>nd</sup> incident
- 3<sup>rd</sup> incident
- 4<sup>th</sup> incident

Verbal warning by the driver.

First written warning; assigned seat; parent contacted.

Student assigned a seat, minimum of (5)days; parent contacted.

A Conduct Report form issued with a minimum (3)day suspension; parent conference advisable before Transportation privileges reinstated.

5<sup>th</sup> incident  
Minimum (10) ten day suspension; parent conference.

Severe disruption  
Minimum (10) ten day suspension and up to suspension for the remainder of the school year.

**Note:** Suspension days are counted as days 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**

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 student's transportation by their parent/guardian until such time as the bus privileges are reinstated.



## APPEAL PROCEDURES

If the parent/guardian wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the parent/guardian wishes to complain about a school employee's decision, use policy School Board Policy KLD, Complaints About District Personnel.

- Step 1 The student or his/her representative will discuss the issue with the transportation supervisor and principal.
- Step 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 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 conference within three (3) school days of receipt of the written statement.
- Step 3 Within five (5) school days, the principal shall communicate, in writing, to the student and his/her parent(s)/guardian(s) his/her decision.
- Step 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.
- Step 5 If the issue remains unresolved, the student may appeal to the 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.