

Molalla River School District



CLARKES, MOLALLA, MULINO and
RURAL DELL
Elementary Schools



District Goal

Increase student academic achievement in literacy for the areas of reading comprehension, mathematics and science for ALL students

Molalla River School District

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DISCRIMINATION:

Molalla River School District does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, disability, marital status or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title 11 of the Americans with Disabilities Act. Persons having questions about equal opportunity and nondiscrimination should contact the Director of Supported Education or the Superintendent at (503) 829-2359.

Persons having questions about or requests for special needs and accommodations should contact the Director of Supported Education at (503) 829-2359 X7475.

Molalla River School District

Parent-Student Handbook

General Information

All procedures described in this handbook are intended to help ensure the protection of children, staff, and the on-going instructional program at the Elementary Schools in the Molalla River School District. All policies of the District can be found on our website at www.molallariv.k12.or.us

Attendance

Every classroom teacher takes attendance on a daily basis. Please call the school office if your child will not be in school on any given day. It is acceptable to leave a voice mail message before the office opens in the morning. If you know in advance that your child will be absent you may send a note. Please ensure daily attendance of your child unless sick or an emergency.

Because research has clearly shown a connection between academic performance and attendance, we are stepping up our efforts to make sure our students are present to learn. The Molalla River School District has implemented an Attendance Protocol to help improve student attendance. In accordance with Oregon law, we will contact families who students fall below 90% attendance (or have five full day excused absences within three months or eight unexcused ½ day absences in any four-week period). Our goal is to work with families to make sure students are receiving the best education possible.

Bus Transportation

Our bus transportation specialists will provide students with a safe, secure ride on the school bus. It is important that students and parents are aware of the transportation policies.

If your child will be transported to an alternative destination you must send an authorization note to school and contact First Student Bus Transportation at 503-829-2512. ***No student will be transported to an alternative destination without school and bus department authorization.***

Once a student boards the bus, the driver is **NOT** allowed to release that student until the bus reaches the designated stop, **even to the parent.** A school staff member may request that a bus driver release a student.

The bus ride to and from school is considered part of the regular school day. Inappropriate behavior on the school bus may result in student discipline that can include suspension from riding the bus or other appropriate consequences.

Cell Phones at School

Elementary students are discouraged from bringing cell phones to school. If a parent wants their child to have a cell phone at school it must remain in the child's backpack and turned off the entire day.

Change of Address or Phone Number

If there is a change in address or home or work telephone number, please inform the school immediately. We must be certain we can contact you in case of an emergency. Please inform us immediately if you make a change in child care arrangements. We need an address and phone number in order to assist in the efficient transport of your child.

Emergency Drills

The safety of your child is our greatest responsibility. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire and earthquake drills are held regularly. Escape plans are posted inside the door of

each classroom. Each class has an escape route to an outside area a safe distance from the building. All staff are trained to take appropriate actions in the event of a “lock-down.”

Food Services

Breakfast and lunch are served daily. Students are issued an ID card to be used to order meals. The card remains at school. Parents are expected to prepay for meals by check or cash. Parents may also pay on-line at www.molallariv.k12.or.us Menus are provided in advance. If your child’s account becomes “overdrawn” you will receive notice. Applications for free and reduced meals are available in the office.

Elementary Student Breakfast	\$1.25	Elementary School Lunch	\$2.30
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Milk is 60 cents and not included in the prices above.

Policy- If for any reason a check written for school meals is returned to the district for non-sufficient funds or the check has been written on a closed account, you will no longer be allowed to pay for school meals by personal check for the remainder of the school year. The loss of check writing privileges for school meals will be enforced throughout the district for all family members.

Meal charging policy: At the elementary schools each student will be allowed three meal charges. If a student is at their limit he/she will be offered a cheese sandwich, milk and whatever fruits and vegetables he/she wishes from the offering bar. No child is ever refused a meal. Each child has the right to accept or deny the offered meal.

If your student receives an ‘Account Balance Sheet’ slip, please remember to send what is owed plus money for future meals.

District policy does not permit charging of meals at the middle or high school. If a student does not have money and his/her account balance is \$0, he/she will be offered a cheese sandwich, milk and whatever fruits and vegetables he/she wishes from the offering bar. No child is ever refused a meal. Each child has the right to accept or deny the offered meal.

Unpaid charges and NSF checks at the end of the school year will be accumulated with other unpaid school charges & fees, and may result in the withholding of grade reports, diploma & records per Board Policy.

Head Lice – Policy JHFFC (Adopted 2/13/14)

The Board recognizes that district programs should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices. Consequently, in order to prevent the spread of pediculosis (head lice) in the school setting, district staff shall institute guidelines for classrooms that will assist in the prevention and spread of head lice. Students with suspected cases of lice will be referred to the school nurse or administrator for assessment. Students found with live lice will be excluded from school. Students excluded from school will be readmitted after assessment by designated personnel to confirm no lice are present.

For students found only with nits (lice eggs), parents will be notified by staff on the day of the discovery. Should the presence of nits exist after three additional days, the student will be excluded until such time as he or she is nit-free. Students returning after exclusion with the presence of nits only may be subject to periodic checks.

Successful treatment of head lice requires a coordinated approach and may involve the use of anti-lice products, combing and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district’s intent to not only eliminate the current infestation, but also to prevent a repeat episode.

The superintendent will develop administrative regulations, as necessary, to implement this policy.

Homework/Missed Work

Homework is an important part of our educational program. It is intended to reinforce student learning. The amount of homework will vary according to each student's needs and each teacher's requirements. Students who miss work because of excused absence(s) will be allowed to make up work upon return.

Interpretation Services

Parents who indicate a preference on the Registration Form to receive information in Spanish will be sent details on how to contact a Spanish language interpreter.

Leaving School Early

There are times when parents find it necessary to ask that their children be excused prior to regular dismissal times. When this occurs, students should have a note signed by the parent stating the date and time for dismissal, reason for early dismissal, and who will be picking them up at school. This note should be given to the teacher upon arrival in the classroom in the morning. When arriving to pick up a student, parents will need to come to the office and complete the student check-out form. Arrangements will then be made to escort the student from class to the office. Parents are *never* allowed to go directly to a classroom. They must *always* report first to the office.

Lost and Found

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's lost and found. All unclaimed items are donated to charity at the end of the school year.

Medication

- All medications, *both prescription and non-prescription*, MUST be brought to the school office in the "original container"
- All medications MUST be delivered to school by the parent/guardian. Students are NOT to transport medication to school
- Accurate instructions MUST accompany the medication
- The student's name MUST be on the container if it is a prescription medication
- An "*Authorization to Administer Medication Form*" MUST be completed by the parent/guardian before medication can be administered

Messages for Students

We understand that emergencies happen and your child may need to be notified as to a change in plans. However, to limit interruptions in the classroom we ask that you notify the school office of any emergency messages **BEFORE 2:00 PM**, if possible.

Parent Leadership

Parents are encouraged to serve on the Parent Group and/or the School Site Council. Contact the school for further information.

Parking

Visitors, volunteers, or parents picking up their children are asked to park in the appropriately marked places.

Report Cards and Conferences

Student progress is reported through conferences and report cards that align with the State Content Standards.

The school year is divided into trimesters. Report cards will be given out the first and third trimesters. A

parent/teacher/student conference will be held at the end of the first trimester in November and the end of the second trimester in March. Conferences with teachers may be arranged at any time during the school year. Please contact the teacher to arrange an appointment.

School Closure

If weather makes travel hazardous, the Molalla River School District will close all district schools. However, in the event of localized weather conditions, loss of utilities or other emergencies affecting only one school, school closures may be announced on an individual basis.

All closure information, whether district wide or for an individual school, is announced on the School Announcement Network (FLASHALERT). The following radio and television stations are part of the School Announcement Network:

AM Radio	KEX - 1190; KUPL - 1330; KXL - 750; KWJJ - 1080; KMJK - 1290; KINK - 101.9;
FM Radio:	KKRZ -100.3; KUPL - 98.7; KKLI - 97.1; KL - 95.5; KG -99.5; KMJK - 106.7; KKCW 103.3.
Television:	KGW 8; KOIN 6; KATU 2

If a "late opening" is announced, please continue to listen for an updated report, as worsened conditions could lead to a closure. If school is closed during the day, we will activate an "Emergency Notification" procedure.

Emergency message delivery is extended directly to the public through a system called FlashAlert. **You are now able to self-register and manage up to five home or office email and/or cell phone text message addresses and receive emergency information just minutes after we post it, at no cost to you.**

To register, go to www.flashalert.net and in the left frame, select "Subscribe to receive news from participating organizations." Enter your primary email address twice and click on create your account. On the next screen, under "Add an Organization," choose the Region Name (Portland/Vanc/Salem region), then Category Name (Clackamas Co. Schools), then Organization Name (Molalla River). Click on "Subscribe."

Below that, you can enter up to four more addresses. When you are done, click "Update Email Addresses and Send Test Messages." A verification message will be sent to each of your listed addresses.

Student Behavior Expectations and Responsibilities

Each Molalla River School District elementary school has its own student management plan. The following are general expectations of all elementary students:

1. Follow adult direction the first time.
2. Treat every student and staff member with respect.
3. Keep hands, feet, and objects to yourself.
4. Help maintain the building and all materials and equipment.
5. Walk quietly, safely and promptly.
6. Use appropriate language.
7. Follow the specific rules in each class.
8. Dress appropriately (safe shoes, shirts over tiny strap tanks, no hats, etc.).

Two important behavioral goals for students are:

1. To make appropriate choices.
2. To be in control of their own behavior.

On the playground:

1. Use all equipment in a safe and proper manner.
2. Stay in designated play areas.
3. Play in a responsible manner.
4. Take turns and share equipment.
5. Obtain permission from the playground supervisor before entering the building.

In the hallways and other areas:

1. Walk quietly, keeping hands, feet and objects to yourself.
2. Keep all areas of the school clean and free of litter.
3. Follow adult directions and posted rules and procedures.

In classrooms: follow classroom rules and procedures.

In the cafeteria: follow rules posted in the cafeteria.

Student Insurance

While the school district does not provide accident insurance for children, school insurance is available for the family to purchase. Details will be sent home with the children at the beginning of the school year.

Support Programs

The following support programs are offered: Speech and Language, English Language Learners (ELL), Migrant Education, Supported Education, Homeless Liaison/Attendance Specialist, School Counseling, and Talented and Gifted. Please contact the school if you have questions about these programs.

Toys and Valuables

Students should not bring toys or items of value to school without advance consent from the classroom teacher.

Use of Facilities

Organizations are welcome to use our facilities after school hours. Interested parties must complete a facility use form and pay the designated usage fee. Contact the school office for further information.

Violations of behavior expectations and district policy may result in:

- Staff assigned consequences
- Time Out
- Loss of Recess Time
- Conferences with Parents
- In School Suspension
- Out of School Suspension
- Expulsion

Visitors

Parents and other visitors to the school are required to report to the Office before making a visit to a classroom.

We welcome you to visit us and become better acquainted with the school. However, for the protection of your child, we ask that all visitors report immediately to the Office when arriving at school. A name tag will be issued. If you are volunteering, please sign the volunteer information sheets. We carefully document the many

hours that parents give to our school. We are very appreciative of all the help you provide.

If you wish to observe a particular activity or subject, check with the teacher several days in advance to determine the best day and time. If parents or guardians wish to confer with a teacher, please call in advance and make an appointment for an after-school conference. Classroom routines must not be disturbed during the day. As a general rule, preschool children, friends and visiting relatives tend to disturb a classroom, so they are asked not to visit school unless a special event is scheduled. All visitors must sign in at the office.

Volunteers at School

Parent volunteers are appreciated. The law requires all parent volunteers to pass a criminal background check, good for three years. All volunteers are required to complete this background check and also complete an on-line training on child abuse prevention to volunteer in any capacity.

The child abuse prevention training can be found on the Molalla River School District Web-site: www.molallariv.k12.or.us. **The child abuse prevention training must be completed annually.**