WALLOWA

ELEMENTARY
2024-2025



STUDENT HANDBOOK

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Knudson's Message

Dear Students, Parents and Families;

Welcome back, families! As we begin a new school year, we are excited to see familiar faces and welcome new ones to our elementary school community. This year promises to be filled with learning, growth, and fun.

Our dedicated staff is committed to high levels of learning for all students, ensuring that every child has the opportunity to succeed. We are also focusing on Response to Intervention (RTI) to provide targeted support and interventions tailored to each student's needs.

We look forward to a great year at Wallowa Elementary. We hope this student handbook answers any questions you may have regarding our programs and services. Please also check our website and Facebook page for updates and fun snapshots of learning throughout the year. If you have not yet signed up for Parent Square, please contact the office for that important piece as this is where all notifications are shared.

Here's to a fantastic year ahead!

Sincerely,

Stacy Knudson
Superintendent/Elementary Principal

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The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, policies, rules, and procedures. It is not intended to either enlarge or diminish any school board policy, administrative regulation or negotiated agreement. Material contained herein may be superseded by school board policy, administrative regulation or negotiated agreement. No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration. Any information contained in this student handbook is subject to unilateral revision or elimination without notice.

Wallowa School District #12 does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, age, sexual orientation, cultural background, socio-economic status, physical characteristics or place of residence in providing education or providing access to benefits of education services, activities and programs in accordance with title VI of the Civil Rights Act of 1964 as amended; Title VII; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The individual to contact in accordance with Title III, Title 1C, Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act (ADA) is listed below:

- Superintendent Stacy Knudson (541) 886-2061

Questions or concerns about equal opportunity in the district should be directed to the superintendent.

WALLOWA SCHOOL DISTRICT PERSONNEL

BOARD OF DIRECTORS

Howard, Matt .....Board Chair
Wentz, Debra
Sheehy, Dennis
Lathrop, Zach.....Vice Chair
Moeller, Mark

DISTRICT ADMINISTRATION AND SUPPORT SERVICES

Stacy Knudson..... Superintendent/Elementary Principal
Hayes, Sara..... High School Principal
Moeller, Annette.....Athletic Director
Waldron, Lynell..... Executive Secretary
Nye, Jessica..... Middle School/High School Secretary
Woods, Deena.....Bookkeeper/Deputy Clerk
Braden, Larry.....Prevention Specialist

ELEMENTARY LICENSED STAFF

Guillory, Monica.....Pre-K
Eien, Brenda..... Kindergarten
Anderson, Ella..... 1st Grade
April, Terah..... 2nd Grade
Rowley, Melanie..... 3rd Grade
Blanchard, Katie..... 4th Grade
Braden, Ashley..... 5th Grade
Baker, Trudy..... Learning Support Specialist +Special Education
Layton, Kelsey..... Learning Support Specialist +Title +Literacy Coach
Hulse, Janea..... PE
Esquibel, Andrew.....Music

MIDDLE & HIGH SCHOOL LICENSED STAFF

Duncan, Dave..... Science + Natural Resources
Warnock, Brittney.....Math
Knifong, Colby..... Special Education + Spanish
McKenzie, Lisa..... English
McCulloch, Jeremy.....Social Studies
Esquibel, Andrew.....Music

Micka, Brianna.....Vo-Ag/FFA
Lathrop, Cody..... Social Studies
Frye, Mitch..... Physical Education, Health
Hulse, Janea..... Art/PE
Moeller, Annette..... Middle School grades 6-8
Bronson,Brandy.....Middle School grades 6-8
Price, David.....Middle School grades 6-8
Esquibel, Andrew.....Music
-

LIBRARY

Heather Howard.....Elementary, High School

PARAPROFESSIONALS

Krieger, Josi ..... Elementary
Hawkins, Mary.....Elementary
Quinby, Kyra.....Pre-K/Elementary
Hulse, Emily.....Elementary
Siefert, Shaila.....Elementary
McDaniel, Amanda.....Elementary
Jackola, Angie.....High School
Papaneau, Nodya..... High School

CAFETERIA

DeVore, Kathy.....Head Cook
Lishco, Sheryl.....Assistant Cook

CUSTODIANS

MacDonald, Jacob.....Head Maintenance
Leggitt, Rocke.....Custodian
Jones, Steve.....,,,,,,,,Custodian + Transportation
Bork, Jared.....Custodian

GENERAL INFORMATION

ACADEMICS AND RESPONSE TO INTERVENTION (RTI)

Wallowa Elementary School puts students first! We use Multi-Tiered Systems of Support (MTSS) and a Response to Intervention (RTI) approach to ensure student learning and growth. We believe that we can gently push students to go beyond the minimum needed to get by, to discover what they are capable of achieving. An all hands on deck approach to ensuring that every student learns and grows is key to this effort. We ensure high quality instruction in every classroom, with students knowing what they are learning, why they are learning it, and how they will be successful.

RTI is a multi-tiered approach to help struggling learners. Student progress is monitored closely to analyze learning and growth. Data is at the heart of RTI. Data is reviewed by staff four times a year in Core Review meetings and every four weeks in Intervention Review Meetings. Data drives our teaching and student learning. Data also provides feedback on our curricula and impact, telling us how well our teaching is working for individual students and making adjustments to accelerate learning for each student.

ATTENDANCE

Regular school attendance is vital to student success! Students are expected to attend classes all day, everyday. At times students have to be absent from school. Chronic absenteeism must be reported to the state. Students who are absent thirteen (13) or more days in a school year or whose attendance is below 90% are considered chronically absent. Board Policy JED Student Absences and Excuses describe excused absences from school or class as the following:

1. Illness of the student;
2. Illness of an immediate family member when the student's presence at home is necessary;
3. Emergency situations that require the student to be absent;
4. Field trips and school approved activities;
5. Medical and dental appointments. Confirmation of appointments may be required;
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in *advance* of the absence.

It is important that you write or call the elementary office when:

- you have advance knowledge of your child's absences or on the morning of an unexpected absence;
- you are planning a prearranged absence with specific dates of the absence.

The district is required by law to withdraw students after 10 days concurrently. Teachers are not required to provide school work to students that have been withdrawn.

PROGRAM EXEMPTIONS

Parents of students may request that their child be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. All such requests should be directed in writing to the superintendent by the parent and include the reason for the request. If the request is denied by the superintendent, the parent may appeal the decision in writing following district appeals and complaint procedures.

ATHLETICS

Elementary students are admitted free to home high school athletic events. Wallowa Elementary does not have school-sanctioned sports for its students.

BEHAVIOR AND SOCIAL-EMOTIONAL SUPPORTS

Wallowa Elementary School uses Multi-Tiered Systems of Support (MTSS) and a Response to Intervention (RTI) approach to social-emotional and behavior success for our students to ensure their learning and growth. A positive, supportive, and restorative approach to behavior, social-emotional learning is practiced, embracing Positive Behavior and Intervention Supports (PBIS), Restorative Practices, and Trauma-Informed Practices. Students are supported by classroom teachers and support staff. In addition, special education staff and counseling staff provide student support.

Our P.A.W.S. serve as our behavior agreements and expectations:

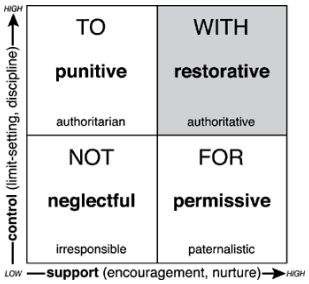
P-practice safety
A-act responsibly
W-work hard
S-show respect

Program Characteristics and Components

Wallowa Elementary believes that an effective school-wide program has the following components and characteristics:

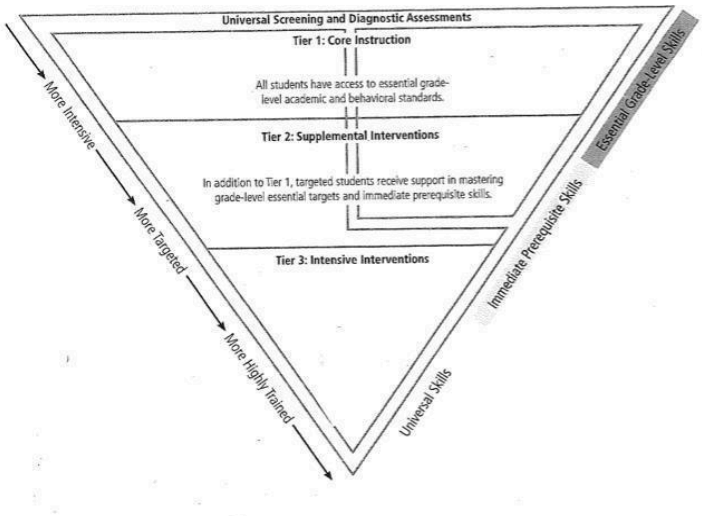
- A positive school climate leads to higher student achievement
- There is a focus on relationships
- Creates a culture and a common language in the school
- Targets all forms of behavior [safe, responsible, work hard, respectful]
- States rules positively and ensures that they are known by all
- Teaches social behavior like academic skills through multiple examples, where problems are occurring, giving frequent practice opportunities and useful corrections, providing positive feedback and monitoring for success
- Prevention involves building skills and capacities.
- Responses to misbehavior involves helping students understand the effects of their misbehavior and how to repair harm that is done, working towards positive outcomes.

- A Trauma-Informed Practices lens is used to understand student needs for support.
- A restorative approach is used in discipline, ensuring high expectations and high support.



Punishing youth alone is not a solution…without a school-wide positive support system, punishment alone results in increased aggression, vandalism, truancy and dropouts. Traditional tools, such as rewards and consequences, shame and humiliation, suspensions and expulsions only produce short term change and often do more harm than good. Prevention is necessary to build skills and capacity.

A MULTI-TIERED SYSTEMS OF SUPPORT (MTSS) and RESPONSE TO INTERVENTION (RTI) APPROACH TO SOCIAL-EMOTIONAL AND BEHAVIORAL SUCCESS FOR OUR STUDENTS



Tier 1: Core Instruction and Essential Learning for All Students

Prevention Materials: Second Step, Steps to Respect, & Kelso
Zones of Regulation
Restorative Practices
Circles
PBIS-Teaching School-Wide behavior expectations
Partnership with Wallowa Valley Center for Wellness
Prevention Specialist
Monthly Assemblies
Family Groups
Morning Announcements

Tier 2: Supplemental Intervention

Prevention Specialist
Zones of Regulation
Mentoring
Functional Behavioral Assessment
Attendance Support Planning
Skill Building
Check & Connect
2x10s
Partnership with Wallowa Valley Center for Wellness
Behavior Planning
Restorative Practices, conferencing, circles

Tier 3: Intensive Intervention

Suicide Protocol and Threat Assessment
Prevention Specialist
Partnerships with Wallowa Valley Center for Wellness, WRAP services, Juvenile, county agencies
Mentoring, conferencing, individualized programing
Restorative Practices & conferencing
IHBHT-Intensive In Home Behavioral Health
BSAT

Wallowa Elementary Behavior Expectations Matrix

	Learning Environment	Cafeteria	Hallway	Playground	Bathrooms	Arrival & Dismissal
Practice Safety	Keep hands, feet, and objects to self	Walk Both hands on tray Remain seated	Walk on the right, face forward Open doors courteously Keep hands, feet, and objects to self	Stay in view Follow playground rules Use equipment correctly Keep hands, feet, and objects to self	Walk Report problems	Walk Keep hands, feet, and objects to self
Act Responsibly	Clean up after yourself Use equipment correctly	Garbage in its place Clean Up	Hands to yourself Go straight to your destination	Keep school grounds clean Return equipment Line up quickly and carefully when you hear the whistle Report unsafe behavior	Flush, Wash Garbage in its place	Follow bus rules Upon arrival, walk to the BJR Follow after school plan immediately
Work Hard	Actively participate Be prepared to learn	Clean your tray Try what you take	Keep the hallway neat	Be a problem solver Be welcoming to others	Return to class promptly	Keep the hallway neat
Show Respect	Follow directions Raise your hand Use appropriate language and tone	Inside voice Respect Personal Space	Quiet Voices during learning times Respect Hallway Displays	Follow directions Use appropriate language and kind words Play fairly	Respect others and property	Inside voice Use kind words and actions

Our School-Wide Acknowledgement System

Our Wallowa Elementary Acknowledgement System is school-wide.....for all students!

- Positive Acknowledgements should out-number corrections at a rate of five to one! By increasing the number of positive interactions between staff and students, we are improving the school climate.
- Acknowledgment systems reinforce school rules and behavior expectations and are a part of the regular school routine, promoting a more positive school environment.
- Praise and acknowledgement should be specific, not random, connecting to the behavior at the time the behavior occurs and include a description of the behavior observed. (e.g. "Michael, thank you for picking up Jackie's book for her. You are being very kind. I really appreciate you showing kindness and caring for another student.")
- Acknowledgements and positive interactions are increased before difficult times • Behavior Expectations are "re-taught" if difficulties occur
- All staff are a part of providing the acknowledgements and positive reinforcement and all students should be able to access acknowledgement, even those with the most challenging behavior.

Students are regularly recognized for

- •Being Respectful
- •Being Responsible
- •Being Safe
- •Working Hard
- •Attendance
- •Academic Efforts
- •Citizenship Efforts
- •Success with Special Goals or Areas of Focus
- •Success with Special Programs; Music, library, etc...

Rewards include:

- • Verbal Praise & Feedback
- • Cougar Cash
- • Free-time and extra recess
- • Drawings for prizes
- • Privileges & activities
- • Awards at Monthly Pride Assembly

BIRTHDAYS

We wish students a happy birthday with our morning announcements and teachers honor and recognize birthdays in the classroom. Birthday parties are not held during school hours.

Birthday invitations are not handed out at school. Parents/guardians often want to send "birthday invitations" to

school for the child to deliver in class. When not all students get invited to a party, hurt feelings result.

BREAKFAST AND HOT LUNCH PROGRAM

Serving of breakfast runs from 7:30 a.m. to 7:45 in the BJR. All students receive breakfast and lunch at no charge this year.

Important: Those families that qualify for the free and reduced lunch program must fill out a yearly application. Free and Reduced Lunch Applications can also be obtained by calling the office. If a family participated in the free and reduced lunch program last year, they must fill out a yearly application. If a family participated in the free and reduced lunch program last year they must re-register in the first two weeks of school or they will lose their status after ten school days.

It is important for the school and families to register for the free and reduced lunch program as other funding becomes available if the percentage of eligible students meets various thresholds. Individual student/parents names are not used for purposes of obtaining other funding for the schools.

Breakfast and lunch prices are set by the District before school starts and mailed out with registration packets.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than ten meals. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full, but he/she will be allowed to purchase a meal if the student pays for the meal when it is received. At least one written warning shall be provided to a student and his/her parent prior to denying meals for exceeding the district's charge limit. Payment is due to the district office on the 1st of each month. Students or parents of students may prepay meal costs.

LUNCH PRICES

No Charge

CONFERENCES AND REPORT CARDS

The process evaluating student progress is continuous throughout the entire school year. A combination of two conferences and two report cards are used in kindergarten through fifth grade. Conferences are scheduled in the Fall and in the Spring. Report cards will be sent home at the end of each semester. Parents wishing to confer with a teacher other than during a scheduled conference time may call the school office and make an appointment.

Conferences are such a valuable time, as we share each student's progress and examples of their work. Teachers can talk with parents about hopes and directions for their child. Conferences are an excellent opportunity for communication and sharing. Since parent involvement is such a crucial factor in student success, communication at conferences is key. We make every effort to conference with every family. Before each conference the elementary office arranges an acceptable conferencing time. Whenever possible, parents with more than one student are

scheduled so as to avoid multiple trips to the school for conferences.

Once a conference has been scheduled and a parent/guardian finds that the appointment cannot be kept, please call the elementary office at 886-2061.

Parents/guardians are encouraged to arrange a conference anytime they feel the need to talk to the classroom teacher about their child's progress.

Emergency Operation Plans

The Wallowa School District's Emergency Operation Plan has been submitted to the Oregon Department of Education and Oregon Health Authority. It is available on our district website: https://www.apps.wallowa.k12.or.us/health-and-safety.

DRESS

We want our school to be a great place for all students to learn and grow. The Wallowa School District staff and administration value a learning environment that is free of distractions from the learning community. While we believe that student dress is primarily to be determined between parents and students, we recognize that agreements are necessary for the school environment to ensure a positive learning environment. Classroom expectations for attire will vary depending on the activity for the day or class. Special attire may be necessary for presentations, field trips, or safety concerns regarding a specific curriculum. Wearing hats, hoods, or other head coverings in classrooms or offices, with the exception of religious attire, will be at the discretion of the teacher or staff member. In addition, the following parameters for dress must be followed:

1) Clothing may not be revealing in nature.
    a) Sleeveless shirt straps must be three fingers wide without being low-cut.
    b) Shorts or skirts must be, as a general rule, no shorter than the tips of the fingers with arms extended at the side.
    c) Bare midriffs, low cut pants and low cut tops (shirt bottom and waistband of pants/shorts/skirts must be touching).
    d) Undergarments should not be visible.

2) Clothing may not include any slogan or insignia that implies intimidation, graffiti, discrimination, or ridicule.
3) Clothing may not include any display of words, pictures, or references to alcohol, tobacco, illegal substances, weapons, or sexual innuendo.
4) Clothing may not include other items as deemed inappropriate or unsafe by staff and administrators.

FIELD TRIPS

During the school year a student's class may take educational field trips. Most trips occur in the county. At the beginning of each school year, permission slips are sent home asking parents/guardians to give permission for their child to participate in field trips. Students will go on field trips only if parents/guardians have granted permission. If you have a child with asthma, allergies, or other such health reactions it is important to let the teacher know at the start of the year and before any trip. Check to see that they have their medication (or bee-sting kit) as they are leaving home the day of a field trip.

Teachers will send field trip announcements home with students when circumstances warrant it:

- Students will be riding a bus to the field trip
- The field trip is out of the county;
- An all day field trip is planned;
- Sack lunches, extra clothing, money, or extra materials are required.

In the case of out-of-county field trips, another permission slip will need to be signed.
If a parent/guardian does not want a child to go on field trips, alternative lessons will be provided.

A student can be denied the privilege of going on a field trip by the district if:

- The student has demonstrated that (s)he cannot conduct themselves in the appropriate manner;
- The student is under disciplinary action.

FOUR-DAY SCHOOL WEEK

The school week consists of four consecutive days. Please note that the calendar does have some Fridays on which students will attend school. This will occur in any week in which there is a holiday on a Monday.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, and bullying is strictly prohibited and described in policy JFCF. Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of harassment, intimidation or bullying is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action. Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Students, staff, or third parties may also be referred to law enforcement officials. The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions:

"District" includes district facilities, district premises, and non-district property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events where students are under the jurisdiction of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

"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:

1. Physically harming a student or damaging a student's property;

2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or

3. Creating a hostile educational environment including interfering with the psychological well-being of the student.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully.

"Retaliation" means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing,, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, 1

"Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to an administrator, who has overall responsibility for all investigations. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

LIBRARY

Students have a library class once a week. Books may be checked out for up to two weeks with one renewal. Reference and reserved books may be checked out only with the permission of the librarian.

Any materials overdue for a month will be considered lost and billed to the student.

PARENT CONCERNS

When a parent/guardian has questions about what is happening in the classroom, the first step is to talk to the classroom teacher. A call or meeting with the teacher will generally clarify questions/concerns the parent/guardian may have.

If the parent/guardian feels the concern was not fully answered by the teacher, the administration can be contacted and a conference scheduled.

PERSONAL ITEMS

Students should not bring personal items such as tablets, technological devices, or toys to school. The district is not responsible for the theft or breakage of personal items brought to school.

SCHEDULES

Each grade level class will develop a daily schedule. The schedule is to give students general expectations of the daily events. There can and will be changes to the schedule based on the needs of the teacher in the classroom.

STATE/FEDERAL MANDATED TESTING

The Every Child Succeeds Act of 2017 (ESSA) is a Federal act that mandates state approved testing of public school children.

The state of Oregon oversees a testing program called the Smarter Balanced Assessment that complies with ESSA. In the spring, students will participate in Smarter Balanced Assessments. Individual classroom teachers will proctor the tests. It is very important that students complete their testing in a timely manner. In the event of a lengthy absence, it is important that parents contact the classroom teacher.

SCHOOL HOURS

Doors are open from	7:30 AM to 4:00 PM
Class hours	7:45 AM to 3:28 PM *(Monday is early release at 3:00PM)*
Morning Recess	9:35-9:50
Lunch	11:00-11:20
Lunch recess	11:20-11:35
Afternoon Recess	2:00-2:20

SCHOOL BUSES

Pupils being transported are under authority of the bus driver.

Students are expected to be safe, respectful, and responsible on the bus. Students will use the same expectations on the bus as they do in other school environments:

Our P.A.W.S. serve as our behavior agreements and expectations:

P-practice safety
A-act responsibly
W-work hard
S-show respect

Pupils shall remain seated while the bus is in motion.

Fighting, wrestling, or boisterous activity is prohibited on the bus.

Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.

When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.

Pupils shall keep hands, arms, and heads inside the bus at all times.

Pupils shall have written permission to get off the bus other than at home or school.

Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.

SCHOOL CLOSURE

If school is going to be canceled, due to weather or some other emergency, the KWVR radio station (1340 AM or 92.1 FM) will carry the announcement. In addition, the school will notify KCMB in LaGrande. A School Messenger alertl will also be sent out via Parent Square, as long as systems are functioning and social media posts will be made on

Facebook and our school website.

Transportation teams determines road condition weather cancellations in communications with the superintendent. If school is to be canceled before the day starts an automated announcement will be made to parents. Typically, a bus route could be canceled (or late) with the remainder of the school following normal daily operation.

In rare instances, school may have to be canceled after the school day has started. Parents need to understand that if this occurs, we will keep students at school until parents can pick them up, or with parent permission, we will transport students to their residences. On bad weather days' parents are encouraged to keep tuned to KWVR for school updates. A School Messenger phone call will also be sent out as long as systems are functioning and social media posts will be made on Facebook.

SCHOOL SUPPLIES

Student supplies will be furnished to all students K-5. A student is expected to provide his/her own supplies of a backpack, tennis shoes for P.E., a water bottle and paint shirt.

SEXUAL HARASSMENT

School board policy JBA/GBN addresses sexual harassment. The district is committed to the elimination of sexual harassment in district schools, activities and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and non-district property if the student or staff member is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with a staff member's district job responsibilities.

All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and

3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through

physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints or reports about behavior that may violate this policy shall be promptly investigated.

STUDENT PICTURES

Time is provided at school for students to have school pictures taken. This is provided annually as a courtesy to families. The school district does not receive any compensation from the photographer. Any complaints about picture quality or mistakes must be directed to the photographer. Wallowa School District does not assume any liability or responsibility for the pictures.

TALENTED AND GIFTED PROGRAM

Wallowa Elementary School recognizes that students with special academic talents and intellectual gifts need to be nurtured and challenged. The class structure and curriculum design of the elementary school accommodates students that are identified as talented and/or gifted in reading and math. Using standardized and state test scores, students are screened yearly for those that meet the criteria of the talented and gifted program. However, if you, as a parent/guardian, feel that your child has been overlooked, please call the elementary office and make a request that your child be considered.

TOBACCO, ALCOHOL, or DRUGS

Use of Tobacco, Alcohol or Drugs Student substance abuse, possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol or unlawful drugs, including drug paraphernalia or any substance purported to be an unlawful drug, 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. If possession, use, distribution or sale occurred on district grounds, at school-sponsored activities or otherwise while the student was under the jurisdiction of the school, students will be subject to discipline 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.

A referral to community resources and/or cessation programs designed to help the student overcome tobacco product, inhalant delivery system, alcohol or unlawful drug use may also be made. The cost of such programs are the individual responsibility of the parent and the private health care system.

Clothing, bags, hats and other personal items used to display, promote or advertise tobacco products, inhalant delivery systems, alcohol or unlawful drugs are prohibited on all district grounds, including parking lots, at school-sponsored activities and in district vehicles.

Any person under age 21 possessing a tobacco product or inhalant delivery system on district property, in a district facility or while attending a district-sponsored activity commits a Class D violation and is subject to a court-imposed fine as provided by Oregon Revised Statute (ORS) 167.400. Any person who distributes, sells or allows to be sold,

tobacco products or any substance sold for the purpose of being smoked, vaporized or aerosolized, in any form, a tobacco-burning or inhalant delivery system device, to a person under 21 years of age commits a Class A violation and is subject to a court imposed fine as provided by ORS 163.575. An "unlawful drug" is any drug as defined by the Controlled Substances Act including, but not limited to, marijuana, cocaine, opiates, amphetamines and phencyclidine (PCP). As used in this policy, unlawful drug also means possession, use, sale or supply of prescription and nonprescription drugs in violation of Board policy JHCD/JHCDA – Medications** and any accompanying administrative regulations. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

VISITORS

For the safety of our students, all visitors are required to sign in at the office and pick up a visitor's badge before continuing through the school campus. With our new security system in place, visitors will need to enter the building vestibule and be let into the office for check-in.

Parents are welcome to visit their child's classroom. Arrangements for visitations must be made in advance and an appropriate time can be selected in collaboration with the teacher. We work hard to maintain an environment focused on learning and minimize distractions to the teaching and learning process. Visitors to our classrooms must have background checks completed. Visitors of school age or younger (friends, siblings, vacationing relatives, etc.) are not allowed to visit during the school day. A lunch visit can be arranged with permission from the classroom teacher and the principal.

WEAPONS

Weapons in Schools Board Policy: JFCJ states that students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization. Weapons may include:

a) A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

b) A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

c) A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon or any firearm silencer.

d) A "destructive device" means any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.

Weapons may also include, but not be limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities. Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

STUDENT RECORDS

The District keeps elementary student records in the elementary office and/or in the Resource Room. Parents/guardians have a right (OAR 581-21-270) to inspect those records at any time. In a reasonable time after a request to review a student's educational records has been received, the district will provide the parent/guardian with a place to review the records and someone to help interpret the information. In most instances the district will attempt to accommodate the request within 24 hours. Under no circumstance will parents/guardians be allowed to take student records with them. Parents/guardians can request copies of records at $0.30 per page.

If a parent/guardian wants something removed from the student's records, a request can be made to the superintendent. If the District disallows a parent's/guardian's request, an appeal procedure is available. (See Appeals and Complaints)

STUDENT INFORMATION

The following directory information may be released to the public through appropriate procedures: (OAR 581-21-220 (2)) **NOTE**: This policy (JOA) is presently being reviewed for possible revision by the school board.

Full legal name of the student;

Student's address;

Student's telephone listing;

Student's photograph;

Date and place of birth;

Participation in officially recognized sports and activities;

Weight and height of athletic team members;

Dates of attendance;

Degrees or awards received;

Most recent previous school or program attended.

Exclusions from any or all directory categories named as directory information must be submitted in writing to the principal by the parent, student 18 years of age or emancipated student within 15 days of annual public notice.

Directory information shall be released only with administrative direction.

Directory information considered by the district to be detrimental will not be released.

Directory information will not be given over the telephone except in health and/or safety emergencies.

Educational and behavioral records cannot be released without permission. This includes, name of parents/guardians, names of previously attended schools (except last attended), subjects taken, marks (grades) received, credits earned, attendance, date of withdrawal from school, medical information, discipline records and social security number. Parents/guardians must fill out a "Release of Information" form before this information can be released.

STUDENTS TRANSFERRING TO ANOTHER DISTRICT

Parents/guardians of students who are withdrawing from school are asked to give advance notice to the elementary office in order to obtain a student's transfer slip and to sign a release for transfer of the student's records. School lunch charges or credit can be taken care of at this time.

Under ORS 326.575, before records are sent, parents/guardians have the right to inspect their child's records at the school. Records will be sent within ten (10) working days after a school request for records has been received. To guard against loss or damage, student records are not given to parents/guardians to take to the next school.

SOCIAL SECURITY NUMBERS

Wallowa Elementary is required by law to inform you about its use of student Social Security Numbers.

Providing your child's social security number (SSN) is voluntary. If you provide it, the District will use the SSN for record keeping, research, and reporting purposes only. The District will not use the SSN to make any decisions directly affecting you or any other person. The SSN will not be given to the general public. If you choose not to provide the requested SSN, your child will not be denied any rights as a student. Providing the requested SSN means that you consent to the use of that SSN in the manner described.

OAR 581-21-250 (j) permits the local school district to ask for your child's social security number (SSN). The SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

> The school district and Oregon Department of Education may also match a child's SSN with records from other agencies as follows:
>
> The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.
>
> State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.
>
> Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

Your child's SSN will be used only for statistical purposes as listed above. State and federal law protects the privacy of student records.

HEALTH AND SAFETY

ADMINISTERING MEDICINES TO STUDENTS

Students who need to take prescription and/or over-the-counter medication at school, on a temporary or regular basis, must provide a written request to administer medication signed by the parent. If a parent/guardian does not provide the required information, the school personnel will notify the parent on the day the request to administer has been received explaining that the medication will not be administered until all requirements have been met. In case of an emergency the administrator, or designee, may contact a physician or emergency room.

Administration of prescription medication requirements:

Physician's or parent's written instructions to include name of medication, dosage, time interval and method of administration;

Medication in original container;

Container label clearly showing the student's and doctor's name and instructions (either on label or separate communication from physician);

ADMINISTRATION OF OVER-THE-COUNTER MEDICATION REQUIREMENTS

For school staff to administer over-the-counter medications, the school secretary must receive the parent's/guardian's written instructions, the physician's written instructions, and the medication in its original container. Permission to administer Ibuprofen or Tylenol may be obtained by phone call to parent if necessary.

Over-the-counter medication may include, but not limited to, vitamins, food supplements, eye, ear and nose drops, inhalants, aspirins, cough drops and antacids.

A parent/guardian may request in writing that a backup auto injectable epinephrine be kept at a reasonably secure location in the student's classroom if a licensed healthcare professional verified in writing that lack of immediate access to auto injectable epinephrine may be life threatening to the student. Parents/guardians are required to provide medication for emergency use by the student.

All medications will be kept in the office in a secure place unless a student must carry medication on his/her person during the school day. (Such as an inhaler) A written statement signed by the physician and parent/guardian must be provided that instructs the school to allow a student to carry medication. Otherwise only designated school employees may administer medications.

Each time medication is administered, a record noting date, time, amount, and name of person administering medication shall be made.

Parents/guardians will be notified if a student refuses medication. Notification will be made as soon as possible.

Note: At the end of each school year, all unused medication will be disposed of or returned.

(Board Policy JHCD and JHCDA supersedes regulations set forth)

CUSTODY OF A CHILD

In cases of custody disputes, Wallowa School District has no legal authority to prevent a parent from seeing a child, or obtaining information about his/her child. A duly executed court order is required for the District to attempt to deny a parent access to a child, or the child's school information and progress. Child custody issues will not be

undertaken at school.

HEAD LICE

Schools can have recurring problems with head lice. To prevent the problem from escalating, the Wallowa County Health Department has recommended a "No Nit Policy."

To comply with this recommendation, Wallowa Elementary periodically does a head lice examination of all students. When a child is discovered to have head lice, the child is sent home. The child is not allowed to return to school until the child is declared nit-free. This can be done by having the Wallowa County Health Department sign a statement that the child is nit-free, or the child is cleared by the school as being nit-free.

MATURATION

Maturation class for 4-5 grade students is held annually. The class is conducted separately for boys and girls. Parents/guardians have the right to request their child be excused from this instruction and to request alternative lessons. Parents/guardians are notified prior to the class being held.

MEDICAL EMERGENCIES

The parents/guardians of each student are to annually sign a medical release form. This form gives permission to school personnel to call emergency medical personnel and/or grant medical treatment (in case the parent/guardian cannot be found) for a student. Reasonable efforts will be made to quickly notify parents/guardians if a student is injured during the school day.

If a child becomes ill during the school day, the child is normally brought to the elementary office and parents/guardians are notified as quickly as can be reasonably expected. In most cases the District will request that the parent/guardian come and get the child.

In unusual situations, the school may inform the parent/guardian that the child should be checked out by medical personnel. Nevertheless, it is the parent's/guardian's responsibility to make the final determination as to whether to seek medical assistance or not.

STUDENT ACCIDENT INSURANCE

Elementary Student Accident Insurance is available to the student through a variety of sources, including your insurance agent. This insurance is available for students who have no other accident insurance. This insurance usually is not full coverage, but will pay for parts of general medical issues. As a convenience for parents, limited student accident insurance information is available in the school office upon request. The district accepts no responsibility or liability for any claims.

VISION AND HEARING SCREENING

Vision and hearing tests are conducted in Kindergarten through 12th grade. Students new to the District will also undergo these tests. If the District detects any problems the parents/guardians are notified. Parents/guardians should then follow-up these tests with the appropriate medical personnel.

SUPPLY LIST

Parents will need to supply the following items for school:

1. A clean pair of tennis shoes. (Will be left at school)
2. Paint Shirt
3. Back Pack
4. Water Bottle

AFTER SCHOOL PICK UP

The following diagram shows where students can be picked up and/or dropped off by parent(s)/guardian(s) after school. Please do not pick up your child around the bus area; doing so could put your child in jeopardy with the amount of traffic that is on the street at this time. **Students are to use the crosswalks and student lane to enter the building.**

