

**Four Rivers Jr Prep**

**CUATRO RÍOS**



**2026-2027**

**Parent/Student Handbook**

2449 S.W. 4th Ave, Ontario, OR 97914 | Phone: 541-889-3715 | Fax: 541-889-3718

[www.4riverscs.org](http://www.4riverscs.org)

## Dear Parents,

We're excited to serve your family's educational needs and we are excited for another great year! Please know that you are always welcome at Four Rivers Community School. We enjoy having parent volunteers and visitors.

We hope that you find this handbook helpful in answering your daily questions; however, if you need us you can call or come in anytime.

Thank You,

**Zoila Mason, Ed.S.**  
Principal

**Chelle Robins, Ph.D.**  
Superintendent

**Tyler Swanson, M.Ed**  
Vice Principal/Athletic Director

## Four Rivers Community School Board of Directors

Pam Wettstein, Chairman  
Penny Walters, Secretary  
Betty Carter  
Ramon Palomo  
Jaime Grimaldo  
Judy Snyder  
Matt Stringer

The Four Rivers Community School Board meets on the third Thursday of every month at 8:00 am in the Board Room at the school. All meetings are open to the public.

## FRCS Mission Statement:

Four Rivers Community School is dedicated to providing progressive dual-language instruction and whole family education. Our students and staff demonstrate Pride, Purpose and Performance through everyday classroom activities and community involvement. We embrace diversity and cultural appreciation through instruction and practice.

## FRCS Vision

To build generations of bi-literate and culturally engaged learners who envision a future of possibilities.

## FRCS Jr. Prep Staff

**Chelle Robins, Ph.D.** - Superintendent  
**Zoila Mason, Ed.S.** - Principal  
**Michelle Clinton** - Director of Finance  
**Tyler Swanson** - Vice Principal/Athletic Director



**Lili Rodriguez** - Office Manager  
**Tanya Navarrete** - Director of Community Engagement  
**Debbie Gebert** - Business Manager  
**Bertha Hernandez**- Meals Director  
**Belinda Riojas** - School Counselor/Social Worker  
**Quillomi Perez** - School Secretary  
**Justine Carpenter** - 6/7/8 Spanish Language Arts  
**Samantha Reynolds** - 6/7/8 English Language Arts  
**Angela Garcia** - 6/7/8 Bilingual Math  
**Hanna Swanson** - 6/7/8 PE/Technology  
**Gerald Whinery** - 6/7/8 Science  
**Ivonne Hernandez** - 6/7/8 Instructional Asst.  
**Leslie Serrano** - Dance  
**Gisela Lopez** - PE  
**Rafael Rodriguez** - Building operations/Custodian  
**Lilia Noah** - Custodian  
**Lina Ruiz** - Custodian

All staff members can be reached via e-mail by using their first name. Example:  
firstname.lastname@4riverscs.org

Federal law requires that parents be notified of their right to request information regarding the professional qualifications of their child's teacher. This information includes the baccalaureate degree and academic major of the teacher, graduate degree or certification. The teacher's status with State licensing criteria, and whether students are provided specific services by a paraprofessional and, if so, their qualifications. This information is on file in the office.

## School Day

Students are expected to arrive at 7:35 am and will be released at 2:41 pm. Students are expected to eat breakfast, get all needed supplies from lockers, and be at their desks ready to start at 7:55 am. Students arriving to class after 7:55 am will be marked tardy. If a student arrives after 7:55 am, he/she will need to go to the office for a "Late Arrival Slip" to get into class. Due to safety concerns, parents/guardians are asked to call the office before 8:15 am to report an absence.

## Dual Language Immersion

Families at Four Rivers have committed to a K-12 dual language program. To ensure the integrity of our program students are expected to remain in the target language during class time.

Our goal for each dual language student is to graduate biliterate/bicultural students with an State of Oregon Seal of Biliteracy as well as a Certificate of Interpretation.

## Attendance

Students are expected to come to class prepared and on time every day. Tardies and absences will be addressed to ensure that students are in compliance with the [Malheur County Ordinance](#) addressing attendance.

Students are expected to complete work missed as a result of absences or participation in athletics. Students will be given two days for every day they are absent to complete any missed assignments. Assignments turned in late will be accepted for up to 7 days past the due date with point deductions for each day it's late. Assignments turned in past the 7 days will not be accepted. Parents may request to pick up work when students are absent by calling the school or emailing the teacher.

## Attendance of PE Classes

Any student excused from P.E. for more than three consecutive days must have a statement from a doctor; this is important for the safety and well-being of the student. All students are expected to dress down for PE at the beginning of class wearing the correct PE uniform which is: PE logo t-shirt, plain black bottoms (mid-thigh shorts or athletic pants), and athletic shoes. Students who do not dress down will receive a grade deduction on that day. It is the responsibility of the family to ensure students have clean PE clothes, washed at least weekly.

## Parent Involvement

Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the school asks parents to:

1. Encourage their student to put a high priority on their education and to commit him or herself to making the most of the education opportunities the district provides.
2. Keep informed on school activities and issues. Our monthly newsletter, school website ([www.4riverscs.org](http://www.4riverscs.org)), [school Facebook page](#), Family Science Night in September, dance performances, and Family Fridays provide opportunities for learning more about what is happening.
3. Become a school volunteer. Contact the school office for more information 541-889-3715.

## Visitors

Parents and community members are welcome at FRCS/ECCR with prior approval or attendance at a school event. All visitors are required to sign in at the main office. Upon completion of your visit, please sign out. FRCS is unable to accommodate school-aged visitors in the classroom during regular school hours.

Parents must sign their child out at the office prior to leaving early. Volunteers/Parents that wish to help in the school or attend field trips must have passed a criminal background check every three years.

FRCS/ECCR does not allow students to bring friends as visitors. FRCS does not allow siblings to attend field trips.

## Student Use of Areas

Our school maintains facilities to be used by many different people in various capacities. However, some areas are off limits to students. It is inappropriate for students to be in the following areas: teachers' desks, other students' lockers and personal property, and staff work rooms.

## Transportation

Parents must provide communication to the main office if transportation arrangements are going to be different for the day. These changes must be arranged before 1:45 p.m. Long term arrangements need to be made between the parent and the school.

## School Closure

In the event of a school closure due to inclement weather or some other occurrence that prevents FRCS from safely conducting classes, parents will receive notification through ParentSquare and social media outlets (Facebook and Instagram).

## Pets

Due to various allergies, pets are not allowed at FRCS.

## Meals

Students eat breakfast between 7:35 and 7:45 am. This is a free breakfast.

Lunch is served between 10:55 am and 11:30 am depending on individual grade schedules. If you want to eat lunch with your child, please let the office know. We offer free lunches to all students. The lunch price for adults is \$4.25.

## Medication Policy

### Prescription Medication

- Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instruction (e.g. dosage or frequency) must also be per a physician's written order.
- Requires written consent and instruction from a parent/guardian.
- The medication must be in the original pharmacy container.
- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30 minutes' window before or after the prescribed time. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.

- Only a licensed nurse may take verbal physician's orders.

### Non-prescription Medications

Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids that do not require written or oral instructions from a physician.

- Requires consent
- Must be commercially prepared
- Non-alcohol based
- Must be in the original container with the manufacturer's recommended dosage schedule included.
- The school may only administer medications following the manufacturer's recommendations.

## Parent-Teacher Conferences

Conferences will be held during the 1st semester and 2nd semester. All parents are required to attend a scheduled conference in the fall. Conferences during the 2nd semester are on an as-needed basis and are conducted as home visits.

## Student Educational Records

The information contained below shall serve as the school's annual notice to parents of minor and eligible students of their rights, the location and official responsibility for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the office. Permanent records shall include:

1. Full legal name of student.
2. Name and address of educational agency or institution.
3. Student birth date and place of birth.
4. Name of parent/guardian.
5. Date of entry into school.
6. Name of school previously attended.
7. Course of study and marks received.
8. Data documenting a student's progress.
9. Student attendance records.

## Zero Tolerance Drug and Alcohol Policy

ALCOHOL, TOBACCO, DRUGS, GUNS, KNIVES, MATCHES are not permitted at Four Rivers Preparatory School per school policies.

## Soliciting

A student may not sell any product during school hours on the school grounds unless it is a school-sponsored club or team. The solicitation of staff to sponsor fund raising activities is not appropriate during school hours and any approved fund raising activities are coordinated through the front office.

## Grading

Report cards will be given out at the end of each quarter. The academic grade is one indicator of the student's progress in gaining information, acquiring knowledge and improving skills and abilities.

Academic grades as reported on the report card are based on the following percentages:

*A=90 -100%*

*B=80 - 89%*

*C=70 - 79%*

*D=60 - 69%*

*F=50 - 59%*

Progress Reports will be given to students twice a month. Students will be expected to return the progress report with a parent/guardian signature.

Parents/Guardians should access student grades online through ParentVUE. Grades will be updated on a weekly basis. Please see the school's administration if you have any login questions.

## Homework

The purpose of homework is for students to practice what students have learned in order to master concepts taught. Students are expected to turn in homework on time when it is assigned. Consequences for not turning in homework can include a reduced grade and missed activities.

## Athletic Activities

Students will follow Four Rivers Junior Preparatory School eligibility requirements to participate in athletics. All FRCS students who maintain a "C" in ALL courses will be eligible to participate in athletic events. Eligibility forms for sports physicals are available in the FRCS office. Our school athletic programs are accessible to all students; however, play time may not be equal.

Athletics offered and the grade levels are as follows:

- Cross Country
- Wrestling
- Basketball
- Tennis
- Track

## Textbooks and School Provided Materials

Textbooks, library books, and school supplies are provided. If an item receives more than normal usage, a fine will be assessed. If an item is lost, the student will pay for its replacement.

## Technology Agreement

All students and parents/guardians must sign a technology and [Acceptable Use Policy](#) in order for students to access any technology. Students who violate this agreement will be subject to consequences including but not limited to: loss of lunch recess, loss of privilege to take home laptops, loss of laptop during school hours. Parents assume responsibility for any items that are lost, stolen, or damaged.

## Electronic Devices

Home electronic devices such as Nintendo Switches, cell phones, etc. are not allowed in classrooms at Junior Prep.

Upon arrival, students will check their cell phones and smart watches into locked cabinets with assigned numbers. Students will be able to pick them up at the end of the day. Any student that does not check their device(s) in will be subject to detention for the first offense and may result in suspension for further offenses. In this case, parents will have to come to the school to pick up the device(s) and meet with a school administrator. [See policy here.](#)

## Field Trips

Throughout the year FRCS students go on field trips. Field trip permission forms are filled out and signed in your child's registration packet.

## Buses

FRCS contracts with Mid-Columbia Bus Company, Inc. for bussing services. Those allowed to ride the school buses on school-sponsored trips include: enrolled students, FRCS staff members, and parent chaperones (if school requested). Space is always limited on the buses so parents wishing to attend their child's field trip will need to drive or carpool. [School Bus Code of Conduct](#)

## Uniforms

All students must follow the school's uniform policy. School uniforms are purchased by parents during

summer registration and may be purchased throughout the year as needed.

If a student is in violation of the school uniform policy, they will be subject to the [CLIMB Discipline System](#). Non-FRCS Sweatshirts and coats will be kept in student lockers during class time with the exception of school logo sweatshirts or jackets.

FRCS requires that all students wear **closed toe shoes with secure backing** at all times.

All athletes must wear Four Rivers designated uniforms, warm-ups, jackets, sweatshirts, etc. at all times while traveling and on location at away competitions.

Please see the following chart that outlines the color of shirt with the corresponding day.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
White dress shirt with tie Boys: Black uniform pants Girls: plaid skort or black uniform pants with white leggings, knee highs, tights or socks	Black  Black/Khaki uniform pants/shorts/skorts	Green Polo  Black/Khaki uniform pants/shorts/skorts	Blue Polo  Khaki/Black uniform pants/shorts/skorts	Logo T  Khaki/Black uniform pants/shorts/skorts

PE Uniform: FRCS PE t-shirt, basic black bottoms (basketball shorts or sweatpants/yoga pants).

### Uniform Guidelines for Pants/Shorts

Following are a list of guidelines for choosing appropriate uniform pants:

- All pants for girls are "UNIFORM STYLE" only. These "UNIFORM" pants can be purchased in the "UNIFORM" section of most stores.
- Pants must be flat or pleated front with **no jean-type pockets**. Pants may have welt pockets.
- Cargo, carpenter, khaki denim, low riders, skinny, corduroy, **any type of 5-pocket style** or jean type pants **will not** be accepted.
- Any pants with piping, appliqués, and decorative stitching are not permitted.
- **Pants may have a "boot cut" or "straight leg".**
- **Pants should be sand khaki or black in color.**
- **"Skinny" pants are NOT allowed.**

Pants should be fitted so that the student can bend down to pick up an item on the floor without revealing any skin. In addition, any pants that are "form fitting" or "hug" the body are not appropriate pants. Uniform

pants should fit loosely enough to provide for room and growth. Students should be able to grab one inch of pant material on each side of their leg.

Uniform pants and shorts should fit loosely enough to provide for room and growth.

The following stores have a “uniform” section: Target, Old Navy, JCPenney, Sears, Walmart, Lands End, and D&B. Uniform pants can also be found on Amazon.com.

If you have purchased uniform pants or shorts and would like to bring them to the school for approval, please do so before removing the tags.

## Dress and Grooming

**School dress code applies to all activities before or after school hours where all or part of the expectation of your attendance is that you are representing FRCS, i.e., all club events, awards, banquets, athletics as a player and/or spectator, and performance activities, and all public forums where you represent the school.**

- Students’ hair, by nature of the style or color, shall not create a distraction.
- Students may wear natural toned make-up which may include: light mascara, lip gloss, and eye shadow. Dark make-up including: eyeliner, false lashes and dark lipstick will not be allowed and the student will be asked to remove it. Facial tattoos, and/or glitter make-up is not allowed. Make-up violations will be subject to the CLIMB Discipline System.
- Clothing that works well for the beach, yard work, nightclubs, sleeping, etc. are not appropriate for an educational environment.
- Clothing that reveals cleavage, back, chest, stomach or underwear is not appropriate for the educational environment and is not acceptable.
- Students may not wear hats in school. Four Rivers Logo hoodies are allowed, but hoods are off in the building at all times.
- Blankets cannot be worn or used on campus.
- All clothing must fit correctly. No sagging, baggy, or altered clothing is allowed.

If clothing fails to meet standards as determined by FRCS Staff, the student will be allowed to call home for a change of clothes and then return to the learning environment. If the student incurs multiple dress code violations, progressive disciplinary action may be applied.

\*The administration reserves the right to determine any attire inappropriate or that is disruptive to the school environment.

## Public Displays of Affection

Students are expected to maintain appropriate public conduct at all times including at extra-curricular activities. Public displays of affection, including holding hands, are not permitted.

## Code of Conduct:

Four Rivers Community School works hard with students and families to achieve positive behaviors at school. If your child is having a difficult time at school, we will contact parents to develop a plan of assistance. Please read below.

- Students are always responsible for what they do and say.
- Students must be courteous toward other students, staff, and school property.
- Students must respect the rights of others to learn in a safe classroom.

The school has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in school-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion and/or referral to law enforcement officials for the following, including, but not limited to:

1. Bringing, possessing, concealing or using a weapon to or on school property or at an activity under the jurisdiction of the school or at an interscholastic activity administered by a voluntary organization approved by the State Board of Education under ORS 339.430;
2. Substance abuse or any possession or use of tobacco, alcohol or unlawful drugs, including drug paraphernalia;
3. Assault or menacing of a district employee or another student. Menacing means by word or conduct the student intentionally attempts to place a district employee or another student in fear of imminent serious physical injury;
4. Use of threats, intimidation, harassment or coercion against any fellow student or district employee, including cyberbullying;
5. Willful damage or destruction of district property;
6. Willful damage or destruction of private property on district premises or during district activities;
7. Open defiance of a teacher's authority;
8. Theft;
9. Use or display of profane or obscene language;
10. Violations of district transportation rules;
11. Persistent failure to comply with rules under the lawful directions of staff or district officials.

Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five (5) years imprisonment, \$100,000 fine and forfeiture of firearm and/or other dangerous weapons or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

Firearm is defined in federal law as 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. This includes the frame or receiver of any such weapon, firearm, muffler or silencer or any other destructive device such as explosives, incendiary, poison gas, bomb or other such devices.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

## Discipline Plan

Discipline for any behavior contrary to the Code of Conduct will be handled on a case-by-case basis, and in extreme cases may result in expulsion and/or the involvement of law enforcement when appropriate. Matters of disciplinary action will be guided by the Four Rivers Community School's student policies as adopted by the Board of Directors.

## Suicide Prevention

FRCS is committed to the safety and mental well-being of our students. The school has a Suicide Prevention Policy in place as well as a [School-Based Suicide Prevention Policy Guide](#), have trained personnel and provide resources for students and families in need. The policy can be found on our website. Student and family resources include the following:

### Local Phone Numbers

Local Mental Health Authority: Lifeways Behavioral Health 541-823-9050

### State and National Phone Numbers

#### YOUTHLINE

Call 877-968-8491 Text "teen2teen" to 839863

Chat at [www.oregonyouthline.org](http://www.oregonyouthline.org)

A teen-to-teen crisis and help line. Contact us with anything that may be bothering you; no problem is too big or too small! Teens available to help daily from 4-10pm Pacific Time (off-hour calls answered by Lines for Life).

#### Trevor Project Crisis Line – LGBTQIA+ Youth

1-866-4-U-Trevor (1-866-488-7386) [www.theTrevorProject.org](http://www.theTrevorProject.org) Text "TREVOR" to 678-678

Lines of Life (adults) 800-273-8255 or text "273TALK" to 839863

All school personnel and students will be expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety

comes first. For a more detailed review of policy changes, please see the district's full suicide prevention policy. Adapted from: [afsp.org/ModelSchoolPolicy](https://afsp.org/ModelSchoolPolicy)



*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*