

Otto Petersen Elementary Community Handbook 2025-2026



**OTTO PETERSEN
ELEMENTARY SCHOOL**

52050 SE 3rd Street
Scappoose, OR 97056

www.ope.scappoose.k12.or.us

(971) 200-8003

TABLE OF CONTENTS

[SCAPPOOSE SCHOOL DISTRICT 1J](#)

[OTTO PETERSEN ELEMENTARY FACULTY & STAFF](#)

[PREFACE](#)

[OTTO PETERSEN STUDENTS' RIGHTS AND RESPONSIBILITIES](#)

[SCHOOL RULES AND BEHAVIOR EXPECTATIONS](#)

[BEHAVIOR INTERVENTION AND SUPPORT PROCESS](#)

[SEPARATION FROM THE SITUATION](#)

[OTHER POLICIES AND PROCEDURES](#)

[ASSEMBLIES](#)

[ASSIGNMENT OF STUDENTS TO CLASSES](#)

[ATTENDANCE & ABSENCES](#)

[BULLYING](#)

[DISPLAYS OF AFFECTION](#)

[ELECTRONICS & COMPUTER USE](#)

[Personal Electronic Devices and Social Media](#)

[DRILLS-FIRE, EARTHQUAKE, SAFETY THREATS, AND OTHER EMERGENCY DRILLS](#)

[EMERGENCY SCHOOL CLOSING INFORMATION](#)

[FIELD TRIPS](#)

[GRADES](#)

[HOMEWORK](#)

[HEALTH, WELLNESS, AND ENERGY DRINKS](#)

[POSTERS](#)

[SUPERVISION OF STUDENTS](#)

[VISITORS](#)

[OUR SCHOOL NURSE](#)

[OUR SCHOOL LIBRARY](#)

SCAPPOOSE SCHOOL DISTRICT 1J



33589 SE High School Way
Scappoose, OR 97056

(971) 200-8000

www.scappoose.k12.or.us

School Board of Education

Christine Sprenger

Alex Tardif

Patrick Kessi

Phil Lager

Gwynn Klobes

Summer Stutsman-Hoag

Superintendent

Timothy L. Porter

OTTO PETERSEN ELEMENTARY FACULTY & STAFF

Principal	Megan Ticer	Reading Specialist/TAG Coordinator	Vanessa Gonrowski
Dean of Students	Laycee Kinsman	Reading Assistants	Jami Delashmit Lisa Loncosky Jeanine Redman Kristen Jones
Lead Secretary	Brenda Squires	English Language Development	Jessica Ellett
Asst. Secretaries	Sara Heil		
Counselor	Lorrie McKedy	Speech-Language Pathologist	Maria Bourassa
Music Specialist	Bryan Wilkins		
PE Specialists	Frank Falkowski Kyrsten Nothwang	Instructional Specialist Teachers	Danielle Smith Lauren LaBonte Brock Woolston Andrea Hulegaard
4th Grade Teachers	Katie Bean Amanda Longtain Chelsea Murphy Ben Anderson Candace Swatzell	Custodians	Robert Moseley Erik Aanensen Paul Pense
5th Grade Teachers	Kenna Feakin Eleanor Jones - Highburger Abby Schrunk Jessi Jenkins Shelley Applegate Tiffany Kriek	Educational Assistants (Special Education)	Brenda Bennett Kathi Darr Kelly Friesen Rogelio Gonzalez-Tapia Amber Hollinger Shannon Howard Anne Marie Milicich Hailey Nassimbene Ron Dodge Jacque Grogg Rebecca Meza
6th Grade Teachers	Jacob Billinger Nathan Emerson Lauren Frank Jerad May Ally Richard	School Librarian Library Assistant	Keely Nudo Kelly Knudson
		Nutrition Services Staff	Barbara Foti Shari Garcia Lynn Almack Marcie Allen

PREFACE

FOR PARENTS: Preface

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

If you cannot locate the information you are looking for, please note board policies are available at the district office and the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

FOR STUDENTS: Preface

The material covered in this handbook has been written to help you understand the expectations at Otto Petersen Elementary School. If you have questions about school rules or how to get help from the adults in the building, this handbook will act as your guide. Your caretakers can also find expectations and policies using the information from the paragraph above. Be sure to read over the handbook carefully. We want to ensure your success this year!

OTTO PETERSEN STUDENTS' RIGHTS AND RESPONSIBILITIES

Our staff respects the rights of each student at Otto Petersen Elementary School and in turn, expects students to try their best to fulfill their responsibilities.

RIGHTS

OPE students have the right to:

- Feel welcome when entering the school and a classroom
- Be spoken to with respect
- Ask questions without fear
- Disagree respectfully without fear of consequences
- Feel as important and valuable as anyone in the classroom
- Feel safe at school
- Be given an explanation
- Receive help from the teacher when needed

RESPONSIBILITIES

OPE students are expected to:

- Treat all staff members and students with respect
- Ask questions with purpose and not to seek disruptive attention
- Follow directions given by staff members without argument
- Do their best to complete high quality work
- Complete and submit assignments on time
- Listen attentively
- Speak and act safely

We encourage all students to use their rights and responsibilities to help develop and maintain a positive *Code of Conduct*, or promise to yourself about behavior and actions. A safe school with responsible and respectful students makes school a positive and fun place to be.

SCHOOL RULES AND BEHAVIOR EXPECTATIONS

All of our school rules are designed to follow our PBIS (Positive Behavior Interventions and Support) guidelines. This page gives you the basic expectations of our building.

BE SAFE: Be free from physical and emotional harm

Students at OPE Always:

- Walk indoors
- Use the bathrooms to eliminate body waste only
- Keep hands, feet, bodies, and other objects to themselves
- Use playground and PE equipment with their intended purpose
- Keep food and drinks in the appropriate areas
- Use the Internet for academic tasks only
- Look for ways to create a safe learning environment for each other

BE RESPONSIBLE: Be honest, dependable, and accountable

Students at OPE Always:

- Are prepared with materials and work
- Are in the right place at the right time
- Clean up after themselves
- Follow directions
- Take proper care of personal and school property
- Look for ways to help staff and other students

BE RESPECTFUL: Be polite and cooperative

Students at OPE Always:

- Talk to staff, students, and visitors with respect
- Respect others' space and property
- Control the level of their voices
- Use language that is kind
- Look for ways to make people's day better

BEHAVIOR INTERVENTION AND SUPPORT PROCESS

It is our goal to encourage and develop students who are **safe, respectful** and **responsible**. We believe this takes a collaborative effort from the students, families and staff in our building. Behaviors that are unsafe, irresponsible, or disrespectful make learning hard and others feel unwelcome. Below, we have outlined the process, or steps, we will follow to ensure that we keep our school a place where everyone can learn without disruption.

If a student is not acting in a **safe, respectful or responsible** way, the teacher will handle the behavior in the classroom. This might include a reminder of the expectations, offering more help, giving a student a chance to 'reset' or take a break, and/or redirecting the behavior.

Reflection and Redirection

- **Owl Think About It**
 - These are reflection assignments for minor, repeated behaviors in class
 - **After one Owl Think About It**, ongoing behaviors will result in a **Minor Referral** to the Dean of Students
 - Parents will be notified each time a student receives an Owl Think About It by the homeroom teacher.
 - Completed forms will be emailed home

Minor Interventions

- **Minor Referrals**
 - A Minor Referral results in:
 - A phone call home from the classroom teacher or Dean of Students
 - **Three** Minor Referrals for the same behavior will result in a **Major Referral**
 - The Dean of Students will work with the classroom teacher to help design a behavior intervention plan for ongoing concerns

Major Interventions

- A Major Referral results in:
 - A phone call home from the Principal or Dean of Students
 - A possible In-School Suspension with reflection work to be completed at school and as homework
- **Three** Major Referrals for repeated Behavior results in:
 - A phone call home/parent pick up
 - **A possible Out of School Suspension** with reflection work to be completed as homework
 - A re-entry meeting with families, Dean of Students and Principal
 - Student will discuss the reflection assignment

- Team will create a re-entry plan for success **Major Referrals**

Please note: Not all steps may be followed in order. If a student exhibits a **Major Behavior**, the interventions will immediately jump to a **Major Referral** and proceed accordingly.

Major behaviors that will result in automatic In School Suspension include:

- Fighting/Physical Aggression
 - Minor
 - No injuries
- Bullying/Harassment

Please note: When the safety of other students is at risk, a student will automatically enter at the last step, which is an **Out of School Suspension**.

Major behaviors that will result in automatic Out of School Suspension include:

- Fighting/Physical aggression
 - Major
 - Resulting in injury
 - Safety Plan needed
- Harassment/bullying that is sexual, based on race and/or disability
 - Major
 - Needing safety plan
 - May include being placed in a different homeroom
- Defamatory Language
 - Any language that targets someone's protected status:
 - Religion, culture, disability, race, religion , ethnicity, gender identity, sexuality
- Property damage (please note: students and their families will be held responsible for the loss or damage of district property (Board Policy JFCB)))
- Use of combustibles
- Use of alcohol, drugs, or tobacco
- Bomb threat
- Arson

SEPARATION FROM THE SITUATION

Here is a more detailed guide on how administrative decisions resulting in ISS or OSS are made:

Actions which may result in ISS (In-School Suspension) Includes, but not limited to...	Actions which may result in OSS (Out-of-School Suspension) Includes, but not limited to...
Physical Altercations/ Contact- causing harm without intent by minor hitting, kicking, pushing, or repeated behavior Use or display of profane, obscene language directed at or about someone, or disruptive to the learning environment Willful damage or injury to school property Use of threats, intimidation, harassment or coercion against a student or a school employee Intentional attempts, by word or conduct, to place a school employee or another student in fear of harm. (Harassment/Intimidation) Willfully defiant and disruptive conduct to peers and learning, without the ability to reset.	Possession or distribution of tobacco, alcohol, drugs or other controlled substances Assault (Physical Altercation)-Major Punching, stabbing (school instruments), choking, biting, slapping and causing injury with intent; physical fight Intentional attempts, by word or conduct, to place a school employee or another student in fear of imminent serious physical injury (Harassment/Intimidation) Threats of death about peers, staff, extended family members, and or repeated behavior Use or display of profane or defamatory language against religion, culture, disability, race, ethnicity, gender identity, sexuality, or any other protected classification Possession/use of stolen property

If a student's normal school day is suspended, a re-entry meeting will need to happen before the student may return to class. It is important the parent, teacher, and administration understand the situation that led to the suspension and that plans are in place to ensure suspension can be avoided in the future.

POLICIES AND PROCEDURES

ASSEMBLIES

We have many fun assemblies at OPE. A student's behavior in assemblies must meet the same standards as in the classroom, playground, etc. A teacher who sees a student not acting safely, respectfully, or responsibly in an assembly will follow the behavior support process.

ASSIGNMENT OF STUDENTS TO CLASSES

Students are assigned to classes based on staffing and scheduling considerations. Within the first month of school, a student's homeroom may change. **After the first month of school, changing of homeroom assignments will only occur due to needs of safety or behavior plans.**

ATTENDANCE & ABSENCES

All students at OPE are expected to attend school regularly. What does regularly mean?

- No more than eight (8) unexcused ½ days in four weeks, or
- No more than five (5) absences in three months
- Excessive tardiness is included in attendance

If we notice students with irregular attendance, parents will be contacted by the school. In addition, we will send home monthly attendance reports to help families track their own absences compared to the school-wide averages.

If you arrive at school after 8:15, the student will need to enter the school through the office doors. Our secretary will write the student a tardy slip.

Our school will notify parents/guardians if their child has an unplanned absence. The parent or guardian is responsible for calling or emailing our front office staff if their child will be absent from school. Absence from school or class will be excused for one of the following reasons:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons are deemed appropriate by the school administrator when arrangements have been made in advance of the absence.

A student who becomes ill during the school day should, with the teacher's notification, go to the office. The secretary and district nurse will decide whether or

not the student should be sent home and will notify the student's parent, as appropriate.

A student who has been absent for any reason should speak to their teacher about missing assignments and their due dates. If a student is absent for a number of days, parents may contact the teacher for make-up assignments. Please allow at least 24 hours for materials to be prepared by the teacher. Teachers will not compile packets for students with pre-planned, extended absences for vacations, sporting events, etc.

TRUANCY

Students who are absent from school or class without permission will be considered truant. ORS 339.065 states a student's excused absences "may not exceed five days in a term of three months", or "ten days in six months". Excessive tardies also fall under this as well. Families will be notified by letter when student absences are found excessive. Families may also be contacted by a truancy officer at that time.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be allowed to leave school at times other than regular dismissal hours except with the principal's or parent's permission. A child must have permission from a parent/guardian to be released from school during the day. All students must be signed out at the office by an adult.

Parents/guardians coming in to personally pick up their child must report to the office. The child will then be called to the office at that time and released to the parent/guardian. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

If a student's afternoon transportation plans change over the course of the day, please notify the office as early as possible. **Unless there is an emergency, all after school plans need to be communicated to the front office by 1:00PM MTHF and by 11:00AM on Wednesdays.**

BULLYING

According to the Centers for Disease Control, bullying is, "unwanted aggressive behavior; observed or perceived power imbalance; and repetition of behaviors or high likelihood of repetition." If you are doing something to someone, and they do not like it and ask you to stop, you may be bullying or harassing a peer. Specific examples of bullying include:

- Repeated and unwanted teasing
- Talking about hurting someone
- Spreading rumors
- Leaving kids out on purpose
- Attacking someone by hitting them or yelling at them
- Doing one of the above online or electronically

Remember, if someone is bullying or harassing you, follow this plan:

- Tell the person who is doing the bullying/harassing to stop. Walk away if possible.
- If the behavior happens again, tell an adult. Let them know it is a repeated behavior.
- If the behavior continues, let the principal, Dean of Students, or counselors know.
- Be sure to always seek help from your family and keep them notified if the problem is continuing.
- Communicate to staff! We can't help if we don't know.

DISPLAYS OF AFFECTION

Students are not to have inappropriate physical displays of affection at school. Long hugs, kisses, hand holding and other displays of affection are not allowed at Otto Petersen Elementary.

ELECTRONICS & COMPUTER USE

Every student is given access to school computers. However, to use the internet, an agreement must be signed by the parent/guardian and the student showing that they understand the district standards and rules for electronic and computer use.

Note: Only students who have returned a signed internet agreement will have access to the internet.¹ If the terms of the agreement are not followed, students will have their access to the internet taken away for up to one school year.

Students may be provided with a username and password to use internet tools. It is important to be responsible with this information. **Internet use and email can and will be monitored.** School computers can only be used for school-related projects. Social media is NOT allowed at school. Changing the settings on a computer is also NOT permitted.

Students may be held monetarily accountable for damage to computers or technology equipment. Computer and Internet misuse will lead to disciplinary actions.

PERSONAL ELECTRONIC DEVICES AND SOCIAL MEDIA

The use of personal electronic devices by students on campus is not allowed. If the student needs to have a device for communication purposes during school arrival and/or departure, the device must be powered off and remain in the student's backpack until they are off school grounds. If the student needs to contact their parents during the school day, they must visit the office.

¹ Please see the last page for the Internet Agreement.

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities at any time.

If a student is not following the school's policy, the following steps will be taken:

First Offense– private reminder/warning from adult

Second Offense– device is given to the main office to be picked up at the end of the day by the student

Third Offense– device is given to the main office for a parent/guardian to pick up

Fourth Offense– device is no longer allowed at school

Teachers will provide all students with a complete and age-appropriate review of how to use the internet and social media tools safely in the first few months of school.

DRESS CODE

Clothing or items that disrupt the educational process, or are deemed "inappropriate" by the principal, will be addressed by talking to the student and a phone call to the parent. The dress code applies to any school-sponsored event.

- Clothing should allow you to participate fully in all school activities
- Undergarments should not be visible
- Clothing with references to drugs, alcohol, tobacco, guns, inappropriate language or sexual expressions, gang signs or symbols will not be allowed
 - Please note that sweatshirts and tee-shirts from "taverns" or "pubs" are also not appropriate for the school environment
- No animal tails, paws, ears, or masks² as these impede a student's ability to access their education
- No face paint or writing on a student's face

Note: The items in the last two bullet points are appropriate for school dress up days only. However, costume face masks are still not allowed on campus.

TOYS VS. FIDGETS

Toys are not permitted on campus at any time because they are a distraction to the educational process. These include but are not limited to:

- Stuffed animals
- Squish toys

² Masks used for the purpose of disease prevention are acceptable. This rule is referencing costume masks.

- Toy cars or remote control cars
- Hard plastic toys including: dolls, horses, figurines, slinkies etc.
- Mini-skateboards
- Legos or other building objects
- Laser pointers
- Blankets
- Playing/trading cards like Pokemon
- Hand puppets
- Toys that are sticky or goopy in nature

Fidgets are allowed for students who have this as an accommodation on their IEP or their 504 plans. Fidgets are tools that help students access their education.

Fidgets are used for a designated sensory or movement break. If a student does not have a documented need for a fidget, they will not be permitted on campus.

- The first time a student is seen with a toy of this nature, they will be asked to put it away.
- The second time, the teacher will collect the toy and return it at the end of the day. An Owl Think About It will accompany the confiscation.
- If a student brings a toy to school a third time, parents will need to pick up the toy. All further incidents will be considered a repeat behavior and will follow the behavior protocols.

DRILLS: FIRE, EARTHQUAKE, SAFETY THREATS, AND OTHER EMERGENCY DRILLS

Instruction on fire, earthquake, safety threats and drills for students shall be held for at least 30 minutes each school month. At least one fire drill will be conducted each month for students in grades K-12. At least two drills on earthquakes and two drills for safety threats for students will be conducted each year for students in grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency conditions, the superintendent may change district and transportation schedules. Such changes may include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. An emergency release form is completed by parents/guardians at the beginning of the year to ensure we know how to get kids home safely. Please ensure your contact information is always up to date in your child's front office.

School closure information due to hazardous weather or other emergencies can be found on local television and radio stations. Local news websites and/or phone apps also provide quick access to school closures or emergency information. Plan ahead

and make sure you know where you will go to get information. The Scappoose School District also attempts to notify families through phone messages and emails.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or other purposes. All students are considered to be “in school” while on field trips. This means students are expected to follow the school rules and behavior expectations while out of the building. A permission slip is required for all field trips. If the grade level has specific behavior goals prior to the field trip, they will be communicated at least a month in advance.

GRADES

Student progress will be reported to parents quarterly. This may be in the form of a progress report or report card. Elementary schools use both a proficiency scale and traditional letter grades (5th and 6th grades) to communicate student outcomes. Students will receive one of the following scores in each area of the report card.

4th–6th Grade Proficiency Grades

E	Exceeds	Demonstrates and applies STRONG grade level skills and concepts.
M	Meets	Demonstrates and applies MOST grade level skills and concepts.
NM	Nearly Meets	Demonstrates SOME grade level skills and concepts.
DNM	Does Not Meet	Demonstrates MINIMAL grade level skills and concepts
NA	Not Applicable	Content was not reviewed or student did not participate in instruction

5th–6th Grade Overall Letter Grades

A	90–100%
B	80–89 %
C	70–79%
D	60–69%
F	0–59%

In addition, information about the students’ work habits, including attentiveness, resourcefulness, self-reflection, cooperativeness, and responsibility will be assessed. If families have concerns about their student’s progress, they may access Synergy,

OPE's student management system, from home or contact the classroom teacher. A letter with your user name and account information will be sent home before the end of the first quarter of the school year.

HOMEWORK

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve learning, to help with the mastery of new skills, and to create and stimulate interest. Make sure you are aware of your teacher's homework policy and procedures at the beginning of the school year.

HEALTH, WELLNESS, AND ENERGY DRINKS

Because of our health and wellness policies and House Bill 2650, OPE will not allow energy drinks, coffee drinks, or carbonated sugary/soda drinks/iced tea drinks at school. These drinks contain excessive amounts of caffeine, sugar, taurine, and herbal supplements such as guarana. Taurine appears to have a significant role in muscle contraction, especially in the heart, and affects the nervous system.

If students bring these drinks, they will be confiscated. Students may call home to have parents pick up the drinks. Some examples of energy drinks include, but are not limited to: Dutch Bros. Rebels, Monster, Red Bull, Rock Star, Full Throttle, Sobe, etc. Students are also not allowed to bring these drinks onto school grounds in the morning. They must be finished prior to arriving at school.

Water, in a plastic or metal container (no glass, please), is acceptable for students to have in class. No soft/cola drinks of any kind are allowed in the classroom or cafeteria. Please check with your student's teacher for rules around snacks in the classroom.

PLEDGE OF ALLEGIANCE

Students will be provided an opportunity to salute the United States flag at least once a week by reciting The Pledge of Allegiance.

Individual students who do not participate in the salute must remain respectful and quiet during the pledge, but will not be required to participate.

LOST AND FOUND AND PERSONAL ITEMS

Any personal items found in the school or on district grounds should be turned in to the school office. Unclaimed items will be disposed of before each of the major breaks (winter, spring, summer). Be sure to check the lost and found frequently if you have misplaced an item. It is highly recommended to label your child's belongings.

Loss or suspected theft of personal or district property should be reported to the school office. The school is not responsible for lost or stolen items. If students choose to bring personal or electronic items to school or school events, they could be taken away if they disrupt the learning environment. Parents may have to come to the school to pick up said items.

POSTERS

Signs, banners or posters that a student wishes to display must first be approved by the principal. Signs, banners or posters displayed without permission will be removed. Any student who posts printed material without permission may receive a consequence.

SUPERVISION OF STUDENTS

Teachers and Educational Assistants are preparing for the school day in the morning and outdoor supervision is not present. Children should not arrive before 7:50 AM, Mondays through Fridays.

After school, walkers/bikers are to leave the school grounds promptly from the front of the building. Parent pick-up happens in front of the gym.

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities.

VISITORS

Parents and other visitors are encouraged to visit district schools with the proper permissions and background checks. To ensure that the safety and welfare of students and staff, school work and instruction are not disrupted, and that visitors are properly directed to the areas in which they are intending, all visitors/volunteers must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of a photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal.

OUR SCHOOL COUNSELOR

Students may also make appointments with Mrs. McKedy at the office or through their teacher. It is important for our learners to make sure that they use their break time to talk to our support staff. If a meeting needs to occur during class times, special arrangements must be made ahead of time with the classroom teacher.

Mrs. McKedy's list of duties:

- Social skills support

- Mental health support
- Support for students with 504 plans
- Classroom guidance lessons
- Social groups
- Social Emotional Education
- Counseling resource connection
- Community and Family resource connection

OUR DISTRICT NURSE TEAM

Our school nurses are available to our students on school days. While they are not always at Otto Petersen, Nurse Brenda, and Nurse Tanya are typically in our office mid-day and on call. When a nurse is not available, our office staff will administer medications and offer first aid to our students.

If a student is not feeling well, they may ask to visit the office. If the student has a fever, has thrown up, or has a serious injury, a phone call home will be made immediately. If the situation can be resolved at school, the office staff or teacher will support the student to try to minimize interruptions to the school day. Students may call their parents from the office if they are not feeling well.

More information about medication and emergency health procedures can be found on the district website.

OUR SCHOOL LIBRARY

The Otto Petersen Library offers our students many wonderful and engaging books and reading materials. Students will visit the library weekly and be provided lessons connected to State of Oregon Library Standards as well as opportunities to check out books.

All students are permitted to have three books checked out from the library at a time. Books are due back after two weeks, but students may extend their time by renewing their checkout or returning their book early and exchange for a new book. Students are expected to return their books on time. Email and paper reminders of overdue books are sent home with students if a book is overdue. If a book is lost or damaged, please contact Mrs. Knudson for suggestions on how to replace or pay for the materials. We are happy to work with families on finding a replacement.

In sixth grade, some students may be designated as library helpers. These students earn the privilege of helping our librarian with simple library duties, such as sorting and shelving materials.

OUR CAFETERIA

Students are given a 40 minute lunch/recess break each day. Twenty minutes is for recess and handwashing and twenty minutes is for eating. It is expected that students report to their assigned lunch tables or the hot lunch line at the beginning of the lunch break. It is the student's responsibility to eat without distraction, clean up one's area, and behave in a way that is safe, responsible, and respectful.

The district participates in the National School Lunch, School Breakfast and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Additional information can be obtained in the office. Each school in the district offers students a meal program based on recommended daily dietary allowances.

MEALTIME

We are happy to be able to offer all students enrolled in the Scappoose School District one free breakfast and one free lunch at their school each day.

Scappoose School District uses the Offer Versus Serve (OVS) program in the United States Department of Agriculture's (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP) allows students to choose some of the foods they eat. The program aims to reduce food waste and improve the nutritional value of meals served while giving students more control over their food choices.

Students must have a positive balance to purchase any extra individual or a la carte items, such as milk or a single entree item.

WHAT MAKES A SCHOOL LUNCH?

Select at least 3-5 components

One must be at least $\frac{1}{2}$ cup

FRUIT OR VEGGIES

WHAT MAKES A SCHOOL BREAKFAST?

Select at least 3 items

One must be at least $\frac{1}{2}$ cup

FRUIT OR JUICE

Important Announcement

Students who return the next pages to their homeroom teacher by September 8th, 2025, with parent and student signatures, will get one Hooty and a squish toy (to only be used at home, of course).

Please return your signed documents to your homeroom teacher. Ms. Kinsman will come around to your classroom the week the forms are due to deliver prizes!



COMMUNITY HANDBOOK ACKNOWLEDGEMENT

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences for students who violate district disciplinary policies.

I understand and consent to the responsibilities outlined in the Student Code of Conduct. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school during the regular school day, at any school-related activity regardless of time or location, and while being transported on district-provided transportation. I understand that should my student violate the Student Code of Conduct, he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

Regarding student education records, I understand that certain personally identifiable information about my student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes, but is not limited to: the student's name, address (including electronic address), telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Otto Petersen Elementary School does not release information to solicitors. We do like to showcase our students and the wonderful achievements that they attain. We do share our stories with the student body, the district, and the community of Scappoose. School and student life is shared using a variety of methods including but not limited to print, video, and school/district websites. As parents and community members, using these resources is a great way to stay connected and to see what is happening at Otto Petersen Elementary School.

"Opting-Out" means privacy at the cost of exclusion from such postings and information. Please realize that this decision is an all or nothing request as it is very difficult to monitor allowing one type or release and not another. If you need to protect your student's privacy, it will mean that your student is excluded from appearing in various media communication channels. Students who opt out will be excluded from team or class pictures, activity pictures, websites, yearbooks, newspapers, videos, team rosters, concert and play programs, and potentially many other things as well. *To opt out, you must contact the school in writing within fifteen (15) days of enrollment or of receipt of this announcement.*

Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences for students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook. Parents must also give their signed and dated written permission for the district to release personally identifiable information as listed above.

Student Signature Date

Parent Signature Date

A parent or student 18 years of age or an emancipated student, may not opt out of directory information to prevent the district from disclosing or requiring a student to disclose their name [identifier, institutional email address in a class in which the student is enrolled] or from requiring a student to disclose a student ID card or badge that exhibits information that has been properly designated directory information by the district in policy JOA - Directory Information.

****As used in this document, the term 'parent' includes a legal guardian or person in a parental relationship. For the purpose of students with special education supports, 'parent' also includes a surrogate parent, an adult student to whom rights have been transferred, or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 – 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.**



Otto Petersen Elementary
"A Great Place to Learn"
52050 SE 3rd St.
Scappoose, Oregon 97056
(971) 200-8003

Technology

OPE views technology as a necessary tool in the educational process. Our goal is to integrate technology in all curricular areas by addressing the life skills of communication and information literacy. Using technology, students have opportunities to learn to analyze, evaluate, problem-solve, and teach others.

Please review these materials carefully with your student before signing the attached form. Please also understand that all rules and procedures apply, even if this document is not signed

Technology Agreements

1. On-Line Conduct
 - a. Technology shall be used only for educational purposes.
 - Personal use of school technology is strictly prohibited including all social media platforms, YouTube, and any other streaming platform.
2. Bullying/Harassment/Cyberbullying
 - a. Using district technology to bully or harass another student is prohibited
 - Communication between students on district technology should only be collaborative and educationally focused
3. Password Security
 - a. Passwords will not be shared with other students
4. Vandalism/Destruction of School Property
 - a. Intentionally breaking, altering, or damaging school technology is prohibited
 - Intentional damage will be paid for by the student's parent or guardian

STUDENT AGREEMENT

- I have read the Technology Agreement. I understand that violation of these agreements may result in consequences up to and including expulsion depending on the severity of the violation.
 - I also recognize that regardless of past discipline history, a violation of these rules will result in an immediate restriction of my technology access
- I recognize that all technology, email, and platforms are property of the Scappoose School District and will be treated as such.

Student Signature _____ Date _____

Print Name _____

SPONSORING PARENT OR GUARDIAN

I have read the Technology Agreement. I understand our responsibilities when using district property.

Signature of Parent/Guardian _____ Date _____