



**Rogue River  
Elementary School  
Student Handbook**

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# **Rogue River School District No. 35**

Superintendent • Patrick Lee

## **Rogue River Elementary**

Principal • Casey Olmstead

Assistant Principal • Ashtyn James

East Campus - Grades K-2  
300 Pine Street  
PO Box 1045  
Rogue River, OR 97537  
(541) 582-3234 • FAX (541) 582-6008

West Campus - Grades 3-6  
301 Pine Street  
PO Box 1045  
Rogue River, OR 97537  
(541) 582-3233 • FAX (541) 582-6004

School Mascot • Riverhawks  
School Colors • Gold and Green

Friday is "Spirit" day and students are encouraged to wear their school colors.

## Mission Statement

By providing a safe, structured, goal-oriented environment,our staff will empower students and families to establish relationships, build a strong community, and thrive academically. (updated 2022 RRES Staff.)

## Vision Statement

RRES is a welcoming, encouraging, supportive place where positive relationships allow families, staff and students to thrive, learn, and grow. (updated 2022 RRES Staff.)



# *We Believe*

- ★ **RIVERHAWK FAMILIES, STAFF AND STUDENTS BUILD SAFE AND TRUSTING RELATIONSHIPS WHICH ALLOW US ALL TO THRIVE IN OUR ENVIRONMENT.**
- ★ **WE ARE ALL CAPABLE OF LEARNING AND GROWING.**
- ★ **MISTAKES ARE LEARNING OPPORTUNITIES AS WE BUILD A GROWTH MINDSET**
- ★ **WE FLOURISH WHEN THERE ARE STRUCTURES; GOALS ARE SET, ROUTINES ARE CONSISTENT AND BOUNDARIES ARE ESTABLISHED.**
- ★ **CLEAR AND HIGH EXPECTATIONS CREATE AN ENVIRONMENT THAT MOTIVATES US TO DO OUR BEST WORK AND BE OUR BEST SELF.**

## Purpose

This handbook is designed to help you understand the programs, expectations and goals of RRES. We believe that education succeeds best when there is a strong partnership between home and school. As the partnership thrives on communication, we ask parents and guardians to:

- Encourage their students to put a high priority on their education and to commit themselves to making the most of the educational opportunities the school provides.
- Keep informed and participate in school activities.
- Become a school volunteer. For further information contact our offices.
- See that your children get a good night's rest, eat a good breakfast and attend school regularly.
- Work together with the school to develop students who become positive citizens and role models for future generations.

Please take some time to read and discuss this handbook with your child. The handbook provides information that will give students a clear understanding of school expectations, an understanding of the consequences of their behavior, and teach students the skills needed to make responsible choices.

## Non-Discrimination Statement

The Rogue River School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. April Harrison, Director of Special Programs/Title IX Coordinator  
518 Main Street, Suite B, Rogue River, OR 97537  
[april.harrison@rogueiver.k12.or.us](mailto:april.harrison@rogueiver.k12.or.us)  
541.582.6003

## School Admission/Hours of Operation

### Admission

An official verification packet is required each school year to update our records, including health and emergency information. The Kindergarten through 6th grade have early registration in August. Kindergarteners and new students are required to have proof of their birth date, immunization, and proof of residence. Kindergarten students must be five years old on or before September 1st of the current school year.

### School Hours/Office Hours

School Hours for students are 8:00 a.m. to 2:20 p.m. on Monday through Thursday and 9:00 a.m. to 2:20 on Fridays (late start on Friday.)

The offices are open from 7:30-3:30 Monday-Thursday and 8:30-3:30 on Friday.

### Early Arrivals and Late Pick-up

We cannot provide supervision for your children before 7:30 am (8:30 on Friday) or after 2:20 pm.

Children may not be left at school before 7:30 am. and must be picked up by 2:25 p.m. Children dropped off before 8:30 am on Fridays will be sent home.

School buses arrive between approximately 7:30 am and 7:50 am. Children will either be outside on the playground or eating breakfast in the cafeteria from 7:30 am until 7:55 am. Because space is limited in the inside areas, please dress your child appropriately for all types of weather conditions. Also, make sure all coats and backpacks are clearly labeled with the child's name.

Children may not stay after school except where arrangements have been made with a teacher or the office. If teachers need to have a student stay after, they will make the appropriate arrangements with parents. All club/after school activities have to have the appropriate forms signed and returned before a child can participate.

### Transportation

#### Changes to your child's normal transportation routine

Students need a signed note from a parent/guardian requesting a change in their child's afternoon transportation (riding a different bus, being picked up etc.) Changes are to be submitted to the office and approved no later than 1:45 unless there is an emergency. We appreciate your cooperation in helping us make sure all students get to where they need to be after school.

## Bus Riders

Children will not always ride the same bus home from school as they rode to school. It is the school's job to see that the child gets on the correct bus going home. Parents should discuss with their children what to do and/or where to go if the parent is not at home when the child arrives.

**Kindergarten students must be met by a parent/guardian or known adult, or the child will be returned to the school.**

Buses may not transport any person other than children enrolled in school, teachers and school officials. Field trips are for students, staff and volunteer parents only - no siblings.

In case of an emergency, the school authorities may arrange for the driver to pick up or drop the students at another designated spot. Parents should instruct their children in safe walking practices and proper behavior on the bus for the safety of all students. Any questions or concerns regarding bus services, please call First Student at 541-476-7733.

## Regulations Governing Students Riding School Buses

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, firearms, weapons or other potentially hazardous material onto the bus.
6. Students shall remain seated while the bus is in motion.
7. The bus driver may assign students seats.
8. If necessary to cross the road, students shall cross in front of the bus as instructed by the driver.
9. Students shall not extend their hands, arms or heads through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones: loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the driver.
13. Students shall keep the bus clean and must refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students and to passersby.
15. Students who refuse to promptly obey the directions of the driver or refuse to obey the regulations, may forfeit their privileges to ride on the bus.

## Bus Discipline and Denial of Transportation

The driver is responsible for passenger control during regular bus runs and may take reasonable action to maintain good order. Drivers will enforce State Board of Education regulations posted in each bus. Citations will be issued to continual offenders. The following procedures will be followed when issuing citations: Citation will be turned in to the principal or his/her designees.

Step:

1. Student meets with the principal to review rules and discuss the citation. Parents are notified.
2. Student is suspended from the bus for 2 days. Parents are notified.
3. Student is suspended from the bus for 5 days. Parents are notified.
4. Student is suspended from the bus for 10 days. Parents are notified.
5. Student will lose the privilege of riding the bus for the remainder of the year. Parents are notified.

Exception: The penalty for the use of tobacco, drugs or alcohol on a school bus shall be an automatic two (2) week suspension of bus privileges for the first offense and suspension for the remainder of the school year for the second offense. This shall not preclude other disciplinary action.

### Bicycles/Scooters

Students who will be riding their bicycle or scooter to school need to walk it onto the grounds and park it in the bike rack. Students on bikes will be expected to wear a helmet. Bicycle riders should leave the grounds immediately after school.

### Walkers

Students will be expected to use the crosswalk with the signal if needing to cross from the West to East campuses, staying on sidewalks and being aware of their surroundings. Walkers should leave the grounds immediately after school.

### Attendance

#### Attendance Matters

We expect every student to be in every class, every day, every minute. Our goal is that every student has 90% attendance or better for the school year. Good attendance is the key to a successful learning experience, positive social connections and high self-esteem. The school has implemented a new attendance policy with the following procedures:

- Telephone calls home or to work will occur daily for each unexcused absence, unless the parent calls in to excuse the absence.
- A written excuse or a phone call to the office is expected for each day of absence or tardiness within two days.
- For chronic absenteeism, tardies, and/or early check out, a letter will be generated at 4, 7, and 10 days of absences.
- Half-day absences will be counted for both morning and afternoon. Excessive absences contribute to poor academic performance.

## Excused Absences

Excused absences are defined by Oregon law (ORS-339.065). Within three days of returning to school after an absence, the parent must contact the school through a phone call or bring in a note signed by a parent that describes the reason for the absence. Excused absences include:

- Illness of student
- Illness or death of an immediate family member where the student's presence at home is necessary
- Family Emergencies within reason as deemed reasonable by administration
- Medical or Dental appointments (These absences will not count against a student's attendance percentage as long as there is a verification note from the doctor's office)
- Mental Health (with parent permission; only excused for 5 school days)
- Administrative approval based on disability, personal, religious, or ethnic considerations

Absences lasting more than three (3) consecutive days for illness will require a doctor's note.

## Unexcused Absences

- Unexcused absences include:
- Oversleeping
- Missed the bus
- Other reasons that do not meet the criteria for Excused Absences

Unexcused absences are subject to disciplinary action as determined by the administration. In addition, students will receive a "0" for participation points, in class assignments, and/or assessments given on a day where that student has an Unexcused Absence.

## Checking In and Out of School

Students who leave school for any reason must check-out with the Attendance Office. Failure to do so will result in an unexcused absence in the classes missed and will result in disciplinary action. Students must have parental approval to be released early. Students who are returning from an appointment must check in to the Attendance Office before returning to class.

## Compulsory Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is

punishable by a court imposed fine of up to \$180 per day, as provided by ORS 339.020 (Duty to send children to school). The district will notify the parent in writing that, in accordance with law, the attendance office will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements.

The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;

1. Failure to send a student to school is a class C violation;
2. A citation may be issued by the district in the amount of \$180 per day.
3. A conference with the parent and student is required.
4. All circumstances must be verifiable through documentation for medical or judicial reasons.

## 10 Day Rule

An absence, explained or unexplained becomes a withdrawal after 10 consecutive days. A student must be present for at least one-half day in order to restart the count of consecutive day's absence – ORS 326.327.125.

## Tardiness

Prompt arrival at school helps students to get a good start on the day. Students that arrive late often feel disorganized and embarrassed due to interrupting class after it has already begun. Any student who arrives 5 minutes after the bell rings, is considered tardy and required to sign in at the office and get a "Checked In" slip. Any absences, early check outs or tardies excludes your child from perfect attendance.

## Pre-arranged Absence

If you know in advance that your child will be absent, please inform the office prior to the scheduled absence. A pre-arranged absence form will need to be signed by parent and teacher two days prior to the absence. This will allow communication between family, teacher and office. It also allows school work to be compiled and sent home in a timely manner.

# School Closures/Delays

## Inclement Weather

During inclement weather, the start of school may be delayed by two (2) hours. The Superintendent will make that decision by 5:45 a.m. If a delayed start is necessary, the various media will be contacted and informed that school bus routes and school starting times will be delayed by two (2) hours. Breakfast will not be served. We also have a parent/guardian automated call/email system. Please keep the office updated with your current phone numbers and email address.

Stay tuned to any of the following stations on mornings when the weather appears questionable (snow, cold/ice, fog).

### Radio Stations

KAJO

KRRM

KBOY

KLDR

KCMX

KSOR

KDOV

KYJC

### Television stations

KOBI (5)

KTVL (10)

KDRV (12)

KMVU (26)

[www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us)

If after the delayed time, the weather has not improved, the school day may be canceled and the media would be notified. Staff will not be available until 30 minutes prior to school starting.

If at any time it appears that weather in our area may be such that it could affect the starting times or eventual cancellation of school, please turn to one of the local radio or television stations for updated information.

## Phone Use

### Office Telephone Use

The office telephone should be used for emergencies only. We discourage students from making personal calls, such as having parents bring library books or homework. If a parent needs to contact a child, the parent should call the school office and leave a message or we will call the child to the phone. Cell phones are encouraged to be left at home.

### Cell Phones

We realize some parents rely on their students having a cell phone for communication purposes. During the school day (7:30-2:30) student cell phones must be turned off and stored in a locker, backpack or the office. If you need to contact your child during the school day, please call the office. This helps us establish clear communication with your student and limit distractions in the classroom.

If a cell phone is confiscated for misuse/distraction on campus once, the student will be warned. The second time will be a phone call home. The third confiscation will require a parent to pick up the cell phone from the office.

## Parent/Guardian Involvement

It is evident that a child's school success is enhanced by parent/guardian involvement. The three most important aspects of parent involvement are becoming involved with your children, their teacher, and the school.

### With your children:

Spend time with them, attend conferences, listen to them, help with homework, talk about school, display their work, and share your values.

### With their teacher:

Communicate with teachers through notes/phone, ask teachers for advice, volunteer to help, work together.

### With the school:

Attend school functions, keep the school informed of work schedules and changes in addresses or phone numbers, read the newsletter, volunteer to help at school.

## Visitors to the School

Our elementary school is happy to have parents, relatives and volunteers working and visiting our campus. All volunteers and frequent visitors need a completed background check. Forms are available in the office. In addition, new volunteers are asked to read through a short volunteer guideline sheet. You are required to wear a name tag indicating you are a visitor or volunteer for the day. This procedure is necessary to ensure the safety of our students.

Rogue River Schools Volunteer Partnership (RRVP) is the district-wide volunteer program in all schools. If you are interested in becoming an RRVP volunteer, there is a mandatory application process. Application packets can be found at the office of each school, at the District Office, or on the district website [www.rogueriver.k12.or.us](http://www.rogueriver.k12.or.us).

Parents who wish to pick up their student at a time other than regular dismissal are required to sign your child out through the office. No unauthorized person may pick up your student; we must have permission from the parent or guardian before we may release your student. If the office staff is unfamiliar with the person picking up the student, identification is required. Please make sure your file is up to date.

## Parent Teacher Association (PTA)

Your Parent-Teacher Association needs your support and participation. The PTA supports the school in

a wide variety of ways, from fundraising for equipment to volunteering when we need extra help; the PTA helps make Rogue River Elementary a better school. Members are not expected to participate in all activities, but we would like to encourage you to get involved.

Activities the PTA Sponsors include: fundraisers, field trips, assemblies and contests. If you would like to become involved let the office know and we will give your information to one of the officers who will contact you. Attend a meeting or pick up a brochure at the office.

## Site Council

All parents and guardians are welcome to attend Site Council meetings. The voting council is made up of teachers, support staff members, the principal and parents. The site council's responsibility is to oversee the school improvement process. RRES Site Council meets once a month at 2:30.

## Student Health/Safety

### School Insurance

If your child is not covered by a family insurance plan, we would like to encourage you to purchase insurance that will cover your child during the school day. The cost of school time insurance is low. For parents who wish to insure a child for 24 hour coverage that lasts through the summer it is also available, along with dental accident insurance. There are also preferred and budget plans available. Information is available at the school office.

### Medicine at School

Students who must take prescription and/or over-the-counter medication at school, parents/guardians must provide the office with written authorization as noted below:

#### Prescription Medication

For students to take prescription medication parents must provide:

1. Physician's written instructions to include the name of the medication, dosage, time intervals, and method of administration.
2. Medication in original container. Container label clearly showing the student and Doctor's name and instructions.
3. If a parent is unable to bring in medication, we ask you to call the office to alert us.

#### Over-the-Counter Medication

Administration of over-the-counter medication requirements are:

1. Parent/guardian or physicians written instructions.

2. Medication in original container or package.

Over-the-counter medications may include, but are not limited to, vitamins, food supplements, ear/eye and nose drops, inhalants, aspirin, cough drops and antacids. All medication will be kept in the office. Parents are required to bring and pick up all medication.

## Health Room Procedures

If a child is sent to the office because he/she is not feeling well, the child can stay in the office for 15 minutes. If there is no improvement, parents or emergency contact person will be called and the child will be sent home. (The child will either be asked to lie down on the bed or to sit in a chair provided). If the child is sick to his/her stomach or throwing up, the parents or emergency contact person will be called and the student will be sent home immediately.

## Doctor and Dentist Appointments

Please make every effort to schedule doctor or dentist appointments outside of school hours.

## Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Students entering Oregon schools for the first time must have immunizations for the following diseases: polio, measles, German measles (Rubella), diphtheria, whooping cough, tetanus and mumps.

Students entering Kindergarten must have the shots before enrolling, to include the Hepatitis B series, Hepatitis A, 2nd Measles or MMR AND Varicella (Chicken Pox). Please contact your physician or local health department for further information. Students transferring from out of state have a 30-day grace period in which to get them completed.

## Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to contact the school so that other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while the disease is contagious.

## Screening for Speech/Language/Hearing

All kindergarten students will be screened in the fall for speech, language, and hearing needs by the Speech/Language Pathologist (SLP) and/or support staff. Teachers and parents can request a screening throughout the year for any student 1st-6th grade. The screening takes a few minutes and is used to help determine if further testing is needed. Please contact the front office to request a screening. A teacher will make contact with you if he/she would like your child to be screened. If the teacher requests a

screening you will be asked to give consent for the screening to occur.

## Vision Screening

A vision screening test is performed every fall for all students by the Lions Club. If further screening is needed the parent/guardian will be informed.

## Drills - Fire, Earthquake and other Emergency Drills

Emergency drills for students shall be conducted at least once each school month. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When any alarm is sounded, students must follow the direction of staff.

## Asbestos

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The plan is available for public inspection in the district office.

## Playground Rules - East Campus

### Playground

- PLAY FAIR: Play by the official "Riverhawk" rules of the game. Settle disputes with "Rock, Paper, Scissors" or Kelso 's Choice. Take turns and be honest about scoring. Line up when the whistle blows.
- Contact a teacher when problems cannot be resolved with Kelso's Choices.
- Allow everyone to participate, invite other students to join, choose equal teams.
- Please pick up equipment after the last recess.
- Do not climb trees.
- Do not throw rocks, sticks, acorns, etc.
- Stay in assigned areas; alert playground monitor of strangers or stray animals.
- Take care of the playground environment and equipment.
- Eat snacks at designated areas.
- CHASE is not allowed on playground structures.
- Use only kind and respectful language.

### Swings - Safety First

- Do not swing empty swings.
- Swing only front to back - No twisting or spinning or going sideways.
- Stop before getting off - DON'T jump or bail.
- Leave plenty of room when walking or standing by swings — Do NOT run between swings.

- No pushing others on the swing
- Take turns by counting to 30 and then switch riders - Count when feet are "up".

### Merry-Go-Round

- Must sit in the seats
- No hanging, sitting or standing on the middle post (spinner) or on the outside of the merry go round.
- Spinning must stop before getting off or on
- Only spin it from the middle spinner (no running and pushing it from the outside)

### Slides

- Slide on your bottom, feet first.
- Keep hands and feet inside the slide.
- Go DOWN the slide only.
- One person at a time on the slides. Wait for the person to get off at the bottom.

### Tunnel

- Be careful not to push people off.
- Sit on top of the tunnel only. No standing or jumping.
- Slide off when you are ready to get down.

### Four Square

- Only hit the ball with an open hand.
- Always hit the ball, never catch or hold it.

### Monkey Bars and Rings

- Stand at the platform and go one way.
- One person at a time.

### Playground Ladder and Stairs

- Walk or climb UP only.
- One person at a time.
- Leave space between you and others.
- Down only on spirals and straight poles.
- Up only on all climbing walls.

## Play Structure

- Be careful not to push people.
- No jumping off structure.
- When the cones are out, that area is temporarily closed because it is unsafe to play.
- No balls, jump ropes or hula hoops on the structure
- No playing tag on the play structure.

## Peace Path

- Path can be used during recess but no balls to be used in this area.
- No going into the office without permission
- No playing on the bike rack or climbing on the ball rack.

## Breezeway

- No running on the breezeway
- No playing in the bathrooms
- Once you leave the cafeteria don't go back in without permission from an adult.

## Playground Equipment

- Balls can be kicked on the grass, main blacktop area, or the kickball wall.
- No swinging jump ropes like helicopters or whip and no wrapping people up with them.
- All equipment needs to go back on the cart at the end of EVERY recess.

## Glider

- One person at a time
- Stay clear of the glider when waiting your turn
- Use your hands only on the glider
- No lifting or pushing people

## Tetherball

- Use only hand and forearms to hit the ball
- Give players room to play
- You're out if you hold the ball, touch the rope or pole

## Kick/Wall Ball

- No corner kicks on the serve

- No hand touch or using head to stop the ball
  - No use of forearms to carry ball in front of wall either
- 2 touches only
- No hacky sacks
- Angled corner kicks okay
- Walk the ball back if kicked out of bounds
- Ball that hits the back wall/pole are in
- No screaming “YOU’RE OUT” from those in line when someone gets out. If that happens, that person can move to the end of the line

## Wall Ball

- No corner serves
- Flat hands or fist to serve
- The ball can hit the ground only once
- Ball can only hit the wall once, does not matter where on the wall it hits
- No holding the ball then bouncing to the ground after the serve
- No screaming “YOU’RE OUT” from those in line when someone gets out. If that happens, that person can move to the end of the line

## Soccer Field

- Keep hands to yourself
- Use feet and knees to kick the ball
- Stay on your feet
- Play within the boundaries

## Basketball

- Always keep the game a non-contact sport, avoid tripping or pushing others
- Share the balls

## Toys/Electronics

- Please leave all toys at home, including balls. (Show and tell items will be stored in the classroom)
- Electronic devices do not belong at school, cell phones off and kept in backpack or main office
- Card games are not allowed but may be played at teacher discretion\

## Playground Rules - West Campus

### Playground

- PLAY FAIR: Be Safe, Respectful, and Responsible
- Settle disputes with "Rock, Paper, Scissors" or Kelso's Choice.
- Take turns and be honest about scoring.
- Line up when the whistle blows.
- Contact a teacher when problems cannot be resolved with Kelso's Choices.
- Allow everyone to participate, invite other students to join, choose equal teams
- Please pick up equipment after last recess
- Do not climb trees
- Do not throw rocks, sticks, acorns, etc.
- Stay in assigned areas, alert supervisor of strangers or stray animals
- Cell phones and other electronic devices are to be kept in the office or backpacks at ALL TIMES
- Take care of playground environment and equipment
- Eat snacks at designated area
- CHASE is not allowed on playground structures
- Use only kind and respectful language

### Swings - Safety First

- Do not swing empty swings
- Swing only front to back - No twisting or spinning or going sideways
- Stop before getting off - DON'T jump or bail
- Leave plenty of room when walking or standing by swings — Do NOT run between swings
- Take turns by counting to 30 and then switch riders

### Bouncer

- Hold on with both hands
- Only bounce when everyone is on and ready
- Only three students at a time

### Tetherball

- Use only hand and forearms to hit the ball
- Give players room to play
- You are out if you hold the ball
- You are out if you touch the pole or the rope

## Kick/Wall Ball

- No corner kicks on the serve
- No hand touch or using head to stop the ball
  - No use of forearms to carry ball in front of wall either
- 2 touches only
- No hacky sacks
- Angled corner kicks okay
- Walk the ball back if kicked out of bounds
- Ball that hits the back wall/pole are in
- No screaming “YOU’RE OUT” from those in line when someone gets out. If that happens, that person can move to the end of the line

## Wall Ball

- No corner serves
- Flat hands or fist to serve
- The ball can hit the ground only once
- Ball can only hit the wall once, does not matter where on the wall it hits
- No holding the ball then bouncing to the ground after the serve
- No screaming “YOU’RE OUT” from those in line when someone gets out. If that happens, that person can move to the end of the line

## Soccer Field

- Keep hands to yourself
- Use feet and knees to kick the ball
- Stay on your feet
- Play within the boundaries

## Basketball

- Always keep the game a non-contact sport, avoid tripping or pushing others
- Share the balls

## Football

- Only 2 hand tag football (no tackle) or flag football, do not trip or push others °Look out for

people not playing the game on the field to avoid collisions.

## Four Square

- Only hit the ball with an open hand
- Always hit the ball never catch or hold it

## Toys/Electronics

- Please leave all toys at home, including balls. (Exception for 'show and tell' — these toys will be stored in the classroom)
- Electronic devices do not belong at school
- Card games are not allowed but may be played at teacher discretion.
- Cell phones must be turned off and kept in lockers, backpacks or left in the main office

## Use of Playground after hours

Students not under direct adult supervision will be required to leave the school grounds upon dismissal and remain off the grounds until 4:00 p.m. The purpose of this rule is to avoid questions of school liability in case of injury. Students who arrive before 7:30 a.m. M-TH or 8:30 a.m. on Friday will be sent home. Pets are not allowed on the field or playground at any time. School rules apply even after hours under parents' supervision. Skateboards, Roller Blades, Shoes with Wheels, Scooters and Bicycles are not to be ridden on the school playground or sidewalks at any time during school hours. Bicycles and scooters are to be parked for the day in the rack and left alone until dismissal.

## Student Support Programs/Student Directory & Records Information

### Special Programs

Rogue River Elementary School has three on-site extra help programs. The federally funded Title I program provides for remedial reading and math in grades K-6. We also offer an Educational Resource Center to help students with special educational needs as well as a site based classroom which focuses on basic academic and functional skills. Southern Oregon Education Service District (SOESD) provides some of our services for speech, hearing or vision, handicapped children, and makes available a variety of supplemental media materials.

### Title 1

Our school receives federal funds for Title I programs that are part of the Every Student Succeeds Act of 2015 (ESSA).

Throughout the school year, we will continue to provide you with important information about this law

and your child's education. You have the right to request information regarding the professional qualifications of your child's classroom teacher(s) by contacting your child's school .

If you request this information, the district or school will provide you information about whether or not the teacher has met state licensing requirements for the grade level and subjects in which he or she is providing instruction; and if the state licensing requirements have been waived for the teacher on a temporary basis.

## SST (Student Success Team) Procedures

The Student Success Team (SST) meets to review student progress and make recommendations to help students succeed in the general education setting. The SST may include the parents/guardians, classroom teacher, and other specialists. Records and interventions tried are reviewed, student strengths and weaknesses are explored, and an informal plan recommended. This discussion may or may not progress to a special education referral or change of placement.

## Child Find

### Need Help Learning?

- Is your child having difficulty?
- Do you suspect that your child may have special needs?
- If so, any child from birth to 21 years is eligible for screening. Please contact the school office.

## Talented and Gifted Program

A TAG (Talented and Gifted) program is offered at Rogue River Elementary School. A student may be referred by a teacher, parent or the student. The TAG coordinator will screen and possibly evaluate the student. A TAG portfolio is developed with test scores from Assessments, DIBELS Assessments, and Smarter Balanced Assessments, where appropriate. An eligibility meeting is scheduled and all data reviewed. The team will determine if the student is eligible as outlined by RRSD. If a student qualifies, a Personal Education Plan (PEP) will be drafted at the meeting. The focus of the PEP is the student's classroom.

## Student Education Records

The principal in each building has a copy of the District student record policy that you may examine. The principal is the person in charge of the records in each building.

As a parent you have the right to inspect your child's records. You have the right for a hearing should you choose to challenge the content of such records to insure that the records are not inaccurate, misleading, or otherwise in violation of your child's or your privacy or other rights. This provides an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate data contained in the records, and to include with such records a written statement by the parent regarding the content of the record. 24-hour notice should be given to permit the school time to assemble all records. These records are private and may not be inspected by other than school officials and parents except with the parent's written permission. The school complies with all federal, state, and district rules, regulations and policies concerning parent's rights in the following particulars:

1. Parental permission prior to any special education, psychological, speech or academic tests for evaluation purposes.
2. Parental permission prior to assigning a student to a 'special education' program.
3. Student Records
  - a) Parents may inspect the student record file of their own child by giving written notice to the principal of this intent.
  - b) Parents may challenge any material contained in the record file.
  - c) Parents are hereby advised that progress records will be transferred on request of the new school when a student transfers.
  - d) You have the right to file a complaint with the US Department of Education concerning the alleged failure of the District to comply with the requirements of Federal Family Educational Rights and Privacy Act. Oregon schools maintain two types of student records that are designated as 'progress records' and 'behavior records'.

## Confidentiality

All personally identifiable information, materials and records are confidential and only available to parents, authorized district personnel and officials collecting PL 94-142 information. District personnel in the immediate vicinity of the document storage area will, according to their principal's direction, ensure that access to confidential materials occurs according to a posted list, and all other persons requesting access will be referred to the principal. The principal will, according to state law and district policy, assume all responsibility for the confidentiality of these records, and control access to these records. The Education Amendment of 1974 provides that certain state and federal agencies may inspect. (Student records without written consent but a record must be maintained indicating specifically the legitimate educational or other interest that the person, agency or organization has in seeking this information). This statement is to become a permanent part of the record only for inspection by the parents or students over 18 and the school official who is responsible for the custody of such records.

This is your notification that should your child enroll in another school or school system an official transcript or copy of the permanent record will be sent to that school upon our receipt of notification of the child's enrolling in that institution. Before withdrawal of your child from our District, you have the right to see your child's records and a right to a hearing should you wish to challenge the content of the record. Your request for a hearing must allow two (2) working days between request and the hearing. You may receive a copy of the record to be transferred, if you wish for a minimal fee of .05 cents per page. Any hearing must be held before the actual withdrawal of your child. In the event of divorce, both parents will have full opportunity to inspect student records, unless the custodial parent provides the school with a document denying access to school records by the non-custodial parent. The school should verify with the court issuing the document that the document is valid and no later court action overturned the order presented to the school. Federal law requires that any parent or guardian be advised if information concerning students is to be released. So that we can use information about students in newspaper articles, athletic rosters, honor rolls and releases, the following kinds of information will be considered directory information and may be released by Rogue River School District #35: A student's name, address, telephone listing, 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, photo and the most recent previous education agency or institution attended by the student. If you should NOT wish to have any of the above information published, please notify the appropriate school upon enrollment or within fifteen (15) days of when such information may be published.

## General Information

### Candy and Gum

Gum chewing is not permitted on school premises. Candy and other items are not to be brought to school for sale or trading. Students are not to bring soda pop or energy drinks.

## Celebrations

Celebrations are at your child's teacher's discretion.

We ask you not to pass out party invitations but if you must, please distribute discreetly.

Please make arrangements with your child's teacher if you wish to bring store bought treats.

Balloons and flowers that are sent to the school will be kept in the office until the end of the day. However balloons and glass containers cannot be taken on the bus.

## Character Counts

Our Elementary school is a Character Counts School. We all want our kids to acquire good values and strong character. It's up to each of us to lay a solid foundation for character development by teaching children right from wrong and by acting as positive role models. Our Character Traits are: Safe, Responsible, Respectful, Caring, Helpful, Friendly, Trustworthy, Patience, Integrity and Citizenship.

## Dress and Grooming

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Appropriate clothing for the weather is the general rule. Shorts, skirts and dresses need to reach mid-thigh (longer than your fingertips). Crop tops, bare midriffs, halter tops, or tops with spaghetti or criss cross straps will not be allowed. They must have a two finger width at the shoulder. Muscle shirts (tank tops with extra-large armholes) will not be allowed. Shoes without back straps such as flip-flops, or slides are not safe and are not allowed. Pants or shorts need to fit around the waist and not sag below the hip bones. No PJ's as everyday wear. Hats and hoods are not to be worn inside the buildings. Please label coats, sweaters, shoes, etc. with some type of permanent marking so we can find owners of the many items that end up in the lost and found. Unclaimed articles will be disposed of at the end of each quarter. Students who are not appropriately dressed for school may be asked to contact their parents and change to appropriate clothing or be given a shirt to wear. Students must be in modest clothing appropriate for the classroom and playground.

## Flag Salute

Students will be provided an opportunity to salute the United States flag daily by reciting The Pledge of Allegiance.

## Food Services

Our elementary school participates in the National School Lunch and Breakfast program. Free and reduced-price meals are available for students unable to pay the full price for meals. General information, eligibility criteria and confidential application forms are available through the office. If possible please send correct change, we do not keep change. Breakfast will be served from 7:30 to 7:55. If your child needs a breakfast make sure they arrive by 7:40, and they eat before they play. Friday will be one hour later due to a late start. If your student has food allergies, please contact your office secretary.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Homework

Homework is assigned at the discretion of the teacher, appropriate for grade level.

## Rainy Day Recess

On rainy mornings students will be in the classroom, cafeteria, or gym. Rainy day activities will be

provided.

## Study Skills

Specific skills and techniques can make learning easier and more worthwhile. The following are student's guidelines for achieving good study habits.

- Come to class prepared with necessary materials.
- Be an active participant in class.
- Listen well and take turns.
- Ask questions if you don't understand.
- Schedule time for homework after school.
- Strive to do your best work.
- Eat right - sleep well!

## Substitute Teachers

Every student will periodically be taught by a substitute teacher. Students are expected to be extra courteous to these guest teachers.

## Toys/Electronics

Please leave all toys and electronics at home, including trading cards of any kind and sports equipment. These items will be confiscated. Parents will need to come to the school to retrieve confiscated items.

## District Complaint Procedures

### Student/Parent Complaints ([Board Policy Referenced](#))

A student or parent who has a complaint concerning a classroom or teacher should first bring the matter to the appropriate teacher or adult. If the outcome is not satisfactory, a conference with the principal can be requested within five (5) calendar days following the conference. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within fifteen (15) calendar days that will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within ten (10) calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### Students with Sexual Harassment Complaints ([Board Policy Referenced](#))

Sexual harassment by staff, students, board members, school volunteers, parents, school visitors, service contractors, or others engaged in district business is strictly prohibited. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student;
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational environment.

Relevant factors to be considered will include, but not be limited to:

- Did the individual view the environment as hostile?
- Was it reasonable to view the environment as hostile?
- The nature of the conduct.
- How often the conduct occurred and how long it continued.
- Whether the alleged harasser was in a position of power over the student subjected to the harassment.
- Number of individuals involved.
- Where the harassment occurred.
- Any other incidents of sexual harassment at the school involving the same or other students.

The principal and superintendent have responsibility for investigations concerning sexual harassment. All complaints and other reported incidents shall be investigated.

# **ROGUE RIVER ELEMENTARY**



**RIVERHAWKS**

## **DISCIPLINE HANDBOOK**

# Student Conduct Expectations and Discipline Guidelines

All students at Rogue River Elementary School must be provided an opportunity to attend school in a safe and orderly learning environment. Administrators and teachers are charged with the responsibility to minimize distractions and disruptions to the learning process. In order to implement this responsibility, school officials may find it necessary to employ a variety of disciplinary techniques or counseling to ensure that they can carry out their primary task of helping children learn and grow. Rogue River Elementary School follows three main rules: Be safe, Be Respectful and Be Responsible. A table is included at the end of this document that will help your student understand school expectations in an easy to understand format.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student. The objectives of disciplining a student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning climate.

Various disciplinary procedures shall be used by school personnel to correct behavioral problems. Examples include, but are not limited to, conferences, detention, loss of privileges including bus riding. In cases of serious infractions or repeated failure to comply with school rules, suspension or expulsion may be used. Parental assistance shall be requested when persistent violations of school rules occur.

Students shall be liable to discipline including suspension or expulsion for misconduct, including, but not limited to:

1. theft
2. disruption of the school environment
3. damage or destruction of school property
4. damage or destruction of private property on school premises during school activities
5. assault, fighting or threats of harm to self or others
6. possession of or unauthorized use of weapons or dangerous instruments
7. possession, sale of or unlawful use of drugs, narcotics, or alcoholic beverages
8. persistent failure to comply with rules under the lawful direction of teachers or school officials
9. abusive language
10. harassment in any form.

## Disciplinary Guidelines

### Rights

- All students shall receive fair treatment.
- Student disciplinary decisions shall be based on careful investigation and consistent application of rules.
- All students shall be apprised of the school rules and disciplinary procedures.

## Responsibilities

- Disruption of school - A student shall not disrupt or attempt to disrupt a school function.
- Damage or destruction of school or private property - A student shall not cause or attempt to cause damage to school or private property or steal or attempt to steal school or private property either on school grounds or during a school activity, function, or event off the school grounds.
- Threats, assaults or fighting. A student shall not make threats, engage in fighting or assault a school employee, another student, harm to self, or other person not employed by the school.
- Weapons and dangerous instruments - A student shall not intentionally do bodily injury to any person; threaten any person; knowingly possess, handle, or transmit any object that can reasonably be considered a weapon, explosive, or highly volatile substance on the school grounds at any time or off the school grounds at any school activity, function, or event.
- Use of, possession of, or transmission of drugs, alcohol or tobacco (narcotics, alcoholic beverages, drugs, tobacco) - A student shall not knowingly possess, use, transmit, or be under the influence of any drugs, alcohol, tobacco or intoxicant of any kind on school grounds or off school grounds at a school activity, function or event. (Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation of this rule.)
- Insubordination - A student shall not willfully fail to comply with reasonable directions of teachers or other authorized school personnel. Students who are willfully disobedient or openly defiant of a staff member's authority, or who use profane or obscene language or gestures, will be subject to discipline.

## Definitions

- Minor discipline procedures - Discipline for minor infractions may be handled without going through all the steps of formal procedure and are usually handled by the classroom teacher or instructional assistant. Discipline for such includes time-out at recess, problem-solving opportunity, conference with the school principal and/or disciplinarian, recess detention, loss of privileges, etc. A "tracker" form may be used by the school internally to document potential patterns of minor infractions so that behaviors can be addressed before they become a chronic issue.
- Major infractions-violations of responsibilities addressed in section 2 above, or chronic numbers of minor infractions. Students who have a major infraction of student conduct expectations or responsibilities or chronic minor infractions will receive a referral. Consequence(s) will be determined and parents/guardians will be notified. The written record shall be maintained in the student's file.
- Consequence Options for a Referral (include, but are not limited to and are based on the severity of the incident(s) and the age of the student): conference with school principal or disciplinarian, missed recess, lunch detention, parent conference, behavior plans, exclusion from

events/rewards/field trips, in-school or out of school Suspension, possible expulsion.

## Suspension/Expulsion Additional Information

- Any discipline consequence that results in a suspension will include a specification of the reasons for the suspension, the length of the suspension, whether it will be an in- school or out-of-school suspension, and a plan for readmission. Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under an out of school suspension a student may not attend any school activities, be present on school district property nor participate in activities directed or sponsored by the district. Schoolwork missed by a student while on suspension will be made up upon the student's return to school.
- Expulsion: A student may be expelled for severe or repeated violations of Serious Behaviors. No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights and alternative education provisions as required by law.

# ROGUE RIVER ELEMENTARY THE THREE BE'S

## BE SAFE, BE RESPONSIBLE, BE RESPECTFUL

<b>The 3 Be's</b>	<b>Playground</b>	<b>Lunchroom</b>	<b>Hallway</b>	<b>Restroom</b>	<b>Classroom</b>	<b>Assembly</b>	<b>Bus</b>
<b>I will be safe.</b>	Follow playground rules Play correctly on equipment Keep hands and feet to self Dress correctly for the weather	Walk Stay in order Remain seated Stay in seat until dismissed Keep hands and feet to yourself	Walk facing forward Keep hands and feet to yourself Keep to the right and in line	Wash hands Place paper towels in the garbage when done Keep water in sink Keep hands and feet to yourself	Keep chair legs on the floor Walk Use supplies and equipment correctly Keep walkways clear	Keep hands and feet to yourself Walk No jumping down bleachers or stairs	Sit and stay in seat Keep entire body inside bus Wait for driver's permission to cross the street, or get on and off the bus Keep hands and feet to yourself
<b>I will be respectful.</b>	Voice level 0-4 Take turns Use kind words Follow directions given by adults Include others Be truthful	Voice level 0-2 Use good manners Follow directions given by adults Be truthful	Voice level 0 when classes are in session Stay in your personal space Follow directions given by adults Be truthful	Voice level 0-1 Honor Privacy Keep it clean Wait your turn Be truthful	Voice level 0-3 Take care of supplies Treat others with kindness Be a good listener Follow directions given by adults Follow room rules Be truthful	Voice level 0-4 Enter and leave at voice level 0 Keep eyes on presenter Follow directions given by adults Be a good listener Stay in your personal space Be truthful	Voice level 0-2 Use kind words Follow directions given by bus driver and adults Stay in your personal space Respect all property Be truthful
<b>I will be responsible.</b>	Listen for clean-up signal Line up at signal Follow rules Return equipment	Stay in line order Throw away trash Keep area clean Eat your own lunch	Keep things on coat hooks Throw away your trash Go directly to destination	Flush toilet Use time wisely Report problems Keep school supplies out of restroom	Take care of yourself Put materials away Keep your space and common space organized Be ready to learn	Sit with seat on floor with legs crossed or in bleachers properly Be ready to participate Be a good audience	Take your belongings Wait for directions Keep area clean Eat and drink when off the bus



## Student Discipline and Intervention Matrix

Behavior/Offense	Recommended Intervention	Cool Down Period * documented as in or out of school suspension	Referral for Expulsion	Notice to Police	
<b>Type I (Classroom-Managed Behaviors)</b>					
Not following directions	Teachers are expected to complete at least 3 interventions from the <a href="#">Classroom Interventions Guide</a> . Please complete a <a href="#">Behavior Support Request</a> and contact the guardian. Mark the 'Please document my work toward this issue' for your request for next steps.	No	No	No	
Picking on, bothering or distracting other students					
Inappropriate use of technology (non teacher-directed sites, cell phone use, etc)					
Use of unkind words or inappropriate language (not directed towards adults)					
Dress code violation					
Leave class without permission first time					
Unsafe behavior in classroom, cafeteria, on playground					
<b>Type II</b>					
Repeated Type I offense	Please complete a <a href="#">Behavior Support Request</a> and contact guardian. One or more appropriate consequences like an <a href="#">accountability agreement</a> , Zen Lunch, etc. will be provided by behavior support specialist or administration. Consequence will be communicated to the teacher or staff member who submitted behavior support request.	No	No	No	
Repeated failure to follow directions		Discouraged and not permitted unless tiered interventions have been attempted and failed.			
Use of profanity toward adults					
Trespassing					
Bullying/Harassment Level 1 (teasing, name calling, excluding, giving dirty looks, gossiping)					
Physical Aggression toward student					
Intentional destruction of school property including graffiti or tagging					≤ 1 Day or More pending meeting
Possession of firecrackers (non-projectile)					≤ 1 Day or More pending meeting
False activation of fire alarm	≤ 1 Day or More pending meeting				

Sexual Harassment Level 1 (verbal, written, or electronic comments that are sexually offensive or degrading)		≤ 1 Day or More pending meeting. Referred to Title IV Coordinator		
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<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Cool Down Period</u> * documented as in or out of school suspension	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<b>Type III</b>				
Repeated Type II	Parent meeting and one or more appropriate consequences. A cool down may be necessary until <a href="#">accountability agreement</a> is made with guardians. Consequences will be communicated to the teacher or staff member who submitted a behavior support request.	Discouraged and not permitted unless tiered interventions have been attempted and failed.	No	No
Failure to follow directions when it causes an unsafe situation		Case-by-case basis depending on safety issue or mitigating factors	No	Optional. Resource officer contacted for support during meeting.
Bullying/Harassment Level 2 (bullying based on race, disability, sexuality, and other protected classes, <u>or</u> pushing, poking, tripping, shoving or making threats)		≤ 2 Days or More pending meeting. Referred to Title IV Coordinator for sexual harassment offense.	Discouraged unless secondary factors present	
Sexual Harassment Level 2 (touching that is uncomfortable, embarrassing, and/or offensive)				
Stole or attempted to steal school or private property (not directly from a person but from an unattended location such as a backpack)				
Possessed or distributed drug paraphernalia, including medication				
Engaging in sexual behavior on campus				
Caused, attempted to cause, or threatened to cause physical injury to staff (not involving threats re weapons)				
Fighting Level 1 (mutual combat resulting in minor injuries such as cuts, scrapes) or instigating a physical altercation				

Intoxication	Parent meeting plus referral for substance abuse assessment. A cool down may be necessary until <a href="#">accountability agreement</a> is made with guardians.	≤ 2 Days or More pending meeting.	No	Yes. Invited to part of the meeting process
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<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Cool Down Period</u> * documented as in or out of school suspension	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<b>Type IV</b>				
Repeated Type III	Parent conference <u>plus</u> one or more appropriate consequences ( <a href="#">accountability agreement</a> , Zen Lunch, other) will be provided by behavior support specialists or administration. <ul style="list-style-type: none"> <li>● Consequences will be communicated to the teacher or staff member who submitted a behavior support request.</li> <li>● Functional Behavioral Assessment should be performed before consideration of reduced day.</li> <li>● Consideration for alternative placement and support for elementary aged student</li> <li>● Free or Sliding Scale Options Family and Individual counseling support offered and paperwork provided</li> </ul>	≤ 3 Days or More pending meeting. Referred to Title IV Coordinator for sexual harassment offense.	Expulsion permitted if secondary factors present	If force used was likely to cause great bodily injury or a deadly weapon was involved and charges may be filed

	•			
Fighting level 2 (one-sided fighting resulting in minor injuries such as cuts, scrapes)	<ul style="list-style-type: none"> <li>Parent conference <u>plus</u> one or more appropriate consequences (<a href="#">accountability agreement</a>, Zen Lunch, other) will be provided by behavior support specialists or administration.</li> <li>Consequences will be communicated to the teacher or staff member who submitted a behavior support request.</li> <li>Functional Behavioral Assessment should be performed before consideration of reduced day.</li> <li>Consideration for alternative placement and support for elementary aged student</li> <li>Free or Sliding Scale Options Family and Individual counseling support offered and paperwork provided</li> </ul>	≤ 3 Days or More pending meeting. Referred to Title IV Coordinator for sexual harassment offense.		
Bullying Level 3 (severe or pervasive conduct, including online conduct, that has a substantially detrimental effect on physical or mental health)				
Sexual Harassment Level 3 (severe or pervasive conduct of a sexual nature)				Optional. Resource officer contacted for support during meeting.
Possessing and/or using marijuana (with no intent to sell)				Expulsion not permitted for first offense of possession of one ounce of marijuana; expulsions permitted for repeated offenses if tiered interventions have failed or student poses danger
Possession of an imitation firearm such as a BB gun		≤ 3 Days or More pending meeting.	Case-by-case basis depending on safety threat or mitigating factors	Yes
Committed harassment, threats, or intimidation against a student witness (including gang related behavior)	See above	Optional, up to 5 days	Expulsion discretionary	Depends on nature of threats from Threat Assessment
Threatening to cause physical injury with a weapon				No unless in possession of a weapon at the time of the threat

<u>Behavior/Offense</u>	<u>Recommended Intervention</u>	<u>Cool Down Period</u> * documented as in or out of school suspension	<u>Referral for Expulsion</u>	<u>Notice to Police</u>
<b>Type V (Expulsion “Expected”)</b>				
Possession of a knife, taser, stun gun, or other dangerous object (brandishing a knife with a blade longer than 3” and possessing firearm/explosive listed separately)	Welcome circle to develop reentry plan.	Expected, 5 days if referring for expulsion	Expected, unless administrator determines that expulsion should not be recommended under the circumstances or an alternative means of correction would address the conduct	Threat Assessment determines police involvement.
Caused <u>serious</u> physical injury to another person except in self-defense (or Fighting Level 3)				Threat Assessment determines police involvement.
Committed or threatening an assault or battery on a school employee (student >5th grade)				Yes
Committed robbery (taking property directly from someone)				Yes
Possessing and/or using a controlled substance other than marijuana				Yes
<b>Type VI (The “Big 5” Offenses)</b>				
Committed or attempted sexual assault or battery	Welcome circle to develop reentry plan.	Mandatory, at least 5 days	Mandatory	Yes. Threat assessment
Selling a controlled substance				
Possessing, selling, or furnishing a firearm				
Brandishing a knife				
Possession of an explosive				