

# CROOKED RIVER ELEMENTARY SCHOOL

1400 SE Second Street (Gr. KG - 5)  
 (541) 447-6488 Fax (541) 447-8395  
 Office Hours: 7:30 a.m. - 4:00 p.m.

## CAFETERIA MEAL PRICES

<u>STUDENTS</u>	<u>REDUCED</u>			<u>ADULTS</u>	
Breakfast	<b>\$0.00</b>	Breakfast	<b>\$ .00</b>	Breakfast	<b>\$2.50</b>
Lunch	<b>\$2.80</b>	Lunch	<b>\$ .00</b>	Lunch	<b>\$4.00</b>
				<u>Additional Milk</u>	<b>\$ .50</b>
				<u>Additional Juice</u>	<b>\$ .50</b>

**(Breakfast is served from 7:25 – 7:55 a.m.)**

**(Late Start Days (snow days, 2 hour delay) there is no breakfast served)**

Each student will have an account in our cafeteria accounting system. You may deposit any amount you wish in your student's account.

Please remember, students are allowed only 2 charges- Students may not charge again until all charges are paid.

LUNCH/BREAKFAST PROGRAM- The District participates in the National School Lunch, School Breakfast, Commodity Programs and offers free and reduced Price meals based on a students financial need.

Free and Reduced Lunch Applications are available online, there are also copies in the school office in you can not get online. You are required to fill out a new form each school year, and we encourage you to do so.

## SCHOOL HOURS

Student Arrival Times .....7:35 – 7:55 am  
 Morning Assembly.....7:55 - 8:05 am  
 Tardy Bell rings at.....8:05 am  
 School Dismissed.....2:55 pm

## LUNCH SCHEDULE

KG..... 11:45-12:20  
 1st Gr. .... 11:25-12:00  
 2nd Gr. .... 11:15- 11:50  
 3rd Gr. ....11:55-12:30  
 4th Gr. .... 11:35-12:10  
 5<sup>th</sup> Gr. .... 12:05-12:40

### **PREFACE\*\***

The material covered within this Parent handbook ia a means of communication to students and parents 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 Material contained herein may thereforebe superseded by such Board policy, administrative regulation, or collective bargaining agreement.

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

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

# PARENT RESPONSIBILITIES

## ADMISSION

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the school office for admission requirements.

## ATTENDANCE POLICIES

Good attendance habits MUST be established from the moment your child begins Kindergarten and thereafter! Research overwhelmingly supports the strong correlation between attendance and academic success in a child's life. A strict district policy will be in affect beginning this year. The details of this policy will be sent home by letter and placed on our webpage. The district has the right under state law to impose a \$500 fine to parents or guardians who choose not to bring their children to school consistently. Please be aware of the following:

**Absence or Illness:** Please be sure to call the office or send a note when you child is absent.

**Absences & Tardies that are excused:**

- |                           |                        |                           |
|---------------------------|------------------------|---------------------------|
| 1. When a student is sick | 2. Dental appointments | 3. Family emergency       |
| 4. Medical appointments   | 5. Funeral             | 6. Pre- arranged absences |

**Absences & Tardies that are not excused:**

- |                 |                    |                          |
|-----------------|--------------------|--------------------------|
| 1. Oversleeping | 2. Missing the bus | 3. Parents work schedule |
|-----------------|--------------------|--------------------------|

**Tardy:** If your child is late for school, please have them come by the office for a tardy slip before they go to their classroom.

**Pre-Arranged absences:**

If you plan a prolonged absence for your child/children, please notify the school in writing.

1. Let the teacher(s) know so they can keep careful track of missed skills and information.
2. Try to schedule absences around critical testing times.
3. Otherwise, enjoy your family time together and the teachers will provide the necessary instruction to your child/children upon their return to school.

## DROPPING OFF/PICKING UP STUDENTS

**Early Release:**

If it is necessary for your child to leave school early, you must come to the office to check them out. A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

**Late Pickups:**

School is released at 2:55 pm each day. Students need to be picked up promptly. Students not picked up by 3:05 pm will be brought to the office to wait. Students MAY NOT wait for parents on the playground after 3:05 pm.

**Bus Pass:**

Students will be dropped off at their regular bus stop unless we have a parent note stating otherwise.

### CELEBRATIONS/PARTIES/INVITATIONS/SECURITY

The rules of good conduct and grooming shall be observed for any school social event. Guests need to be accompanied by an adult and will be expected to observe the same rules as Crooked River students attending the events. The person inviting the guest will share responsibility for the conduct of the guest.

#### **Security:**

Parents/Guardians may have lunch with their child(ren); **ALL** visitors must check in at the office. Participating with your child(ren) during Run Club is encouraged.

#### **Class Parties:**

During the school year, classes will have parties for Halloween, Christmas/Winter Holiday, and Valentine's Day. Parents may be asked to assist. Treats must be store bought. If your child is not to participate, a note should be sent to school.

### CONFERENCES

Conferences are scheduled in the fall and in the Spring to review student progress. Students and parents may also expect teachers to request a conference:

- (1) If a student is not maintaining passing grades or achieving the expected level of performance,
- (2) If a student is not maintaining behavior expectations.
- (3) In any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

### EMERGENCY INFORMATION

It is of utmost importance that you fill out emergency information for your child and update it regularly. Periodically we need to call parents if a student is injured or ill. It is very important to keep us informed with current phone numbers, address and emergency contacts.

#### **Emergency School Closure:**

Local radio stations will broadcast notice of emergencies concerning the closure or delayed start of school due to hazardous road conditions or other unforeseen circumstances. The radio will have information before buses leave for their morning routes. Additionally, this information will be posted on the Crook County School District website and school Facebook pages.

Radio Stations: KRCO and KTVZ

### HOMEWORK

Students bring schoolwork home on a regular basis, especially daily reading. Please help by making sure the homework is complete and returned with your child. Individual teacher homework expectations will be explained at Open House or via a parent newsletter. Please feel free to contact your child(ren)'s teacher regarding questions concerning homework or class work in general.

#### **Homework for a prearranged absence:**

Teachers will not be expected to provide homework during prolonged absences. We ask that you keep your child's/children's reading ability up by providing appropriate books. Each teacher will keep track of the skills and assignments missed by the students(s), and will "catch the child up" as quickly as possible when your child(ren) return(s) to school. That way only the taught lessons will be covered and the family can enjoy their time away from school without worry, fear or anxiety.

### PARENT COMPLAINTS

Complaints or concerns should be brought to the staff member involved. Then, if you are not satisfied with the results, you can discuss the concern with the principal. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint.

## PARENT/TEACHER COMMITTEE

Our Parent-Teacher Committee (P.T.C.) invites you to become an active participant in our school. Monthly meetings are scheduled and include helpful information for parents about learning and school.

P.T.C: Meets the 2nd Thursday of the month except where noted. Please plan to attend.

We are most approachable and open to comments and suggestions. Please come visit with questions or concerns. Meetings are held in the Library.

Children are welcome.

The 2019-2020 PTC meetings are scheduled on the calendar.

All PTO Meetings are at 3:15 p.m. in the school Library. The meeting dates are as follows:

Sept. 12th  
Oct. 10th  
Nov. 14th  
Dec. 12th  
Jan. 9th  
Feb. 13th  
March 12th  
April 16th  
May 14th

### **2019-2020 PTO Board**

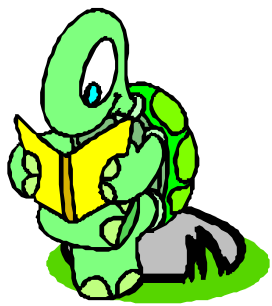
**President - Melissa Levesque**

**Vice President - Keya Wrolson**

**Secretary - Traci Coffman**

**Treasurer - Mandy McDonald**

**Facilitator - Kimberly Bonner**



## VISITORS

Parents are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, ALL visitors must report to the office upon entering school property. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school.

## VOLUNTEERS

The volunteer program at Crooked River Elementary School is an extremely important part of our school. We greatly appreciate the assistance we have gotten from parents and community members over the years. Volunteers have helped us increase student learning, and let's face it, that's what school is all about.

### **Requirements:**

1. All volunteers must fill out a Criminal Background Check Form prior to starting. This includes going on field trips, working in classrooms etc.
  2. All volunteers must check in at the office and to receive a name tag. Leave all distractions at home: other children, relatives, and pets interfere with the learning process.
  3. Please remember that our need is for assistant help. Leave the analyzing and assessment to the teacher.
  4. Volunteers who have children at Crooked River Elementary School might not be asked to assist in their child's room. Some children do not function well when their parent(s) are present. This will be determined on a case-by-case basis.
  5. Once you commit to a schedule for the day, week, month, or year, please be consistent in following through. The teachers and students are counting on you.
  6. Confidentiality is a must. We ask that you commit to complete confidentiality of all you observe as a Crooked River Elementary school volunteer.
- Once again, we want to thank you for your interest in being a volunteer at Crooked River Elementary School.

**Please note a Background Check must be done each year.**

# STUDENT MANAGEMENT

## STUDENT CONDUCT

Student conduct is expected to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students enroute to and from school, and students attending any school-sponsored activities.

Students shall be subject to discipline, detention, suspension, expulsion or loss of honors and/or referral to law enforcement officials for misconduct, including, but not limited to:

1. Assault;
2. Hazing, harassment, intimidation, bullying or menacing as prohibited by Board Policy JFCF/GBNA;
3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District property by students or willful damage or destruction of private property and district premises or at school-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco, alcohol or drugs as prohibited by Board policy JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe as a whole entity or for an individual student based on expulsions for weapons violations, violent behavior, or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district-sponsored transportation and/or at district-sponsored activities:

- |   |                      |
|---|----------------------|
| 1. Assault;   | 5. Robbery;          |
| 2. Manufacture or delivery of a controlled substance;                                   | 6. Hate/Bias crimes; |
| 3. Sexual crimes using force, threatened use of force or against incapacitated persons; | 7. Coercion;         |
| 4. Arson;   | 8. Kidnapping.       |

The district will record these infractions and report to the Oregon Department of Education, as required. The district will provide the opportunity for all students in any district school identified as persistently dangerous or for any victim of a violent criminal offense occurring in or on the grounds of the school the student attends, to the extent feasible, the opportunity to transfer to a safe school within the district.

Legal Reference (s)

ORS*339.240	ORS*339.250	ORS*339.260	ORS*659.150
OAR 581-021-0050 to 0075			

# RULES AND EXPECTATIONS

At Crooked River Elementary we believe the best learning environment is one where staff and students learn and model behavioral standards. The following outlines student expectations at Crooked River Elementary.

## Responsibilities:

1. Be safe.
2. Be respectful.
3. Be responsible.

## Computer use:

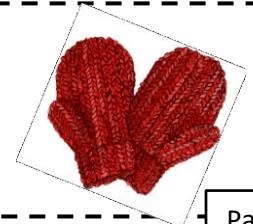
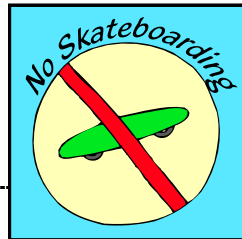
Students may be permitted to use the district's computers and electronic communications system, while supervised, by instructional and or assessment needs, consistent with the district's mission or goals. Personal use of district computers, including E-mail access, is strictly prohibited.

Electronic books may be brought to school for reading in morning assembly and during class time when approved by a student's teacher. Cell phone use is not allowed. Gaming and WiFi use is not permitted. The school does not accept responsibility for lost, damaged or stolen items.

## Vehicles on campus:

(Bikes, Skateboards, Scooters, Roller Blades)

Bikes, skateboards, scooters and roller blades may be used for transportation to and from school as long as the students are properly equipped with helmets and pads. They are not to be ridden on school property during school hours. The school is not liable for any loss or damages. They are to be stored in the designated storage area.



## DRESS CODE

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards. In keeping with expectations of appropriate clothing, the district shall enforce the following guidelines concerning student wearing apparel:

### **1. Head Wear:**

- (a) No head coverings in buildings, except when allowed by individual building administrators.
- (b) When hats are allowed, they are to be worn in a "traditional" manner, i.e., baseball caps with bills forward.
- (c) "Non-traditional" head wear, i.e. bandanas and sweatbands, will not be allowed

### **2. Clothing:**

- (a) Clothing advertising alcohol, tobacco or other drugs, and clothing with inappropriate messages are not allowed. Shorts may be worn loose but not "sagging", and are to be secured at the hip with minimum length to be mid-thigh. Midriffs, crop, tank, mesh and tube tops are not to be worn.
- (b) Pants must be secured above the hips, underwear or boxers must not show, and belts should be in belt loops, not hanging down. Chains may not be worn from the pants, including the type used to secure wallets.
- (c) Shoes must be worn at all times. Our concern is safety, not fashion, so flip-flops, sandals, open toed shoes, open healed shoes, jelly shoes, or any footwear that is unsafe or similar to those described above are worn at the student's own risk.
- (d) Shirt logos need to be safe, responsible, and respectful.
- (e) Students must wear tennis shoes for PE.

Responsibility for dress and grooming rests primarily with students and their parents. However, the district expects students dress and grooming to meet standards, which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment.
2. Threat to the health and/or safety of the student concerned or of other students.
3. Sexually, racially, or religiously offensive.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity if those standards are not met.

## SCHOOL RULES AND EXPECTATIONS

### **Halls:**

- Walk at all times - this includes all walkways outside (concrete areas)
- Stay to the right side of the hallway
- Talk in a soft voice
- Remove hats when inside the building
- Open doors slowly
- Keep gum at home not at school
- Keep hands and feet to yourself

### **Restroom:**

- **Use the restroom prior to going out to recess**
- You must have a pass when you use the restroom during class time or recess
- Use the restroom responsibly - walk at all times, leave it clean and useable for next person
- Leave stalls unlocked after using them
- Wash your hands
- Dispose of paper towels in the garbage can
- Use a conversational voice when talking
- Windows are not to be opened unless there is an emergency
- Walk at all times

### **Bikes/Skates/Skateboards:**

- Bicycles/rollerblades/skateboards and scooters are not to be ridden on the playground
- Bicycles are to be placed in the bike rack
- Scooters/Skateboards are to be stored in designated area

### **Cafeteria:**

- Stand in line quietly
- Politely stay in your place in line
- Always walk in the lunch area
- Carry lunch tray with 2 hands
- Use good manners and eat quietly
- Use a conversational voice
- Clean up your area before excused
- When choosing an item from the salad bar, take a reasonable amount (example, 1 roll instead of 2). Eat what you take!

### **Toys/Electronic Devices:**

- Electronic devices, and trading cards are not to be brought to school
- Toys may be brought for recess. However, if students bring them, there is always a risk of theft or damage.

### **Morning Assembly/Assemblies**

- Walk responsibly to the gym using the bathroom, if needed, along the way
- Go to designated area and read or finish homework
- At designated time, put materials away and listen respectfully to announcements
- Students will be provided an opportunity to salute the United States flag each morning by reciting the pledge of allegiance. Please notify the office if you would rather your child not participate.
- When using the bleachers, students will observe safety precautions such as, no running and jumping.
- No banging feet on bleachers to make noises
- Students will give their full attention to the presenter
- Students will show responsible appreciation

### **After School:**

- Bus riders are to go directly to their designated bus.
- Walkers are to leave the building immediately and go home.
- Students picked up by parents need to be picked up immediately upon dismissal.

### **Playground:**

Playground supervisors will make the best judgement decision at the time. They will circulate to all areas of the playground. Playground supervisors are under the direct supervision of the principal.

Students will show respect to all staff and other students. School and game rules will be followed at all times.

1. Students will use appropriate language; swearing and verbal abuse is not acceptable.
2. Students will use all balls and equipment appropriately as designed.
3. Students will use good judgment to avoid injury of self and others.
4. Students will stay in assigned areas of the playground and will not play behind or near trees.
5. Students will not play rough on the playground (tackling, tripping, pushing, grabbing, etc., are not allowed.)
6. No throwing of anything except approved playground balls.
7. No snowballs or sliding on the ice. Students will stay away from puddles, mud, and irrigation.
8. Students must have permission to leave the playground to use the restroom or retrieve balls.
9. Anyone using school equipment will be responsible for putting it back.
10. Students will line up as soon as the bell rings.

# STUDENT RECORDS

## STUDENTS RECORDS/RELEASE OF INFORMATION

### **Access/Release of Education Records:**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

### **Directory information:**

Directory information is information contained in a student education record, which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

- Student's name;
- Date;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended; and
- Photographs

Directory information shall not include a student's address or telephone number.

### **Education Records:**

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

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and birthplace;
4. Name of parent/guardian; and federal laws.

### **Media Access to Students:**

Media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication.

Parents who do not want their student interviewed or photographed should direct their student accordingly and sign an opt out form at the school office. You may do this at registration, or any time thereafter.

District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

### **Questioning of Students:**

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation.

Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

### **Requests for Education Records:**

The district shall, within 10 days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's education record.

### **Transfer of Education Records:**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules.



# STAFF INFORMATION

<u>POSITION</u>	<u>NAME</u>	<u>ROOM #</u>	<u>EXTENSION #</u>	<u>E-MAIL ADDRESS</u>
Autism Teacher:	Kim Schmidt	2	3572	kim.schmidt@crookcounty.k12.or.us
Educ. Assistants:	Candace Johnson	2		candace.johnson@crookcounty.k12.or.us
	Fawn Pitt	2		fawn.pitt@crookcounty.k12.or.us
	Amber Smuin	2		amber.smuin@crookcounty.k12.or.us
	Building Engineer:	Apolonio Villagomez	Custodian Rm.	3585
Night Janitors:	Virginia Hildebrand	Night Custodian		virginia.hildebrand@crookcounty.k12.or.us
	Kevin Whaling	Night Custodian		kevin.whaling@crookcounty.k12.or.us
Cafeteria Mngr:	Juanita (Jenny) Cholin	Cafeteria	3580	juanita.cholin@crookcounty.k12.or.us
Computer Lab:	Tracy Schmidt	Computer Lab		tracy.schmidt@crookcounty.k12.or.us
ELL Teacher:	Scott Waite	ELL		scott.waite@crookcounty.k12.or.us
Fan Advocate:	Vanessa Nolen			vanessa.nolen@crookcounty.k12.or.us
Positive Behavior Instructional Asst:	Traci Barrett	Wellness Room	3510	traci.barrett@crookcounty.k12.or.us
Library Assistant:	Julie Bidiman	Library	3532	julie.bidiman@crookcounty.k12.or.us
Music Teacher:	Grace Deboodt	Music Rm.	3565	grace.deboodt@crookcounty.k12.or.us
PE Teachers:	A.J. Pickhardt	PE	3568	aj.pickhardt@crookcounty.k12.or.us
	Erin Woodward	PE	3568	erin.woodward@crookcounty.k12.or.us
Records Clerk	Clara Matsler	Records Clerk	3508	clara.matsler@crookcounty.k12.or.us
School Nurse:	Wendy Perrin	Nurses Rm.	3507	wendy.perrin@crookcounty.k12.or.us
SMART:	Kathy Knower	Cafeteria		kathy.knower@crookcounty.k12.or.us
SLPA:	Carrie Rosvold	19	3579	carrie.rosvold@crookcounty.k12.or.us
SPED Teacher:	Tracy Dixon	9	3570	tracy.dixon@crookcounty.k12.or.us
Structured Learning Teacher:	Tina Benton	18	3578	tina.benton@crookcounty.k12.or.us
Educ. Assistants:	Tonia Barber			tonia.barber@crookcounty.k12.or.us
	Daphne DeHart			daphne.dehart@crookcounty.k12.or.us
	Ladele Harris			ladele.harris@crookcounty.k12.or.us
	Jordan Rachor			jordan.rachor@crookcounty.k12.or.us
	Lisa Simono			lisa.simono@crookcounty.k12.or.us
	Brenda Weinschenk			brenda.weinschenk@crookcounty.k12.or.us
Title 1 Teacher:	Erin Miller			erin.miller@crookcounty.k12.or.us
	Kelli Koch	3	3573	kelli.koch@crookcounty.k12.or.us
	Leslie Crow			leslie.crow@crookcounty.k12.or.us
	Julie Malone			julie.malone@crookcounty.k12.or.us
	Lorna Ream			lorna.ream@crookcounty.k12.or.us
Educ. Assistants:	Debbie Wangler			debbie.wangler@crookcounty.k12.or.us

# STAFF INFORMATION

<u>POSITION</u>	<u>NAME</u>	<u>ROOM #</u>	<u>EXTENSION #</u>	<u>E-MAIL ADDRESS</u>
<u>Administration:</u>				
Principal	Kimberly Bonner	Office	3505	kimberly.bonner@crookcounty.k12.or.us
Assistant Principal	Adam Stefanek	Office	3504	adam.stefanek@crookcounty.k12.or.us
Building Coach	Lori Simonsen	25	3575	lori.simonsen@crookcounty.k12.or.us
Counselor	Collin Hester	Office	3576	collin.hester@crookcounty.k12.or.us
<u>Lead Secretary:</u>				
	Jen Bond	Office	3502	jen.bond@crookcounty.k12.or.us
<u>Secretary:</u>				
	Victoria Mize	Office	3503	victoria.mize@crookcounty.k12.or.us
	Kim Waetjen	Office	3506	kim.waetjen@crookcounty.k12.or.us
<u>Teachers:</u>				
Kindergarten	Sarah Shinkle	6	3535	sarah.shinkle@crookcounty.k12.or.us
Kindergarten	Kassie Mooney	5	3537	kassie.mooney@crookcounty.k12.or.us
Kindergarten	Karen Bryant	7	3536	karen.bryant@crookcounty.k12.or.us
Kindergarten	Katie Barnhart	8	3530	katie.barnhart@crookcounty.k12.or.us
Kindergarten	Ashley Smith	4	3534	ashley.smith@crookcounty.k12.or.us
1st Grade	Stacy Bates	32	3562	stacy.bates@crookcounty.k12.or.us
1st Grade	Shellie Currier	31	3561	shellie.currier@crookcounty.k12.or.us
1st Grade	Amanda Fischer	20	3550	amanda.fischer@crookcounty.k12.or.us
1st Grade	Lisa Robirts	21	3551	lisa.robirts@crookcounty.k12.or.us
2nd Grade	Elizabeth Brunner	30	3560	elizabeth.brunner@crookcounty.k12.or.us
2nd Grade	Angelia Wagner	23	3553	angelia.wagner@crookcounty.k12.or.us
2nd Grade	Natalie Godat	22	3552	natalie.godat@crookcounty.k12.or.us
2nd Grade	Melissa Bunting	29	3545	melissa.bunting@crookcounty.k12.or.us
3rd Grade	Laura Graydon	24	3554	laura.graydon@crookcounty.k12.or.us
3rd Grade	Marissa Stafford	27	3557	marissa.stafford@crookcounty.k12.or.us
3rd Grade	Jeri McCormack	28	3558	jeri.mccormack@crookcounty.k12.or.us
3rd Grade	Kailey Sutton	26	3556	kailey.sutton@crookcounty.k12.or.us
4th Grade	Jane Hase	17	3547	jane.hase@crookcounty.k12.or.us
4th Grade	Stacie Keller	16	3546	stacie.keller@crookcounty.k12.or.us
4th Grade	Steve Miller	11	3541	steve.miller@crookcounty.k12.or.us
4th Grade	Valerie Nixon	10	3540	valerie.nixon@crookcounty.k12.or.us
5th Grade	Amber Freeman	13	3543	amber.freeman@crookcounty.k12.or.us
5th Grade	Andrew Wilson	12	3542	andrew.wilson@crookcounty.k12.or.us
5th Grade	Merile Glass	14	3544	merile.glass@crookcounty.k12.or.us
5th Grade	Stacy Stringer	15	3559	stacy.stringer@crookcounty.k12.or.us

# GENERAL INFORMATION

Welcome to our school. Crooked River Elementary is a unique school in many ways, and your children will receive an excellent opportunity to grow and learn in an educational environment that has high standards and expectations while being supportive of all styles and rates of learning. We are a Positive Behavior and Instructional Support (PBIS) School that stresses Safety, Respect, and Responsibility. We are also an AVID school, striving to ensure that all students are future ready.

**School Colors:** Purple and Gray

**Mascot:** Mustangs

**Mission Statement:** "Crooked River Elementary students will have limitless opportunities to reach their full potential academically and personally."



The Crooked River Elementary School Staff is dedicated to:

Providing a safe, respectful, responsible, positive, and comfortable place for students to learn and grow academically, socially and emotionally.

Taking time to listen to each child and respect ideas, so that children will become independent, confident, positive and caring people.

Understanding that all students learn in different ways, providing instruction in a wide variety of modes, methods and styles.

Creating and learning new activities, programs, and curriculum to inspire your learners to achieve.

## **HEALTHY STUDENTS**

### **Immunizations:**

- Pursuant to Oregon law and school district policy, all students must be current on their immunizations. Registration materials specify all immunizations that are required.

### **Emergency Medical Treatment:**

In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents. School staff may administer emergency or minor first aid. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

### **Medication:**

Sometimes it is necessary for students to take medication during the school day. Office personnel may administer medication with the following requirements:

- Completed medication form signed by the parent and doctor for prescription medication. The original container with the name of medicine/dose/doctor may be used in lieu of a doctor's signature.
- Completed medication form signed by the parent for over-the-counter medication.
- All medication must be in the original container. Do not send medication in baggie, envelopes, etc. **All medication** must be kept in the office - not with the child.

### **Communicable Diseases:**

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain school restrictive diseases are not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\* whooping cough, plague, rubella, scabies\* staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

### **Head Lice**

We will have periodic checks for head lice during the school year. Should your child be found to have live lice, we will contact you to pick him/her up. School District policy requires that students be free of lice and nits before they may return to school.

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# PARENT VISITOR'S GUIDELINES

In order to maintain an orderly, respectful and secure educational environment for the students and staff at Crooked River Elementary School, it is essential that all parents and visitors to our buildings be aware of their responsibilities and follow the code of conduct as listed below.

## **We Ask parents to:**

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Know school and classroom rules and help their children understand them.
- Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the school dress code.
- Treat all staff in a respectful manner.
- Provide a place for study and ensure that homework assignments are completed

## **Public Conduct on School Property**

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's sticker, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.
- Parents or citizens who wish to observe a classroom while school is in session are asked to arrange such visits with the classroom teacher(s) and administration so that class disruption is kept to a minimum. Please arrange this at least one day in advance.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
- If you make a delivery for your student, please drop the delivery off at the school office and we will deliver it for you.

## **Conduct Prohibited on School Property**

### ***No person shall:***

- Intentionally injure any other person or threaten to do so.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Obstruct the free movement of any person in any place to which this code applies.
- Refuse to comply with any reasonable order of identifiable district officials performing their duties.

## ***Persons in violation of the Code of Conduct***

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. The parent may also be asked to remain off school grounds until the situation is resolved. If they refuse to leave, they shall be subject to a police citation for trespassing.

The district reserves its right to pursue a civil or criminal legal action against any person violating these guidelines.\*

# CYBERBULLYING

The Crook County School District Board is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as "cyberbullying," by staff, student or third parties is prohibited and will not be tolerated in the district. "Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Staff and students will refrain from using personal communication devices or district property to harass or stalk another. The district will take any report of cyberbullying seriously and will investigate credible reports promptly. Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyberbullying. Staff will attempt to preserve evidence of the cyberbullying and will submit any evidence to the principal.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board. The District may also report individuals to Law Enforcement if necessary.

Staff and students will participate in an internet/electronic communications training to ensure awareness of and compliance with District use policies. The Superintendent or designee is responsible for developing administration regulations to facilitate training.

Processes relating to the investigation of cyberbullying are included in JFCFA/GBNA-AR - Assault/Menacing/Hazing/Disorderly Conduct/Harassment/Bullying/Cyberbullying.

END OF POLICY

HB 2637 (2007)

ORS 163.190	ORS 332.107	OAR 581-021-0045
ORS 166.065	ORS 339.240	OAR 581-021-0046
ORS 166.155 - 166.165	ORS 339.250	OAR 581-021-0055
ORS 332.072	ORS 339.351 - 339.364	OAR 581-022-1140

## ASSAULT/MENACING/HAZING/DISORDERLY CONDUCT/HARASSMENT/BULLYING/CYBERBULLYING

Building Principals and the Superintendent have responsibility for investigations concerning hazing, harassment, intimidation, bullying or menacing. As defined in statute, "harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that take place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- a. Physically harming a student or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Creating a hostile educational environment.

The investigator(s) shall be a neutral party having had no involvement in the complaint presented. All complaints will be investigated in accordance with the following procedures:

- Step I Any hazing, harassment, intimidation, bullying or menacing information (complaints, rumors, etc.) shall be presented to the building Principal or Superintendent. Complaints against the building Principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board Chairman. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step II The District Official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The District Official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District Official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.
- Step III If any party involved in the complaint is not satisfied with the decision at Step II, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step II decision. The Superintendent or Designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Superintendent or Designee shall provide a written decision to the complainant's appeal within 10 working days.
- Step IV If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant with 10 working days following completion of the hearing. Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file. Additionally, a copy of all hazing, harassment, intimidation, bullying, or menacing complaints and documentation will be maintained as a confidential file in the District Office.

