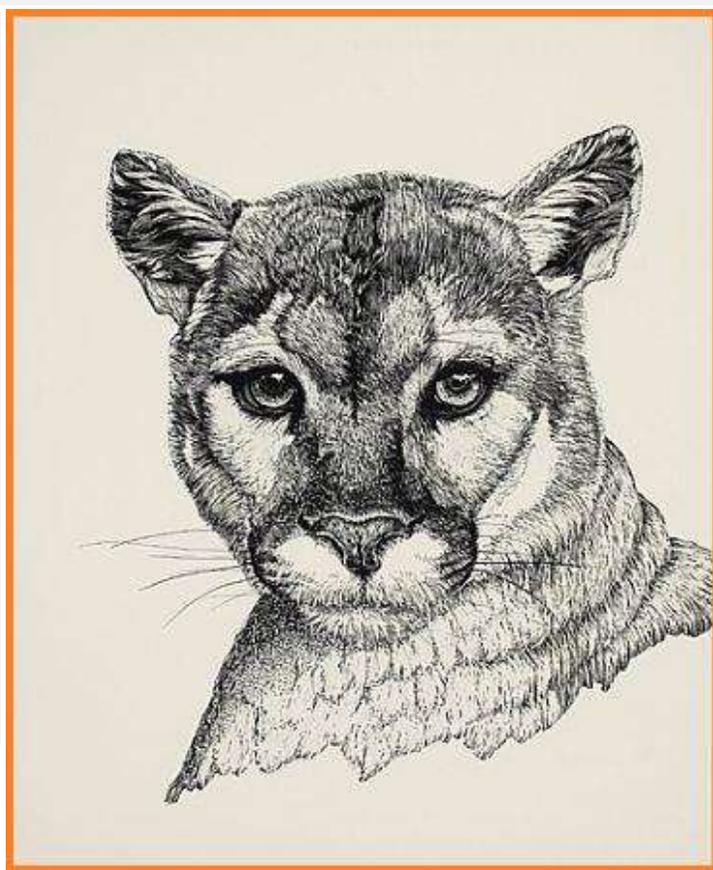


WALLOWA

ELEMENTARY

2017-2018



STUDENT HANDBOOK

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ADMINISTRATION MESSAGE

Wallowa Schools have a well-earned reputation as being excellent schools. This handbook is provided to let you know of our programs, policies and activities. Please take the time to become familiar with it and keep it to use as a resource to answer questions you may have during the school year. Throughout the school year, please keep in mind what makes the Wallowa Cougars so special. We stand for:

- High academic standards
- Commitment to personal excellence
- Supporting all school and team rules
- Attending every class, every day, on time
- Getting involved in activities and sports
- Contributing to the community
- Courtesy and respect for all students and staff members
- A drug free, alcohol free and tobacco free campus
- A school free of harassment, bullying and teasing
- A school where every student feels safe

Bret Uptmor
Superintendent

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 Material contained herein may be superseded by school board policy, administrative regulation or negotiated agreement.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

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

- Superintendent Bret Uptmor (541) 886-2061
 - Title IX
 - Civil Rights
 - Title VII
 - Discrimination Issues
 - ADA
 - Title VI
- Section 504 - IDEA Bret Uptmor (541) 886-2061

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

WALLOWA SCHOOL DISTRICT PERSONNEL

BOARD OF DIRECTORS

Hermens, Carrie Vice Chairman
Wolfe, Woody
Wightman, Jim Chairman
Flynn, Dave
DeVore, Polly

DISTRICT ADMINISTRATION AND SUPPORT SERVICES

Uptmor, Bret Superintendent
Howe, David High School Principal/Athletic Director
Stitzel, Pam Executive Secretary
Fisher, Laina High School Secretary
Gordon, Sandi Accounting/Purchasing

ELEMENTARY LICENSED STAFF

Rowley, Melanie Kindergarten
Layton, Kelsey 1st Grade
April, Terah 2nd Grade
McCulloch, Charissa 3rd Grade
McLain, Kate 4th Grade
Gibbs, Jennifer 5th Grade
Moeller, Annette 6th Grade
Butterfield, Kate Special Education
Roberts, Nancy Title I Reading
Pfel, Dianne Art
Stauffer, Wendy Music

HIGH SCHOOL LICENSED STAFF

Duncan, Dave Math
Journigan, Jeff Science
Journigan, Jori Business
Fox, Olivia Special Education
Weaver, Danielle English
McCulloch, Jeremy Vo-Ag/FFA

Nordtvedt, Tom..... Social Studies
Frye, Mitch..... Physical Education, Health
Pfel, Dianne..... Art
Stauffer, Wendy Music

LIBRARY

Heather Howard Elementary, High School

EDUCATION AIDES

Waldron, Lynell..... Elementary
Allen, Audra..... High School Special Education
McDaniel, Denise High School Special Education

CAFETERIA

DeVore, Kathy Head Cook
Woods, Deena Assistant Cook

CUSTODIANS

MacDonald, Jacob..... Head Maintenance
Bloyd, Becky..... Custodian
TBA Custodian

GENERAL INFORMATION

ABSENTEEISM

At times students have to be absent from school. Board policy JED Student Absences and Excuses describe excused absences from school or class as:

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

The schools automated call system will notify parents/ or guardians of unplanned absences prior to the end of each day. It is important that you write or call the elementary office if:

- your child is to leave the school grounds during the regular school day;
- your child is to go home, or elsewhere, for lunch;
- you have advance knowledge of your child's absences on the morning of an unexpected absence;
- you are planning a prearranged absence and notify them of the dates of the absence.

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

ALTERNATIVE PROGRAMS AND PROGRAM EXEMPTIONS

Parents of students may request that their child be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program for credit shall be provided. All such requests should be directed in writing to the principal by the parent and include the reason for the request. If the request is denied by the principal the parent may appeal the decision (see Appeals and Complaints).

ATHLETICS

Elementary students are expected to pay for admission to high school athletic events. Wallowa Elementary does not have school-sanctioned sports for its students. However; sixth grade students, at times, are allowed to participate in a junior high sport when the number of junior high players is low. There is a fee associated with participation.

BIRTHDAYS

No birthday parties are held during school hours.

No birthday invitations are to be handed out at school. Parents/guardians often want to send “birthday invitations” to school for the child to deliver in class. Not all students get invited and those that do not get hurt feelings with the teacher left trying to explain.

BREAKFAST AND HOT LUNCH PROGRAM

Serving of breakfast runs from 7:20 a.m. to 7:40. Students receive free breakfast.

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

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

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

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

BREAKFAST AND HOT LUNCH PRICES

For Kindergarten through Sixth grade the prices are as follows:

	Breakfast	Lunch
Students	Free	\$2.50
Reduced Price	Free	Free
Adults	\$1.75	\$3.50

CONFERENCES

Scheduled conferences are held two times a year at the end of 1st and 3rd quarters. Before each conference the elementary office arranges an acceptable conferencing time. Whenever possible, parents with more than one student are scheduled so as to avoid multiple trips to the school for conferences.

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

Parents/guardians have the ability, and the District encourages parents/guardians to exercise their ability, to arrange a conference anytime they feel the need to talk to the classroom teacher about their child's progress.

DISPLAYS OF AFFECTION

Displays of affection between students such as holding hands and kissing are not acceptable behaviors on or about school grounds or at school activities.

DRESS

Students are expected to dress in an appropriate and reasonable manner. Offensive wording on clothing will not be allowed. Abbreviated clothing such as miniskirts, short shorts, exposed midriff blouses and tee shirts, or low-cut exposed waistline pants will not be allowed. Student dress should be clean and appropriate for school and time of year. Special care should be taken when students are going on field trips or off campus. It is also helpful if coats, jackets, etc. are labeled with some readily identifiable marking.

FEES

Materials that are part of the basic educational program are provided to each student without charge. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits.

6th grade students playing sports with the junior high will be required to pay the following fees:

Student Body Card	\$20
Pay-to-Play	\$25

FIELD TRIPS

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

Teachers will send "field trip" announcements home with students when circumstances warrant it. Such as:

- The field trip is out of the county;
- An all day field trip is planned;
- Sack lunches, extra clothing, money, or extra materials are required.

In the case of "out-of-county" field trips another permission slip will need to be signed. If a parent/guardian does not want a child to go on field trips, alternative lessons will be provided. A student can be denied the privilege of going on a field trip by the district if:

- The student has demonstrated that (s)he cannot conduct themselves in the appropriate manner;

- The student has past due or incomplete schoolwork;
- The student is under disciplinary action.

FOUR-DAY SCHOOL WEEK

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

SCHEDULES

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

QUESTIONS/CONCERNS ABOUT CLASSROOM

When a parent/guardian has questions about what is happening in the classroom the first step is to talk to the classroom teacher. Often, student's perspectives do not accurately reflect an incident. A call or meeting with the teacher will generally clarify questions/concerns the parent/guardian has. If the parent/guardian feels the concern was not fully answered by the teacher the administration can be contacted to get clarification of any school rules being enforced. Please understand your dislike of a procedure does not warrant immediate change to our practices.

STATE/FEDERAL MANDATED TESTING

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

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

SCHOOL HOURS

Doors are open from 7:15 AM to 4:00 PM

Class hours run from 7:45 AM to 3:26 PM

Morning Recess for Kindergarten through Third Grade is 9:40 AM to 10:00 AM

Lunch for Kindergarten through Third Grade is 11:05 AM to 11:45 AM

Lunch for Fourth Grade through Sixth Grade is 11:20 AM to 12:00 AM

Afternoon recess for Kindergarten through Fifth Grade is from 2:05 PM to 2:25 PM

SCHOOL BUSES

Pupils being transported are under authority of the bus driver.

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

Pupils shall use the emergency door only in case of emergency.

Pupils shall be on time for the bus both morning and evening.

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

Pupils may be assigned seats by the bus driver.

Pupils shall remain seated while bus is in motion.

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

Pupils shall not extend their hands, arms, or heads through bus windows.

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

Pupils shall converse in normal tones; loud or vulgar language is prohibited.

Pupils shall not open or close windows without permission of driver.

Pupils shall keep the bus clean, and must refrain from damaging it.

Pupils shall be courteous to the driver, to fellow pupils, and passers-by.

Pupils shall not eat or drink while riding the bus.

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

SCHOOL CLOSURE

If school is going to be canceled, due to weather or some other emergency, the KWVR radio station (1340 AM or 92.1 FM) will carry the announcement. In addition the school will notify KCMB in LaGrande.

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

In rare instances, school may have to be canceled after the school day has started. Parents need to understand that if this occurs, students will be transported to their residence unless prior arrangements have been made. On bad weather days parents are encourage to keep tuned to KWVR for school updates. In addition the announcement will be broadcast on Facebook.

STUDENT PICTURES

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

TALENTED AND GIFTED PROGRAM

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

VISITORS

The elementary school allows student visitors for one day; if permission is obtained from the elementary office and the classroom teacher. Requests for visitors must be made at least one day in advance. If a visitor becomes disruptive he or she will be asked to leave school grounds.

LIBRARY RULES

Books: May be checked out for two weeks, with one renewal. Reference and reserved books may be checked out only with the permission of the librarian.

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

Food and drink are **Not Allowed** at the computers in the library.

Walla Walla School District #12

Supply List 2017-2018

Kindergarten

- Crayons (box of 32 or less)
- Back Pack (large enough to hold books and papers)
- Large Box of Kleenex
- Glue Stick (10)
- Plastic Folder w/Pockets
- #2 Pencils (Yellow only)
- Paint Shirt
- Pencil/Crayon Box
- 1 Bottle White Glue

Wallowa School District #12

Supply List 2017-2018

Grade 1

- Back Pack
- 1 Large Pink Eraser
- Paint Shirt
- Glue Stick
- Pencils (2 doz. #2) (yellow only)
- Scissors
- Plastic Folder with Pockets
- Large Box of Kleenex
- Crayons (32 or less)
- Pencil Box

Wallowa School District #12

Supply List 2017-2018

Grade 2

- Crayons (box of 32 or less)
- Back Pack (large enough to hold books and papers)
- Large Box of Kleenex
- Glue Stick (6) Small or (2) Large
- Folder w/Pockets (2)
- #2 Pencils (Yellow only)
- Paint Shirt
- Scissors
- Composition Notebook – Wide Ruled
- Last Names A-M: Gallon Ziploc Bags
- Last Names N-Z: Box of Sandwich Ziploc Bags

Wallowa School District #12

Supply List 2017-2018

Grade 3

- Paint shirt
- Wide-Ruled Binder Paper
- Composition Book – Wide Ruled
- Large Glue Sticks (4)
- Pencils (2 doz. #2) (no mechanical)
- Ruler with Centimeter Marks
- 3 – Two Pocket Folders (red, yellow, blue)
- 2 Large Boxes of Kleenex
- Crayons (32 or less)
- Pencil Pouch
- Colored Pencils
- Clean Appropriate Shoes for P.E. (Stays @ School)
- Scissors

Walla Walla School District #12

Supply List 2017-2018

Grade 4

- Pencil Tip Erasers
- Loose Leaf Notebook Paper
- Composition Note Book (9³/₄" x 7¹/₂")
- Large Glue Sticks (3)
- Pencils (2 doz. #2)
- Ruler with Centimeter Marks
- 3 Ring Binder for Paper 1¹/₂"
- Large Box of Kleenex
- 2 Pens
- Plastic School Supply Box (8¹/₂" x 5¹/₄")
- Colored Pencils
- Clean Appropriate Shoes for P.E. (Stays @ School)
- Scissors
- Calculator
- Highlighter (2)
- (1) 3-Ring Binder for Music

Walla Walla School District #12

Supply List 2017-2018

Grade 5

- Pencil Tip Erasers
- Loose Leaf Notebook Paper
- Composition Note Book (9³/₄" x 7¹/₂")
- Large Glue Sticks (3)
- Pencils (2 doz. #2)
- Ruler with Centimeter Marks
- 3 Ring Binder for Paper 1¹/₂"
- Large Box of Kleenex
- 2 Pens
- Plastic School Supply Box (8¹/₂" x 5¹/₄")
- Colored Pencils
- Clean Appropriate Shoes for P.E. (Stays @ School)
- Scissors
- Calculator
- Highlighter (2)
- (1) 3-Ring Binder for Music

Wallowa School District #12

Supply List 2017-2018

Grade 6

- Pencil Tip Erasers
- Loose Leaf Notebook Paper College Ruled
- (2) Composition Note Books (9³/₄" x 7¹/₂") (not spiral)
- Large Glue Sticks
- Pencils (2 doz. #2)
- Ruler with Standard/Metric
- (2) 3 Ring Binders for Paper (2" preferred)
- Large Box of Kleenex
- 3 Pens (red, blue, black)
- Plastic School Supply Box (8¹/₂" x 5¹/₄")
- Colored Pencils
- Clean Appropriate Shoes for P.E. (Stays @ School)
- Scissors
- Calculator
- Highlighter (3) (green, yellow, orange)
- Markers (water soluble)
- 2 Containers of Disinfectant Wipes
- 4 Pack of 3x5 index cards (white, lined)
- Large Erasers
- USB Stick
- 1 PK. Dividers for Binder
- (1) 3-Ring Binder for Music

AUGUST							instruction days	6
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	W	W	FD	24	25	26		
27	28	29	30	31				

SEPTEMBER							instruction days	16
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
					1	2		
3	H	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	W	23		
24	25	26	27	28	29	30		

OCTOBER							instruction days	17.5
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	W	21		
22	23	24	25	1/2	C	28		
29	30	31						

NOVEMBER							instruction days	16.5
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
			1	2	3	4		
5	6	7	8	9	H	11		
12	13	14	15	16	17	18		
19	20	21	1/2	H	24	25		
26	27	28	29	30				

DECEMBER							instruction days	10
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	W	16		
17	18	19	V	V	V	23		
24	V	V	V	V	V	30		
31								

JANUARY							instruction days	19
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
	V	2	3	4	5	6		
7	8	9	10	11	1/2W	13		
14	S	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31					

FEBRUARY							instruction days	16
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
				1	W	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28					

MARCH							instruction days	13
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	W	17		
18	19	20	21	22	C	24		
25	V	V	V	V	V	31		

APRIL							instruction days	17
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	W	21		
22	23	24	25	26	27	28		
29	30							

MAY							instruction days	18
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
		1	2	3	4	5		
6	7	8	9	10	W	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	H	29	30	31				

JUNE							instruction days	3
Sun	Mon	Tue	Wed	Thur	Fri	Sat		
		3	W	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

Oct. 26th: 1/2 School Day & 1/2 Work day

Quarter 1 ends October 19th (34 days)
 Quarter 2 ends January 11th (40 days)
 Quarter 3 ends Mar 22nd (40 days)
 Quarter 4 ends June 5th (38 days)

Legend

S State Observance							
V vacation day				denotes week with Friday classes	Holidays	5	
H holiday			FD	student first day	Teacher Days	13	
C conferences			LD	student last day	Student Days	152	
W workday/in-service				buildings closed	Total Contract	170	
G graduation				end of quarter	Graduation, June 2, 2018 11 AM Saturday,		

CALENDAR OF EVENTS

Date	Event
August 21, 2017 -----	First Teacher Day
August 22, 2017 -----	Open House
-----	4:30-5:30 p.m. 7 th Grade
-----	5:30-6:00 p.m. K-12
-----	6:00-7:00 p.m. Barbeque
August 23, 2017 -----	First Day of School for Students
September 4, 2017 -----	Labor Day – No School
September 5, 2017 -----	First Day Pre School/Head Start
September 6, 2017 -----	School Pictures
September 8, 2017 -----	Friday, Regular School Day
October 19, 2017-----	End of First Quarter
October 26, 2017-----	½ Day School/ ½ Parent/Teacher Conferences (K-12)
October. 27, 2017-----	Parent/Student/Teacher Conferences (K-12)
November 10, 2017-----	Veteran’s Day-No School
November 22, 2017-----	½ Day Thanksgiving Break
November 23, 2017-----	Thanksgiving Break
December 19, 2017 -----	K-6 Christmas Parties - 2:30 p.m.
Dec. 20, 2017 – Jan.1, 2018 -----	Christmas Break
January 2, 2018 -----	Back to School
January 5, 2018 -----	Friday, Regular School Day
January 11, 2018-----	End of Second Quarter
January 15, 2018-----	Martin Luther King Day – No School
January 19, 2018-----	Friday, Regular School Day
March 22, 2018 -----	End of Third Quarter
March 23, 2018 -----	Parent/Student/Teacher Conferences (K-12)
March 26– March 30, 2018 -----	Spring Break
April 2, 2018 -----	Back to School
May 28, 2018-----	Memorial Day – No School
June 1, 2018 -----	Friday, Regular School Day
June 2, 2018 -----	Graduation – Gym – 11:00 a.m.
June 5, 2018 -----	K-11 Last Day ½ day
June 5, 2018 -----	End of Fourth Quarter

Subject to Change

STUDENT RECORDS

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

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

STUDENT INFORMATION

The following directory information may be released to the public through appropriate procedures: (OAR 581-21-220 (2))

- Full legal name of the student;
- Student's address;
- Student's telephone listing;
- Student's photograph;
- Date and place of birth;
- Participation in officially recognized sports and activities;
- Weight and height of athletic team members;
- Dates of attendance;
- Degrees or awards received;
- Most recent previous school or program attended.

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

Directory information shall be released only with administrative direction.

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

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

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

STUDENTS TRANSFERRING TO ANOTHER DISTRICT

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

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

SOCIAL SECURITY NUMBERS

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

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

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

The school district and Oregon Department of Education may also match a child's SSN with records from other agencies as follows:

The Oregon Department of Education uses information gathered from the Oregon Employment Division to learn about education, training, and job market trends. The information is also used for planning, research, and program improvement.

State and private universities, colleges, community colleges, and vocational schools use the information to find out how many students go on with their education and their level of success.

Other state agencies use the information to help state and local agencies plan educational and training services to help Oregon citizens get the best jobs available.

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

HEALTH AND SAFETY

ADMINISTERING MEDICINES TO STUDENTS

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

Administration of prescription medication requirements:

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

Medication in original container;

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

ADMINISTRATION OF OVER-THE-COUNTER MEDICATION REQUIREMENTS

Parent's written instructions;

Physician's written instructions;

Medication in original container;

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

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

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

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

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

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

Board Policy JHCD and JHCDA supersedes regulations set forth

AIDS EDUCATION

The District has age appropriate instruction about infectious diseases including Acquired Immune Deficiency Syndrome (AIDS), AIDS-related Complex (ARC), Human Immunodeficiency Virus (HIV) and Hepatitis B as an integral part of the health education curriculum. Formal instruction is given to ages 7, 8, and 10. The curriculum is on file in the health room. Parents/guardians have the right to request their child be excused from this instruction and to request alternative lessons.

BUILDING AND PLAYGROUND POLICIES

In an attempt to provide a safe and enjoyable school grounds, parents/guardians and students should familiarize themselves with these policies and adhere to them.

Children who live in town are expected to go home immediately after school.

Children who live in town, and participate in the breakfast program, should not be on school grounds before 7:15 A.M.

Students are to walk in the halls and while they are near the exits of their building.

Students who ride bikes to school are to leave them in the bicycle stands during school hours. Bike riders and non-bus students are to avoid bus-loading area before and after school. Bikes are to be walked to racks after reaching the school grounds.

Snowballing is dangerous, and students are to refrain from doing so while on school grounds.

Sliding on patches of ice is dangerous and is not allowed.

Piggyback and tackle games are not allowed on the school grounds.

Students are to sit down while swinging; other students are to stay away from swings when in use.

Jump ropes are to be used only for jump rope games.

Students are to stay away from the areas between the high school and the music room and from between the west end of the elementary building and the music room, except for bus loading.

Roller skating/Skateboarding is not permitted in any area of the school grounds.

Shoes with rollers on the bottom are not allowed.

Due to lack of sufficient room for safety, students are to use only plastic balls and bats while playing baseball on the playground, no "hard" ball of any kind will be allowed. (Exception will be made for physical education instruction.)

Students playing on the central activities gym are not to be harassed by students on the ground.

Playground balls are to be used only for games for which they are designed.

All students' grades 1-6 are to show proof of parent permission to their teacher before leaving the school grounds during the day.

Students are to treat others with the common courtesy needed and expected where many people must work and play.

Upper grade students may use upper hallway when arriving in the morning and when leaving in the afternoon. Intermediate grade students are to use the lower hall exits at all other times, except during inclement weather conditions.

Foul language and fighting are not allowed on school grounds.

Students are not allowed to bring matches, lighters and any type of shot or rifle shells on school grounds at any time.

Students are not allowed to bring any kind of weapon (rifles, shotguns, pocketknives, hunting knives, etc.) onto school property without first getting permission from the elementary principal, or his/her representative.

Students should not bring expensive toys and electronic or motor driven toys to school. The incidence of theft or breakage has proven to be too frequent.

CUSTODY OF A CHILD

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

FLUORIDE TREATMENT

The elementary school conducts a weekly fluoride program for students to help the teeth be more resistant to decay. Only children with a signed permission form will participate in the fluoride program.

HEAD LICE

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

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

MATURATION

Maturation class for 4-6 grade students is held annually. The class is conducted at two different times, one for boys and one for girls. Parents/guardians have the right to request their child be excused from this instruction and to request alternative lessons. Parents/guardians are notified prior to the class being held.

MEDICAL EMERGENCIES

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

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

In unusual situations, the school may inform the parent/guardian that the child should be checked out

by medical personnel. Nevertheless, it is the parent's/guardian's responsibility to make the final determination as to whether to seek medical assistance or not.

STUDENT ACCIDENT INSURANCE

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

VISION AND HEARING SCREENING

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

AFTER SCHOOL PICKUP

The following diagram shows where students can be picked up by parent(s)/guardian(s) after school. Please do not pick up your child around the bus area; doing so could put your child in jeopardy with the amount of traffic that is on the street at this time.

