



Medford School District Elementary Parent Handbook

The following section contains District-wide information for all Medford elementary students and their parents. This document is also available at www.medford.k12.or.us on both the Student and Parent pages.

The Medford School District is a premier school district that inspires remarkable achievement, and empowers students to succeed and contribute in a changing world. Our Mission is to foster the talents and interests of a community of life-long learners through a meaningful education that challenges students to reach their unlimited potential.

Our Values

- Connections
- Equity
- Learning
- Perseverance
- Respect
- Service

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Parent Involvement

Parent Participation and Partnership

(School Board Policy IGBC) The board recognizes that parent involvement in a child's school experience is vital to achieve maximum educational growth for students participating in the district's educational program. Therefore, in compliance with federal law and Oregon Department of Education guidelines, the school shall meet with parents to provide information regarding their school's educational program and its components.

Parents shall be informed, in a format and language the parents can understand, of their right to be involved in the development of the district's parental involvement policy, the district's educational plan, and the process of school review and improvement. These plans and policies shall be reviewed and updated periodically to meet the changing needs of the district, school and parents.

The district shall, to the extent practicable:

1. Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory students.
2. Provide school and district Information and reports in a format and language that the parents can understand.

As a part of the district's overall plan, the district shall ensure effective involvement of parents by promoting responsible parenting and providing opportunities that support a partnership among the school, parents and community. Parent involvement shall be included in the School Improvement Plan of each of the district's schools and shall:

1. Describe the ways in which parents and students will be responsible for supporting student learning.
2. Stress the importance of meaningful and constructive two-way communication between teachers and parents about the academic progress of the child and encourage participation in an annual parent-teacher conference.
3. Encourage parent involvement in their child's education by seeking opportunities for meaningful input at both the school and district level (i.e. Site Council, Continuous Improvement Plan Committee, Budget Committee, etc.)

In addition, each school receiving Title I funds shall develop a school-parent compact.

Site Council

In compliance with Oregon's Educational Act for the 21st Century, each school has a Site Council. The Site Council is comprised of the principal, teachers, classified staff members, and parents. The Site Council deals with issues relating to student achievement, staff development, and grant proposals. Site Council meetings are held regularly and are open to the public.

VIMS (Volunteers in Medford Schools)

Parents and community members are encouraged to contribute their time and talents to the improvement and enrichment of the school programs. VIMS work with children or teachers. The times and days are established taking into consideration teacher needs and VIMS availability. VIMS may be asked to grade papers, assist with a group of students, drive on field trips, or generally assist the teacher. Principals have the final discretion to limit the amount of time spent at school volunteering. Application forms are available in the school office. All VIMS must complete an application process, which includes a criminal history verification form. Any volunteer who may transport students in a private vehicle for a school-sponsored trip must have completed a VIMS application and transportation form and have been cleared through the criminal history check. On the days you VIM, please sign in at the office and obtain a VIMS badge to wear.

If a school age child would like to volunteer in Medford Elementary Schools an application to volunteer must be completed. Once approved, the principal will work with the student to match experience with projects that are most suitable for the child.

PTO or Booster Club

Parents are encouraged to join and participate actively in parent-teacher activities through the school Parent-Teacher Organization (PTO) or Booster Club. The PTO and Booster Club are open to all parents, teachers, and community members. Meetings are announced in the school newsletter. The function of the PTO or Booster Club is to financially support students and staff for items not covered by the general school budget and sponsor activities that promote a sense of school community.

Visitor Information

Office Hours

Office hours in Medford School District Elementary Schools are from 7:30 AM until 3:30 PM. Each school has a voicemail system if you wish to leave a message after or before hours.

Visiting the School

(School Board Policy K.K Visitors to Schools) Safety of students and staff shall be the highest priority of the District as it implements regulations designed to control access to the schools by visitors. Parents and other members of the community are encouraged to visit the school. However, visitors must first obtain permission to be in the school by registering at the office before going to any classroom or other area of any school building. Any person interfering with the regular organization and program of the schools shall be removed from the building and may be denied further access to the schools. All staff members are empowered by the District to order any person not authorized to be on the school land or premises to leave said school land or premises. (See also School Board Policy K.GB Public Conduct on School Property.) **All visitors** must wear a visitor badge provided by the school. Student visitors are not allowed.

Visiting During Lunch/Recess

We generally do not allow parents to volunteer during recess or any other unstructured times unless it has been cleared by the principal and is serving a very specific purpose. Parents are encouraged to visit school during lunch to have lunch with their own child. Parents must sign into the office for a visitor's badge. Due to space in cafeterias, please understand we may not be able to accommodate a parent in the cafeteria, but may find a space for a parent to have lunch with their child.

Visitors Before/After School

For the safety of all children, we ask that parents follow the below guidelines when visiting before or after school hours.

- If meeting with a teacher or the principal, please be sure to arrange for an appointment beforehand.
- When dropping-off or picking-up your child, please use the school's designated drop-off/pick-up locations only.

For more information, please contact your school.

Classroom Interruptions and Messages

The classroom is a learning environment. When interruptions occur, students are often distracted and taken off tasks. All communication with students must filter through the office first. This includes such things as messages, forgotten lunches, homework, band instruments, etc. Please do not go to the classroom while class is in session.

Instruction

Instructional Supports

As part of the regular education program, academic screenings are conducted three times a year at all grade levels K-6. Students who need additional instructional support as indicated by these screenings as well as other academic indicators may receive supplemental instruction. This may occur in a small group setting either within or outside of the classroom so as to better insure student success. See the section following titled **Interventions for Student Success** for more details.

Homework

(School Board Policy IKB) The term “homework” refers to an assignment to be prepared outside of class or during a period of supervised study in class. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a meaningful learning activity. Homework should increase in complexity with the student’s maturity. The purposes of homework assignments should be clearly understood by both the teacher and the student. Homework shall not be used as a form of punishment under any circumstance.

The information for any homework assignment should be clear and specific so that the student can complete the assignment independently. Homework should not require the use of reference materials not readily available in most homes, the school library, or the public library. Homework should require the use of those materials only when the student has had instruction in such use.

Teachers should adhere to the following recommended guidelines regarding frequency and duration of homework: No more than a maximum of ten (10) minutes of homework per grade level per night Monday through Thursday should be assigned (i.e. 2nd grade = 20 minutes, 5th grade = 50 minutes, etc.). Homework should NOT be assigned on weekends or vacations - unless needed to complete a long-term project.

This does not apply to “finish work.” Every child is responsible for finishing his/her assignments at home if they are not completed within a reasonable time at school. There is no specific homework policy for kindergarten. Kindergarten teachers will assign homework as needed.

Make-Up Work

Whenever school is missed, it is the student’s responsibility to make up missed assignments as directed by the classroom teacher. If a student will be absent from school **for more than one day**, we recommend that the parent contact the office for make-up assignments. Make-up work requests must be received before noon and should be picked up after school is dismissed. Teachers will try to have

missed work ready by dismissal time on the day requested. Work will be left in the office for the parent to pick up.

Homebound Instruction

The district may provide a home teacher if a student will be confined to home for 10 or more consecutive days because of illness, disabling condition or action of school authorities. Homebound instruction is not intended to offer all programs existing in a comprehensive school setting. The main focus will be to assist in basic skills areas tested by the State of Oregon.

Curriculum

Instructional Materials

- Mathematics
 - KG - 5th Grade: Pearson, *Investigations 3*
 - 6th Grade: Pearson, *Connected Mathematics 3*
- Reading/English/Spelling
 - KG - 5th Grade: Houghton Mifflin Harcourt - *Journeys*
 - 6th grade: Houghton Mifflin Harcourt - *Collections*
- Science (New addition in process for 2018-2019 school year)
 - K-5th Grade: Discovery Techbook – *Discovery Learning (Pilot)*
 - 6th grade: **Elevate Science – Pearson Publishing (Pilot)**
- Social Studies (New adoption process for 2018-2019 school year)
 - Kindergarten: Harcourt, *Our World Now and Long Ago*
 - 1st grade: Nystrom Atlases - *Block Buddy*, American Legacy – *Studies Weekly*
 - 2nd grade: Harcourt, *People We Know*
 - 3rd grade: Nystrom Atlases - *Map Champ*; Time for Kids - *News Scoop*; American Legacy – *World Community Studies Weekly*
 - 4th grade: Medford School District Oregon Curriculum
 - 5th grade: Harcourt, *The United States*
 - 6th grade: Houghton Mifflin Harcourt, *Western World*
- Health (New addition for 2018-2019 school year)
 - K-6: Children’s Health Market – *The Great Body Shop*

Textbooks

Each student may be issued district textbooks as part of the general curriculum. Students are asked to handle books carefully and are responsible for replacement costs if a book is damaged or lost. Parents can view a list of checked-out textbooks in PAL (Parent Access Link).

Computers

Computers are important tools used in researching information, creating reports, and making presentations. All students have access to computers. Each school has a computer lab in the library media center. Instruction on computer usage is a part of the elementary curriculum.

The district is committed to providing appropriate Internet access. Filtering software is used on the district network. It is still the responsibility of all Internet users on the Medford School District Network (MSDNet) to follow the "Acceptable Use Agreement" (AUA). Students in grades 3-6 will sign a more detailed "Acceptable Use Agreement." All students K-6 will be given a Google account and information will be sent home notifying parents about the Google account. Below you will find sample ACCEPTABLE COMPUTER USE CONSENT AND WAIVER information for grades Kindergarten through 2nd, grades 3 through 6, and a Google Apps for Education letter to parents. A Consent and Waiver Agreement form is to be signed annually by the student and their parent or guardian and kept on file at the school.

Acceptable Use Agreement, grades Kindergarten through 2nd Student Use Consent and Waiver

Medford School District 549C provides a variety of learning environments. Some of those environments include computer labs, electronic devices, and online experiences including learning games, research resources, school library catalog, Accelerated Reader quizzes, and state testing.

At all times students are monitored during use, and every effort is made to keep children safe. However, there is always the possibility that a child may experience or see something unsuitable, or may use technology inappropriately. Please discuss the following with your child and sign the permission form below:

1. I will follow my teacher's instructions when using the school computers or other technology.
2. I will play only the games my teacher has approved.
3. I will only go to websites my teacher has approved.
4. I will not type bad words or look at bad pictures.
5. I will tell my teacher if anything makes me feel sad, scared, or confused.
6. I will not be rude or mean online.
7. I will check with my teacher before typing in my name, address, or other personal information about me.
8. I will be very careful when I use school computers, or other technology so I don't damage them, and I will let my teacher know right away if my computer is not working.

Acceptable Use Agreement, grades 3 through 6 Student Use Consent and Waiver

As part of my school work, my school provides me with access to computers and other devices, use of the Internet, and a place on the school network to save my work. When using school technology and the network, I agree to the following:

1. I will use school technology only for school work as explained to me by my teacher. I will not use school technology for personal or illegal purposes.
2. I will use the internet only in ways the teacher has approved.
3. I will keep my password private, and I will not ask for anyone else's password or sign-in under anyone else's name.
4. I will not put on the computer my home address or telephone number, or any other personal information about myself or another person.
5. I will not upload, link, or embed an image of myself or others without teacher permission.
6. I will not play games the teacher has not approved.
7. I will be polite and considerate when I use school technology. I will not use it to annoy, be mean, to frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.
8. I will not use school technology to bully or threaten anyone, including teachers, schoolmates, or other children.
9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion, disability, or sex.
10. I will not damage the computer or anyone else's work.
11. I will not break copyright rules or take credit for anyone else's work.
12. If I have or see a problem I will not try to fix it myself, but I will tell the teacher.
13. I will not block or interfere with school or school communication systems.
14. My computer use is not private! My teacher may look at my work to be sure that I am following these rules, and the school district may monitor my email or the websites I visit. I can lose the privilege of using school technology if I do not follow the rules. _____(initials)
15. I understand that the conduct that is forbidden in school is also forbidden when I use technology outside of school, if it interferes with another student's education, and if I break the rules there will be consequences at school. _____(initials)
16. I understand that my online accounts (such as my Gmail* account) provided by the school district are subject to all the above promises. _____(initials)

Google Apps for Education Letter to Parents

Dear Parents/Guardians:

We are excited to announce that the Medford School District 549C will provide Google Apps for Education to students and teachers. This notification describes the tools and student responsibilities for

using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student kindergarten through 12th grade, and hosted by Google as part of the Medford School District 549C online presence in Google Apps for Education:

- Mail - an individual email account for school use managed by the Medford School District 549C. Student emails will have certain restrictive measures* to protect student information.
- Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Drive - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to Microsoft Office.
- Sites - an individual and collaborative website creation tool.
- Video - an individual and collaborative video creation tool.

Using these tools, students collaboratively create, edit and share files and websites for school related projects and communicate via teacher monitored discussion groups, blogs and wikis.

These services are entirely online and available 24/7 from any Internet-connected computer or device (home or school). Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small collaborative groups on presentations to share with others.

Technology use in the Medford School District 549C is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Medford School District 549C's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Medford School District 549C - Google Apps for Education Parent Notification Guidelines for the responsible use of Google Apps for Education by students:

- **Official Email Address.** All students will be assigned a student email account. This account will be considered the student's official MSD549C email address until such time as the student is no longer enrolled with the Medford School District 549C.*
- **Prohibited Conduct.** All district and school acceptable use policies remain in effect. Please review your student's school Acceptable Use Policy on proper conduct regarding computers and the Internet.
- **Access Restriction.** Access to and use of student email is considered a privilege accorded at the discretion of the Medford School District 549C. The District maintains the right to immediately withdraw the access and use of these services, including email, when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a Site Administrator for further investigation and adjudication.
- **Security.** The Medford School District 549C cannot guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the District cannot assure that users will not be exposed to unsolicited information.
- **Privacy.** The general right of privacy will be extended to the extent possible in the electronic environment. The Medford School District 549C, and all electronic users, should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The District reserves the right to access student and staff related Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

Please read and understand the following: Under FERPA and corresponding California law, a student's information is protected from disclosure to third parties. I understand that my student's files will be stored in Google Apps for Education. I allow my student's files to be stored by Google. Google's commitments to educational domains are:

- Google Apps for Education is ad-free – MSD549C content is not processed by Google's advertising systems.
- Protection of the intellectual property on the servers is critically important to Google.
- Google Apps brings you the latest technologies and some of the best practices for user privacy.
- Apps content belongs to the individual users at your school, not Google.
- We don't look at your content. Google employees must have explicit permission even for troubleshooting.
- We don't share your content. Google does not share personal information without your consent.
- We sometimes scan content for spam filtering, anti-virus protection, or malware detection.

I understand that by participating in Google Apps for Education, the only information about my child that will be collected and stored electronically is their username and password. I have read the privacy policies associated with use of Google Apps for Education (<http://www.google.com/a/help/intl/en/edu/privacy.html>).

I understand that I may ask for my child's account to be removed at any time. If you prefer that your child NOT be included for Google Apps, it is important that you instruct your child of your wishes and provide a hard copy letter to the SCHOOL PRINCIPAL indicating that you do not grant permission.

* As a protective measure, students in grades K-12 will be issued a restricted email account. Students can only send and receive emails to other students or adults with the following email addresses:

- o surveymonkey.com (for surveys sent from Medford School District staff)
- o arcgis.com (for GIS online mapping website at the high schools)
- o msd365.org (Medford School District office365 domain)
- o khanacademy.org (Resources and training on many subjects)
- o getfueled.com (career readiness pathways)
- o destiny.soesd.k12.or.us (for notification of overdue books and holds)
- o soesd.k12.or.us (Southern Oregon Education Service District)
- o turnitin.com (for homework assignment at the high schools)
- o medford.k12.or.us (teachers and district staff)
- o msd549c.org (Medford School District Google domain)
- o morrow.k12.or.us (Morrow County School District)

Attendance, Registration and Records

Assignment of Students to Classes

The assignment of students and classes to teachers is the responsibility of the building administrator (School Board Policy JECD). In the spring of each year, the principal and teachers work closely together to make every effort to place students for success. Many factors are considered when placing students: learning needs, learning styles, peer relationships, and behavior needs. Schools work to create balanced, heterogeneous classrooms. (Other factors may be considered when developing combination classrooms.)

Parents who have questions or concerns about a placement should contact the classroom teacher and share their concerns in order to problem solve the situation. Should problems develop during the year, the teacher should be contacted first. The next step is to involve the building principal. Change of

placement will only be considered after all other options have been explored and space is available. All options are contingent on a good faith effort by all to resolve the issues.

Attendance

Regular school attendance promotes school success and is required by Oregon Law (ORS 339.010). Frequent absences, late arrivals, and early exits can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. Parents of students with chronic absences, late arrivals, and early exits will be referred to Attendance Review Team (ART) or appropriate law enforcement officials.

Eight one-half day absences in any four-week period during which the school is in session will be considered irregular attendance. (ORS 339.065)- In addition, the Every Student Succeeds Act identifies a minimum of 90% attendance rate as meeting the acceptable standards.

A person commits the offense of failing to supervise a child if the person is the parent, lawful guardian or other person lawfully charged with the care or custody of a child under 15 years of age and the child fails to attend school as required under (ORS 339.010). Except as provided in (ORS 339.030), (ORS 339.020) Duty To Send Children To School states every person having control of a child between the ages of 5 and 18 years who has not completed the 12th grade is required to send the child to, and maintain the child in, regular attendance at a public full-time school while the child is enrolled in the public school. Failing to supervise a child is a Class A violation. (ORS 163.577)

Late Arrivals, Early Exits, and Absence Guidance

- If a student arrives after the last bell rings in the morning, the student is considered to be tardy. These late arrivals should not be a regular occurrence for any child.
- If a student misses any 2.5-hour block of time during the day, it is considered a .5 (1/2 day) absence.
- Occasionally, students must be picked up from school before the end of the school day. These early exits should not be a regular occurrence for any child.

Student Check-out/Check-in Procedures

Parents needing to pick their child up from school during class time should make arrangements through the main office. Parents and/or guardians need to sign a student out in the main office prior to checking them out for any time during school hours. Office staff may ask for ID to verify the adult has permission to remove the student from campus. Only those individuals listed in the student's data file will be allowed to sign out a student. The student must also come to the front office to check out before leaving the building. Children who are returning to school from an appointment or who are arriving late are required to check in at the main office before they return to class.

Attendance Notification Policy

Oregon Law ORS 339.071, requires every school to contact a parent/guardian any time there is an “unplanned absence.” An unplanned absence is when any student is absent and the school has not been notified. Any time this occurs, the school will call, email, and/or text a parent/guardian to verify that the child is absent. If the school cannot contact a parent/guardian personally, a message will be left asking that you call back as soon as possible. If the school does not hear back from a parent/guardian by the end of the day, the district attendance specialist will be asked to help contact you.

If you call, email, and/or text the school in advance on the morning the student stays home, that is consider a “planned absence” and you will not be contacted. We request that you work with us to make sure your child is safe during school hours.

Please follow these tips:

- Always notify the school when your child is absent or going to be absent for any reason.
- Make sure the school has your most up-to-date phone number(s) and other contact information, including emergency contacts.
- If you would prefer an alternate person to be contacted regarding unplanned absences, make sure the school has this information.

Legal Names of Students

Parents may request that their children go by any name they wish. However, the child's legal name must be noted on official school records in addition to the "go by" name. We would also appreciate listing any other names the child has used in the past. This makes locating past records much easier.

Address Changes

It is very important, especially when a student becomes ill or is injured, that the school have current addresses and phone numbers in order that parents can be contacted. Please be sure to notify the school of changes of home address, phone number, place of employment, day care, or emergency numbers.

Student Transfers (School Board Policy JC and JC-AR1)

Students shall attend schools within their attendance boundary area unless a transfer request is approved by the principals of the schools involved. Transfers to or from another district must meet School Board Policy JECF and JECB. In all cases, parents are responsible for transporting students who are approved for a transfer. Transfers may be revoked for, but not limited to, the following reasons.

- A. Regular attendance and punctuality must be maintained. If attendance and punctuality has been less than satisfactory, as defined by the requirements of Every Student Succeeds Act (90%), the transfer may be revoked.

- B. Good behavior must be maintained. Students with behavior problems may have their transfer revoked.
- C. False or misleading statements regarding a transfer request will result in denial or revocation of the transfer.

Moving to another School

Parents are asked to call or send a note to school a few days before they wish to withdraw their child from school. This facilitates having information ready to send to your child's new school. If you are moving during the summer, please notify the office before school is out for the summer. Library books, textbooks, meal charges, and musical instruments must be turned in prior to withdrawal.

Parent's Right to Inspect Education Records

Parents or students over 18 years of age have the following rights.

- A. You have the right to inspect and review the student's education records.
- B. You may request that the student's education records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- C. Your written consent is needed before the district discloses personally identifiable information contained in the student's education records, except to educational or institutions as described in item a, below. Personally identifiable information may include, and is not limited to: 1) the name of the child, 2) address, 3) a personal identifier such as the child's social security number or student number), 4) the name of the student's parent or other family member, or 5) a list of personal characteristics that would make the student's identity easily traceable.
- D. You may file a complaint with the U.S. Department of Education under 34CFR 99.64 regarding failures by the district to comply with the requirements of the Family Education Rights and Privacy Act.
- E. You may obtain a copy of the district policy regarding student education records from the building principal.

In addition:

- A. Copies of education records shall be forwarded without signed consent to educational agencies or institutions within 10 days of receiving a request for transfer of records.
- B. In compliance with federal regulations, this school announces its intent to provide directory information of students to interested parties upon request, unless parents, guardians or students who have reached 18 years of age indicate in writing by September 20, that they object to the release of directory information. Directory information may include, and is not limited to, the student's name, parent's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. However, lists of students will be provided only to businesses for school-related matters as determined by the superintendent, and discretion will be used in those cases involving child custody issues.

- C. In the case of those students whose parents have requested that the information not be given, the district is not allowed to release the student's name and other directory information for programs, honors, and awards.
- D. Parents of students enrolling some time other than the first day of school will be granted two weeks after enrolling to give a written notice if they wish to withhold any or all of directory information.

Custodial Agreements

Schools make every effort to remain neutral in all child custody disputes. School staff cannot take sides, provide letters of support, or give legal advice. If your family is experiencing concerns about custody matters, we recommend seeking legal advice from an attorney. Schools must follow court decrees regarding custody matters and cannot waiver from court decisions. One parent cannot change the legal rights of the other parent. In order for schools to support parents in these matters, all court signed custody papers must be filed in the school office. Feel free to bring original documents to the school office staff. For your convenience, they will gladly make copies of the documents to be filed in your child's cumulative record folder.

Non-Custodial Parent Rights

Common questions asked by divorced parents about school and their children.

As a non-custodial parent, do I have the right to see my student's school records? Absolutely! Federal and state laws insure the non-custodial parent's right to review educational records unless there is a court document that specifically revokes these rights. Federal law gives the schools 45 days to provide the records.

Can the custodial parent block a non-custodial parent's access to the student's record? Only through the courts. Otherwise, the school must allow the non-custodial parents to have access to the records. A request to the school from the custodial parent or a letter from the custodial parent's attorney to withhold the records is not sufficient.

As a non-custodial parent living in a different town from my child, will the school give me information about my child over the telephone? Not unless we can absolutely confirm that you are the child's parent. This is because we must abide by laws that protect the confidentiality of students' educational records. Even if you request the records in person, you should be prepared to show picture

identification and some document that shows you are the child's parent (like a birth certificate or a divorce decree).

As the non-custodial parent, can I talk to the school staff and go to parent conferences? Yes. You have the same rights as the custodial parent to consult with the school staff. People other than the biological parents may be restricted from attending a parent conference unless they have the prior approval of both parents.

Can the non-custodial parent visit the child in school or volunteer in the child's classroom? School is not a setting for parents to disrupt the educational process to arrange to take a child out of class to "visit" their child. However, the non-custodial parent may come and have lunch with his/her child and help in the classroom, unless a court document decrees otherwise.

Does a school district have to maintain school records under the child's legal name? The school is not in the role of forcing students to go by their legal name. We do want to be sure, however, that a non-custodial parent who seeks to exercise the legal right to inspect their child's records will not be prevented from doing so because the custodial parent has registered the child under a name different from the legal name. One document, the permanent record, must use the student's full legal name.

Do step-parents and grandparents have the same rights as the parents to consult with school staff and see the records? No, the law specifically grants these rights to the parent. For the school to provide student records or access to staff to other persons, a legal parent would need to give written permission. However, only the legal parent or guardian may sign official school documents.

Confidentiality and Release of Information

According to federal and state law, all information about a student, other than directory information, is confidential and is not to be given out without an educational "need to know." The criteria for determining who constitutes a school official with a legitimate educational interest to whom the District may provide student records and personally identifiable information includes individuals, third parties or entities with whom the District has retained or contracted with to assist the District in the performance of its functions and educational mandates. These types of individuals, third parties or entities, in addition to district staff, may include but are not limited to attorneys retained by the district, third party facilitators or mediators, and state and federal agencies.

Directory information, as defined by law, includes student's name, address, telephone number (unless unlisted), electronic address, photograph, date and place of birth, participation in officially recognized sports and activities, weight and height of athletic team members, major field of study, dates of attendance, awards received, and most recent school attended. (School Board Policy JOA) This

information may be given to persons deemed to have a legitimate interest unless specifically prohibited by parent request on an annual basis. Applicable examples include giving class lists, including listed phone numbers, to room mothers, and listing award recipients in school newsletters, etc. At no point will the student's Social Security number or student identification number be considered directory information.

Non-custodial parents are deemed as having the right to all information about their child, unless there are court orders to the contrary. Copies of Report to Parents and Skills for Success reports will be furnished to a non-custodial parent upon request. Non-custodial parents may also request a conference with their child's teacher.

Home - School Communication

Newsletters

School newsletters are distributed on a regular basis for each child to take home. The newsletter lists important dates, activities and upcoming events. Please encourage your child to bring it home and take the time to read this important link in our communication system. Some schools may also post the school newsletter on the school website.

PAL (Parent Access Link)

Our goal is to communicate more clearly with parents. One step toward achieving that goal is Medford School District's Parent Access Link or PAL. This online service allows parents to stay informed about their students' attendance, grades, classroom assignments, and library books. PAL is available for students in grades 1 – 12. Consult with your child's teacher to determine how and when he/she uses PAL. To sign up for PAL, go to www.medford.k12.or.us and click on the PAL link on the right-hand navigation bar.

Website

The Medford School District web site contains up-to-date information, news, jobs and events for all schools and departments in the district. Just go to www.medford.k12.or.us. Users may subscribe to school and department news, events, and job postings by clicking the Subscribe button on any school web page. Information will be sent in e-mail format to the user's registered e-mail address. This handbook is also available at the site. Check the site often for current news and information.

Student Services

Annual Child Find Notification - Services for Students with Special Needs

Are you concerned about your child's development? Do you feel your child has significant learning, speech/language, physical or behavioral problems that interfere with his/her classroom performance? Medford School District 549C wants to find and evaluate the skills of children under the age of 21 years living within its district boundaries who have serious physical, vision, hearing, speech/language, learning, or emotional problems so that appropriate educational services may be provided for them. If you have concerns about your child's development, please contact the school office or the district Student Services Office at 842-3628.

Talented and Gifted Program (TAG)

The Medford School District complies with the Oregon Talented and Gifted (TAG) Education Act and its administrative rules. These rules apply to all eligible students in our school. Students who test at or above the 97th percentile on specially selected tests may be eligible for Medford School District's TAG Program. After being identified based on specific criteria developed by the state, TAG students are placed in a cluster program under the supervision of the classroom teacher. Here they will receive special guidance to fulfill their potential, through compaction and/or acceleration of the curriculum, as well as enriching activities. These students learn at a faster rate and at a more sophisticated level. Many TAG students have creative and energetic ideas but lack some of the necessary skills to develop projects that measure up to a high level of competence. The TAG Program is designed to fit these needs.

Screening for all students occurs in the first grade with nominations available from parents and teachers of kindergarten students and continues throughout a student's career until the data indicates a student should no longer be considered.

Intervention for Student Success

Students experiencing difficulty with reading at grade level or who are not meeting state standards may be provided with instructional interventions or additional targeted instruction to help them be successful. These interventions may occur in the regular classroom or in a small group. Since success in reading is critical to academic success, it is possible that students may be excused from some classroom instruction to receive these supports.

Educational Resource Program

Students having an identified disability may be referred to receive academic instruction and/or behavioral assistance provided by the Educational Resource Teacher or Behavior-Social Support Team. Students in this program are formally evaluated and then placed on an Individual Education Program

(I.E.P.) developed cooperatively between the parents and teachers. If parents suspect that their child may have special academic needs, they may contact the principal or classroom teacher to have their concerns considered by the School-Level Team.

Library Media Center

The Library Media Center is an important portion of our school program. Time is scheduled by each class for weekly visitations. Each child is also encouraged to utilize this facility during free time. It is important to note that materials borrowed from the Library Media Center become the responsibility of the student. The district requires students to pay for lost or damaged materials. As a parent you can assist your child by helping him/her keep track of the materials that are borrowed from the school.

Speech and Language Screening

Speech and Language Specialists are available at each school in Medford School District 549C. The specialists will screen students at the request of parents and/or teachers at any time throughout the school year. Speech/Language screening takes 3 to 5 minutes and is used to determine whether further testing is needed. To request that your child be screened, contact the school office or Speech/Language Specialist at your child’s school.

School Breakfast and Lunches

Good nutrition is vital to children putting their best effort into the learning process. Medford School District 549C serves nutritious, flavorful meals every day. A daily breakfast and lunch includes milk and a choice of a variety of healthy entrees and side offerings. Menus will be sent home monthly and are also available on the District web page at www.medford.k12.or.us (click on the Parents link, then on the Lunch Menus link). Breakfast, lunch, and milk prices are as follows.

	Full Price	Reduced Price
Daily Breakfast	\$1.05	\$0.00
Daily Lunch	\$2.20	\$0.00
Daily Milk/Juice	\$0.65	
Adult Breakfast	\$2.00	
Adult Lunch	\$3.65	

Pre-payment for meals is expected and is accepted in the cafeteria each morning. Pre-payment will be credited to each student’s individual account. Each student has a plastic lunch card. At lunchtime, teachers will give students their cards, which are taken to the cafeteria. The amount of the purchase is then deducted from each account electronically. Breakfast is accounted for by the student's name or ID# only. Checks for the meal program should be made out to “Nutrition Services” with your child’s name on the check. Payments are also accepted online through a link on the web page noted above. There is a

small convenience charge that is assessed by the processing bank. A maximum of three meals may be charged on account prior to full payment being received. Please maintain an adequate balance in your child's account.

To assist with this process, parents are encouraged to establish an account at Mymealtime.com.

<https://www.mymealtime.com>

This is the page where online payments with credit or debit cards can be made. The program allows you to monitor all activity on your student's meal account and even lets you set email low balance reminders at whatever level you wish. There is no requirement to use the mealtime account to pay for meals in order to access these other helpful features.

Free or Reduced Meals

Many students are eligible for either free or reduced-priced meals under the national school lunch program. Households falling under nationally established income thresholds qualify for meals at a reduced price or even at no charge. Households qualifying for food stamps, qualify for free meals. Confidential applications for free and reduced meals are available in the school office. **A new application must be filled out each year to initiate or continue benefits under the program.** All families are encouraged to complete an application annually as many federal funds are distributed to the district based on the percentage of qualified families under this program. The National School Lunch Program allows a grace period of 30 school days before eligibility for benefits expires from the previous year. If benefits are not renewed through the approval of a new application, full-price payment will be required for meals. If you have any questions regarding the application or need assistance, please contact the school office or the School Nutrition Office at 842-3665.

If a Child is in attendance at a school that is eligible and participating in the Community Eligibility Provision (CEP), breakfast and lunch will be provided at no charge for the current school year. If a student changes schools from a CEP school to a non-participating school, the procedures for establishing free or reduced meal benefits will need to be followed as detailed above.

Payment for all meals consumed by students will be the responsibility of the parent or guardian. Nutrition Services will assume that if a student requests a meal that the charge for that meal will be paid by the responsible household adult. Failure to pay for meals, may result in increased efforts to collect the debt including email statements, auto-calls and potential referral to private collection agencies.

Title I Program

Seven Medford elementary schools qualify as Title I schools by having more than a large percentage of their students eligible for free or reduced lunch. Each Title I school develops an annual plan for using

federal grant money to benefit all children with the goal of improving achievement in low income schools. Funding may be used for hiring additional personnel, training of all staff members, instructional materials or equipment for all teachers as well as programs for developing parent involvement. Parents may request information regarding the highly qualified status of their child's teacher. Title I staff may be involved with assisting a classroom teacher or may work with students in smaller groups, depending on the needs of individual students or classes. Title I dollars are distributed to individual districts based on each district's census poverty count by Oregon Department of Education and may not supplant the general fund.

English Language Learners

Students who have little or no English language skills are provided English language acquisition instruction by a qualified ELL teacher. ELL services are provided through a "pull-out" type program.

After-School Programs

The YMCA offers after-school childcare on-site at Abraham Lincoln, Griffin Creek, Hoover, Jacksonville, Jefferson, Kennedy, and Lone Pine Elementary Schools. Hours are from dismissal until 6:00 PM, Monday through Friday on school days. Programs are also available on non-school days. Many scholarships may be available to help with the fee through the YMCA. Contact the YMCA (541) 772-6295 or www.rvymca.org for more information.

Kids Unlimited offers an after-school program at Howard, Jackson, Oak Grove, Roosevelt, Washington, and Wilson Elementary Schools. Hours are from dismissal until 6:00 PM, Monday through Thursday. Contact Kids Unlimited at (541) 774-3900 for more information.

For information on other after-school care options in your attendance area, contact your school office.

Foster Grandparents Program

Some schools use Foster Grandparents as volunteers primarily to provide one-on-one assistance to children. Foster grandparents serve as tutors and mentors to children and youth ranging in age from birth to 21 who have special needs. The personal attention and nurturing that Foster Grandparents provide help children develop a strong foundation on which to build their academic and social future.

SMART Program

Some schools have SMART: Start Making a Reader Today. SMART volunteers work in schools with children who are in need of a one-on-one relationship with a caring adult. Volunteers are trained to work with students in reading and work primarily with students in kindergarten through second grade.

Student Transportation

Bus Code of Conduct

All students are expected to follow the State Rules Governing Student Conduct (OAR 581-053-0010) and the Medford School District Rules for bus transportation (Board Policy EEACC and EEACC-AR). Please go over these rules with your child to avoid bus problems.

STUDENT-PARENT FORM

In the interest of safe transportation, students will be expected to treat others with dignity and respect, demonstrate safe behaviors and obey all school and bus rules the first time.

State Rules Governing Student Conduct (OAR 581-53-010)

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

Medford School District Rules

17. Pupils shall ride the assigned bus.
18. Pupils shall not throw objects on the bus or out of the bus.
19. Pupils shall not damage the personal property of others.
20. Pupils shall not possess and/or use tobacco, alcohol, or illegal drugs.
21. Pupils shall only transport on the bus those objects that will fit in their laps or in a backpack.
22. Pupils shall not hang on or hitch on to the outside of the bus and shall stay away from the bus when it is moving.

23. Pupils shall not bring glass containers or other glass objects on the bus.
24. Pupils shall obey coaches, teachers, and chaperons who are responsible for maintaining order on trips.

DISCIPLINARY RULES FOR TRANSPORTATION VIOLATIONS (Board Policy EEACC-AR)

1st Problem/ Warning	At the first occurrence of a problem, the driver will review the rule violation with the student and instruct the student exactly how he/she should behave in that circumstance. A warning will be issued that the next infraction will result in a citation being assigned. An informal warning slip will be used by the driver to document this occurrence.
2nd Problem/ 1st Citation	The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company may issue a consequence, such as assigned seating, notifies parents and sends a copy of the citation to the principal. The principal or designee may meet with the student and consider additional school consequences.
3rd Problem/ 2nd Citation	The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the citation to the principal. The student may be suspended from transportation services for up to five (5) days. The principal or designee may meet with the student and consider additional school consequences. At this time, a behavior contract may be made with the student.
4th Problem/ 3rd Citation	The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the citation to the principal. The student may be suspended from transportation services-for up to ten (10) days. The principal or designee may meet with the student and consider additional school consequences. At this time, a behavior contract may be made with the student.
5th Problem and/or Severe Violations*	The driver reviews the rule violation and appropriate expected behavior and writes a citation. The transportation company issues a consequence, notifies parents, and sends a copy of the citation to the principal. Any Severe Violation may result in the immediate denial of transportation services for up to ten (10) days or an expulsion from transportation services for the remainder of the school year. The principal will meet with the student and consider additional school consequences.

⁵ Definition of Severe Violation: When, in the opinion of the driver, a student's behavior is especially serious, unsafe, offensive, defiant, deviant, and/or illegal.

APPEAL PROCESS

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

- STEP 1 The student or parent will discuss the issue with the transportation supervisor and/or principal.

- STEP 2 If the student or parent is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a student, parent, transportation supervisor, principal conference with the goal of resolving the issue.

- STEP 3 Within five school days, the principal is to communicate, in writing, the decision to the student and the student's parents.

- STEP 4 If, after five school days from the receipt of the administrator's reply, the issue still remains unresolved, the student may submit the matter in writing to the superintendent. The superintendent will meet with the student within three school days and will respond to the issue, in writing, within five school days after the appeal.

- STEP 5 If the issue is still unresolved, the student may appeal to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

Bicycles

(School Board Policy JHFC) Students who ride bicycles to school must observe safe and lawful practices. Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles. Under Oregon law, children must wear helmets. Bicycles must be walked on school grounds. Students not abiding by safety rules or otherwise endangering others may lose the privilege of riding to school.

Other Wheeled Transport

(School Board Policy JHFCA) Use of skateboards, roller blades, scooters, or similar devices is prohibited on district property at all times unless special permission is given by the building administrator for a specific activity. Students utilizing skateboards, roller blades, scooters, or similar devices to get to school must walk or carry them on school property. Shoes with rollers or wheels must not be used on school grounds. Use of motorized scooters or other vehicles by students as transportation to school is prohibited at all times. Violations may cause the student's privileges to be revoked.

Health & Safety

Illness

Please call the school if your child will be absent due to illness. If a child has a temperature of 100 degrees or higher in the last 24 hours, is vomiting, has a colored discharge from the nose, or has other flu-like symptom, s/he should not be in school. When a child is recovering from an illness, we cannot keep the child in during recess. If a child is too ill to go outside, s/he is too ill to be at school.

Medications at School

Parents must notify school staff if the student requires medications during school hours. Parents are responsible for knowing and following the Medford School District policies for Medication Administration if their child requires medication at school. Policies can be viewed at www.medford.k12.or.us.

Medication Administration

Medford School District 549C complies with Oregon State Law requiring that ALL medications administered at school have a signed authorization form from the parents giving specific instructions for administration. This includes over-the-counter medications such as cough drops or Tylenol. Forms are available in the school office.

1. Whenever possible, medication should be given at times other than school hours.
2. A permission form must be filled out by the parent/guardian to administer medications.
3. The medication must be supplied in the **original** labeled container.
4. Students cannot transport their own medications.
5. Changes to the medication must be made by the parents in writing.

The label must include: your student's name, name of medication, amount of dosage, route to be administered, time to be given, any special instructions and physician name (for prescription medication). A current pharmacy label meets this requirement.

Self-Administration of Medication

Students who are developmentally and/or behaviorally able, will be allowed to self-administer prescription and non-prescription medication, including prescription inhalers, subject to the following: A permission form must be submitted for all self-administration of prescription and nonprescription medication.

1. Self-administration of **prescription medication** requires permission from parent, school administrator, nurse, and physician or other licensed health care professional.
2. Self-administration of **non-prescription medication** requires permission from parent, school administrator and nurse.

The medication label must include: your student's name, name of medication, amount of dosage, route to be administered, time to be given, any special instructions and physician name (for prescription medication). A current pharmacy label meets this requirement.

The student may have in his/her possession only the amount of medication needed for that school day. Sharing of medication with another student is strictly prohibited. ***Violation can result in discipline, which may include suspension or expulsion.*** Permission to self-medicate may be revoked if the student violates school district policy governing administration of non-injectable medication and/or these regulations.

The following School Board Policies and Oregon regulations apply to medication at school.

- School Board Policy JHCD/JHCHA Medications
- School Board Policy JHCD/JHCDA-AR Medications
- Oregon Administrative Rule 581-021-0037

Health History

Parents are responsible for notifying school staff directly if their child has any significant health conditions that may impact the safety of their child or others or require medical intervention at school. In the event a health condition presents a safety risk to student or staff, the nurse must determine that school employees are properly trained before the student's enrollment. Your child's health information is collected during enrollment. Parents are responsible for keeping their child's health history current. All health information is confidential and will only be released to Medford School District staff members who have custodial care of your child or who may need to know to maintain your child's health and safety during the school day.

District Nurses

District Nurses are not site based but are available to each school on an "on call" basis. If your child may require direct nursing care, please notify your child's school.

Nursing Services and Health Care Plans

Accommodations for health conditions are available with a documented medical statement from a licensed provider if the health condition interferes with the student's attendance or academic progress. If this is the case, a Health Care Plan or Section 504 plan may be developed.

Parents must inform the district nurse if their child requires nursing services (insulin administration, tracheal suctioning, catheterization, gastrostomy tube feeding, respiratory treatment, oxygen, ostomy care, and intravenous medication line). Parents must provide medical orders from a physician or other licensed health care provider if nursing services may be required at school.

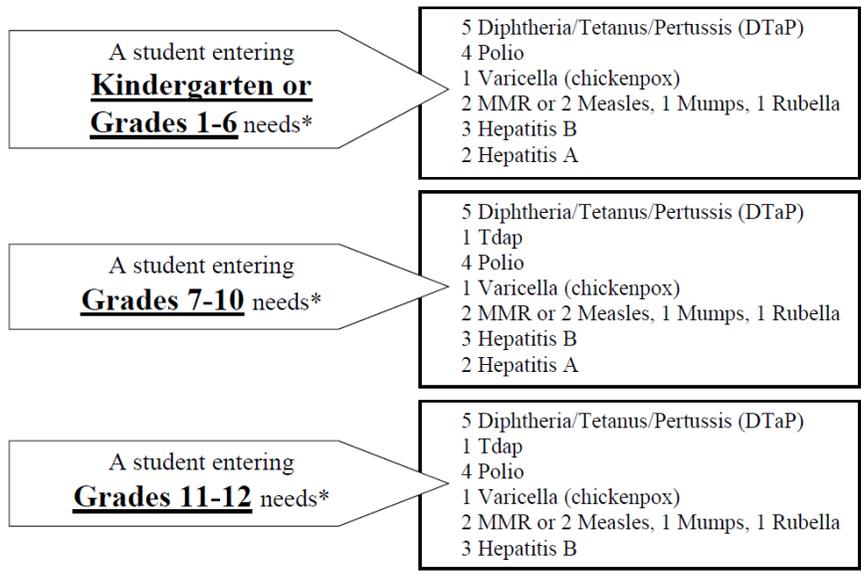
- Health Care Plans for Asthma, Seizure disorder and Severe Allergies to food and insects are available to students. Standard first aid will be provided for these conditions unless otherwise specified by parent/guardian. Parent/Guardian can request an Individual Health Plan for any health condition that may require intervention at school.
- Diabetes: Diabetic care plans require a Physician, Family Nurse Practitioner or Physician's Assistant signature. Nursing services recommends all diabetic students use an insulin pen at school for convenience and safety, although any form of insulin administration is allowed. Parents are responsible for all diabetic care supplies.

This plan will be available to the health office/school staff to follow in case of an emergency.

If the health condition listed in your registration packet has changed, please inform your child's school or school nurse.

Immunization

Children who enroll from other countries may have additional immunization requirements. Students without current immunizations will be excluded from school as required by Oregon law. Medical and non-medical exemptions will be respected if the appropriate signed forms are presented to the office.



More information can be found at:

<https://www.oregon.gov/oha/PH/PREVENTIONWELLNESS/VACCINESIMMUNIZATION/Pages/index.aspx>

Student Accident Insurance

Student Accident Insurance is available at a minimal cost which will cover medical costs for those accidents incurred at school or school sponsored activities. It is also available to those who would like twenty-four hour, twelve-month coverage for their children. Forms and cost information are sent home in registration packets and available at registration and in the school office. Parents should remember that students not covered by this policy ARE NOT insured through the school.

First Aid Emergencies

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. ***It is essential that emergency contact numbers be up-to-date in the school office.*** It is our intent to immediately notify parents for any of the following:

- Any head injury
- Any bite
- An indication of anything communicable such as vomiting, diarrhea, rash, a temperature of 100 degrees Fahrenheit or higher
- Significant injury on the playground

Infections

All cases of skin and eye infections must have an admission permit from the physician or health department.

Head Lice

(School Board Policy JHCCF) Head lice (Pediculosis) is a communicable condition which can be transmitted from one student to another. A student with a suspected case of head lice may be referred to designated trained staff for a screening. The screening will be done in a confidential manner by trained personnel. The student will be allowed to remain in school until the end of the school day. School personnel will notify the parent or guardian of a student found with head lice and provide information on appropriate treatment. Students will be required to receive treatment and screening prior to returning to school. The suggested school measures for head lice control, as provided in Head Lice Guidance published by the Oregon Department of Education and the Oregon Health Authority, Public Health Division,¹ shall be followed.

Health Screenings

By age seven (7) all students in Oregon are required to have a vision and dental screening. Parents should bring the screening verifications to the school office if completed outside of school. Parents may opt-out of the dental screening requirement under some circumstances. Please contact your school for more information regarding the dental screening opt-out option.

Hearing and vision screenings are provided to all Kindergarten students. Students in other grade levels may obtain a hearing or vision screening at the request of parent or teacher. If a student does not pass one or more of these screenings, the parent(s) will receive a notification letter.

If additional physician screening is found to be necessary, parents will be notified.

Medical Appointments

Parents are encouraged to make medical appointments outside of school hours to minimize the loss of instructional time.

Personal Hygiene

Parents are encouraged to teach their children pride in keeping their bodies and clothing clean and odor free.

Reporting Child Abuse

Oregon law requires any school employee, on or off duty, who has reasonable cause or suspicion to believe that any child has suffered abuse, or that any person with whom the official comes in contact has abused a child, must immediately make a report to the proper authorities.

Emergency Drills

Instruction on fire and earthquake dangers and drills for students is conducted for at least 30 minutes each school month. At least one fire drill will be conducted each month and at least two drills on earthquakes will be conducted each year. A map/diagram of the fire escape route is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, all students and adults in the building must follow the direction of staff quickly, quietly and in an orderly fashion.

In addition to evacuation drills, schools will practice safety threat drills in order to prepare students and staff for any emergency in which the school must go into secure mode. At least two drills will be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate action to take when there is a threat to safety.

School Safety Plans

Each Medford school has an extensive school safety plan developed in cooperation with local law enforcement agencies. This plan defines the appropriate action for the protection and safety of our students. Unfortunately, circumstances develop from time to time that require us to initiate this plan. The success of such an action depends on the quick response of our staff and students, as well as the coordinated effort of our staff and local law enforcement.

What Parents Can Do in Case of an Emergency

1. Please understand that the safety of your child is our utmost concern. We will, to the best of our ability, do what is necessary to ensure your child is returned to you safely.
2. While you may want to get to your child as quickly as possible, we ask that you do not respond to the school unless directed to do so.
 - a. The streets surrounding the school may be blocked by emergency equipment, and your efforts to get through them may hamper operations and jeopardize the safety of the students and staff.
 - b. As the streets will be blocked, you would not be allowed in anyway. Staying in the area could possibly block the arrival of further emergency units.
 - c. The District will provide information via our messaging system. This is one reason to keep your contact information up-to-date with the school office. You may opt-in for texting, voice mail, and/or email messages.
 - d. Officers blocking the streets will also direct you to the location where you can pick up your children.

- e. The reunification of parents and students will be a determined location depending on the type of emergency and other circumstances. The location will be communicated through our District messaging system.
3. We realize it is important for you to talk with your child, but we ask that you not use the cell phone to call your child. Texting is preferred because it utilizes less bandwidth and will not tie up the system.
 - a. In addition, use of all phones, even on silent or vibrate mode, can attract the attention of a suspect.
4. Once at the reunification site, do not leave. We will be sending students to this point as quickly as possible.
 - a. Please be patient. The rescue and evacuation of your students may take some time, but will be done as quickly and safely as possible.
 - b. If a child is sent to a hospital due to wounds or injuries, that information will be passed on to the reunification site. The staff members there will make efforts to locate the parents to notify them as to which hospital the child has been sent.
5. Listen to the staff members at the reunification site. We will provide updated information as often as possible through District messaging.
6. Prepare to deal with multiple lockdowns and lockouts. If there is a lockdown at a High School, some of the surrounding schools may be on a lockout as a safety precaution.
7. Do not try to enter the school or get to your child. If the school is in a lockdown or lockout, you will not be allowed in. The staff members have instructions not to open the doors for anyone except the police.

Do not call the police department for information. All members of the department, including Dispatch, will be very busy dealing with the emergency at hand and will not have time to talk or to pass on information.

Student Conduct

All Medford elementary schools have the same three main rules. Students are expected to be safe, be responsible and be respectful. Violation of the law or violation of rules may result in suspension or expulsion, even if the misconduct occurs at times/places other than on-campus or during school activities.

Student Conduct and Discipline

(School Board Policy JFC) The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the school district's written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an

orderly manner during the school day or during school sponsored activities. This conduct applies to student travel to and from school and during school-sponsored activities.

Careful attention shall be given to procedures and methods whereby fairness and consistency in discipline shall be assured 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, reprimands, conferences, detention, fines and 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.

Senate Bill 553 implemented July 1, 2015 sets forth regulations for suspensions. For 5th grade and under suspensions are allowed under the following circumstances:

1. For non-accidental conduct causing serious physical harm to a student or school employees.
2. Based on administrator's observation or report from school employee that the student's conduct poses a direct threat to the health or safety of students or school employees.
3. When the suspension or expulsion is required by law. (firearms)

Students and parents shall receive annually rules outlining student conduct expectations and possible disciplinary actions. All rules applying to student conduct shall be posted in a prominent place in each school building.

Discipline

(School Board Policy JG) All students in Medford School District schools 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 insure that they can carry out their primary task of helping children learn and grow.

Disciplinary Guidelines

1. Rights
 - a. All students shall receive fair treatment.

- b. Student disciplinary decisions shall be based on careful investigation and consistent application of rules.
 - c. All students shall be apprised of the school rules and disciplinary procedures.
2. Responsibilities
- a. Disruption of school - A student shall not disrupt or attempt to disrupt a school function.
 - b. 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.
 - c. Threats or assault on school employee, another student, 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.
 - d. Use of, possession of, or transmission of drugs (narcotics, alcoholic beverages, drugs) - A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind or any substance purported to be a drug 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.)

When a student appears at school or a school-sponsored function demonstrating behavior which indicates the student may be under the influence of a drug and/or the student admits that he/she has taken a drug, the following procedure will be used-

- The student will be removed from contact with other students, placed under the supervision of an adult staff member, and parents will be notified.
- If a medical emergency exists, parents will be notified to arrange for necessary medical attention. If the parent cannot be reached, the school will make the necessary arrangements.
- If alcohol or illegal drug usage is verified, the incident will be reported to the appropriate law enforcement agency. Parents will be notified that information will be given to the legal authorities, and the student may be suspended or expelled.

The principal will inform the office of the Superintendent or designee of all cases of drug activity.

- e. Use of or visible possession of tobacco - Students may not use tobacco or visibly possess tobacco-in any form at any time on school grounds or at school activities. Violators of this policy may be suspended from school. Expulsion may be recommended in cases of recurrence.
- f. 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 disciplined, suspended, or expelled from school.

3. Definitions

- a. Minor discipline procedures - Discipline for minor infractions may be handled without going through all the steps of formal procedure. In all cases, a written record shall be maintained.
- b. Out-of-school suspension - is defined as one of the following:
 - A temporary exclusion from school for a period not to exceed seven calendar days.
 - Exclusion in cases being investigated pending expulsion.
 - In special circumstances, a suspension may be continued until some specific pending action occurs, such as a physical or mental examination or incarceration by court action.
 - After investigation and recommended expulsion by the administration, until the hearings officer has taken official action.
 - Severe disciplinary problems - are defined as extreme examples of serious student misconduct (as outlined above in Section B Disciplinary Guidelines 2 a-f) which could result in a recommendation for expulsion.

Search and Seizure

(School Board Policy JFG) The Board seeks to ensure a learning environment, which protects the health, safety and welfare of students and staff. To assist the Board in attaining these goals, District officials may, subject to the requirements below, search a student's person and property, including property assigned by the District for the student's use. Searches and routine inspections may be conducted at any time on District property or when a student is under the jurisdiction of the District at school-sponsored activities. District officials may also search when they have reasonable suspicion that emergency/dangerous circumstances exist.

Student Dress Code

(School Board Policy JFCA) Dress and grooming while in school is, basically, an individual responsibility of the student and his/her parents. When dress and grooming disrupts the learning process in school for the individual student, other students, or the learning environment of the school, it is a matter of concern. Personal appearance should not distract from the teaching and learning process. Clothing should not create a safety hazard to the student or to others. Clothing should be clean, comfortable, serviceable and appropriate for school activities. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the building principal and may be denied the opportunity to participate if those standards are not met. Please consider the following guidelines when purchasing school clothes for students.

Dress Code

- Shorts, Skirts and dresses must be an appropriate length (fingertip length or more is acceptable). (Short shorts, miniskirts or jogger shorts are not allowed)
- Pants and shorts must stay up without a belt.
- Underwear must not be showing.
- No midriff, plunging necklines, plunging armpits, halter, strapless, see through or spaghetti straps are allowed for tops. Tank tops may be worn if the strap is two fingertips wide or more.
- Clothing and accessories may not have any sign of or promote: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, drug paraphernalia, sexual connotations, or violence.
- No chains or loose straps hanging from clothing.
- No hats or sunglasses are to be worn in school buildings.
- Shoes must be worn at all times for safety reasons. Students wearing inadequate footwear may be restricted from recess or PE activities.
- Make-up and hair dyes are strongly discouraged.
- Clothing or grooming that is disruptive to the classroom learning environment is not allowed.

The dress code applies to all school-sponsored events. Exceptions may be made by the building principal for special days (Hat Day, 50's Day, etc.)

Guidelines for Misconduct Consequences

Consequences may be given in relationship to the seriousness of the offense on a case-by-case basis at the discretion of the principal and in accordance to school board policy and the law. In severe cases, a student may be suspended or expelled. Police contacts may be made for severe infractions.

Discipline for Severe Situations

Students who violate the following School Board policies may be subject to discipline, suspension, or expulsion:

- | | |
|-----------------------------------|---|
| ● School Board Policy GBN/JBA | Sexual Harassment |
| ● School Board Policy JFC | Student Conduct |
| ● School Board Policy JFCB | Damage to School Property by Students |
| ● School Board Policy JFCB-AR | Damage to School Property by Students |
| ● School Board Policy JFCC | Student Conduct on Buses |
| ● School Board Policy JFCE | Secret Societies |
| ● School Board Policy JFCEA | Secret Societies - Gangs |
| ● School Board Policy JFCF/GBNA | Hazing/Harassment/Intimidation/Bullying/Menacing |
| ● School Board Policy JFCF-AR | Hazing/Harassment/Intimidation/Bullying, Menacing
Complaint Procedures |
| ● School Board Policy JFCFA/GBNAA | Cyberbullying |
| ● School Board Policy JFCG | Use of Tobacco |
| ● School Board Policy JFCH/JFCI | Alcohol/Substance/Drug Abuse |
| ● School Board Policy JFCJ | Weapons in the Schools |
| ● School Board Policy JFCM | Threats of Violence |

Reporting Student Progress and Recognition

Report to Parents

A Report to Parents is provided to you at the end of each quarter. Scores for reporting progress toward State Standards will be scored using an E=Exceeds, M= Meets, and D=Does Not Meet. If there is an area of concern within a sub-category a “Concern” will be marked. It will list a more specific skill in which their student is struggling in that standard area. Art and Music will be reported as “effort” only.

A link on the Medford School District web site has been created, www.medford.k12.or.us, where updates, information, and copies of the final *Elementary Report to Parents* will be posted. You may also access PAL for additional information on your child’s progress. You will find the PAL link and information on the main page of the district website. Information will also come from your home schools during fall Open Houses as well as items in schools’ newsletters.

Work Sample (Local Performance Assessment)

Medford Elementary students are required to complete a work sample to demonstrate proficiency in writing and math in grades 1-6, speaking in grades K-6, and scientific inquiry in grades 3-6. The student’s best work sample is graded and recorded by the teacher. Only 3rd -6th grade work samples are

included on the report to parents as these are required by Oregon Department of Education. For more information on work samples, please visit:

<http://www.oregon.gov/ode/educator-resources/assessment/Pages/transition-revised-writing-scoring-guide.aspx>

Skills for Success Reports

Each quarter, students will be issued an Elementary Skills for Success Report which complements the Report to Parents. Teachers will score students in meeting or not meeting standards in the following areas:

- Personal Conduct
- Problem-solving/Decision-making Skills
- Interpersonal Relations
- Communication Skills
- Task-related Skills
- Maturity
- Health & Safety Habits
- Commitment to Work Performance

In Commitment To Work Performance, four or more tardies or absences in a grading period will result in “Does Not yet Meet” for the sub-categories of Arrives on time and Attends regularly.

Skills for Success Award

Students named to this list have met standards in all 8 skill areas for the nine week grading period. An Annual Skills for Success award may be given to students who met standards in all 8 skill areas for the entire year.

Parent-Teacher Conferences

Please see the Medford School District School Calendar for Parent/Teacher Conference dates for the current school year. In addition, conferences are expected at any time of the year if the student is receiving a failing grade or is exhibiting a change in behavior or academic need. Parents are invited to request a conference at any time.

Attendance Awards

Awards for Perfect or Exceptional attendance may be awarded at the school level. Please check with your child’s school for more information.

General Information

Emergency School Closures or Delayed Opening

If it becomes necessary to close school because of inclement weather, dangerous road conditions or any other emergency, a NO SCHOOL announcement or delayed starting time schedule will be broadcast over

the media. Information will also be posted on the District web site at www.medford.k12.or.us. Please stay tuned to the radio, television, and/or computer on mornings when the weather looks doubtful. There will be no supervision or staff on duty. Please do not call school.

Lost and Found

Each year many coats, sweaters, lunch boxes, and other items are left unclaimed in the lost and found. PLEASE put your child's name on all items brought to school so they can be returned to their rightful owner if they are lost. Unclaimed items may be donated to charity.

Phone Use

Students may use the telephone for emergency purposes only. Arrangements for after school activities are to be made at home ahead of time and if necessary a note sent to school. Students are discouraged from bringing pagers, cell phones, or other personal communication devices to school. The school is not responsible for lost, stolen or damaged devices. Such devices may not be used during school hours.

Cell Phones

Student cell phones are only to be used before and after school hours. Phones must remain off and out-of-sight during the school day. Cell phones being used during the day for any purpose may be confiscated and held for pick-up by a parent. Schools are not responsible for lost or stolen cell phones. Please refer to your specific school's parent handbook for more details on phone use at your school.

EReaders, Laptops, etc. Use

Students may use technologies only during approved times. Content and applications must meet school guidelines and be approved by the teacher. No wifi access or photo/video use unless approved by teacher. Schools are not responsible for lost, stolen or damaged devices. Privileges may be revoked for irresponsible use.

Parties

Parties scheduled by the school are held in the classrooms and supervised by teachers and room parents. The County Health Department prohibits the distribution of homemade food items at schools. All food provided at parties must be commercially prepared.

Party Invitations

In order to prevent heart breaking situations with private parties, no party invitations whatsoever are to be distributed at school. This means birthday, slumber, and any such party held in a private home.

No birthday parties for individual students will be held at school. Schools may choose to recognize student birthdays in their own manner.

Flowers/Balloons

Flowers or balloons should not be delivered to your child at school.

Money

Students should bring money to school only when they need it for a specific purpose. Money should be sent in an envelope listing the student's name, amount enclosed and the purpose for which it is intended. Change will not be given when students are purchasing lunch tickets. The entire amount will be credited to the lunch account unless otherwise designated. Balances carry over from year to year as long as the student is in the Medford School system.

School Pictures

Student pictures are taken at each school in the fall. All students will be photographed with the fall picture becoming part of the class composite photo and District on-line attendance system. Package plans will be made available; however, there is no obligation to purchase student pictures. Some schools also offer a spring picture package on a no obligation basis. Some schools offer memory books sold separately and distributed at the end of the school year.

Media Access to Students

(School Board Policy JOD) The Board recognizes the important role the media serves in reporting information about the district's programs, services, and activities. Therefore, the District will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the office to gain prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

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

Elementary Field Trip Guidelines

With the approval of the principal, teachers may plan activities throughout the year to provide an extension of the curriculum

Curriculum Related Field Trips

- Field trips are made available to all students.
- Prior to the event, teachers will provide communication of field trip parameters and guidelines to the principal, parents and students.
- Student success plans may be required for individual students when necessary to promote full student participation.
- If a student poses a serious safety risk, alternative options may be offered.

Parent/Chaperone Supervision Guidelines

- Please review the VIM guidelines and work rules. We ask that you adhere to these guidelines at all times during an activity.
- Due to space and size limitations and for the safety of all children, please do not bring siblings or other small children on school outings when chaperoning. Please leave your cell phone off during the trip unless needed for an emergency.
- Please stay with the classroom throughout the activity unless you have made prior arrangements with the classroom teacher.
- You may be assigned a child or a group of children to supervise. Students assigned to your supervision have been directed to follow your directions.
- Please supervise the behavior of these students to ensure that they are safe, respectful of the rules and courteous to all.
- If you have a student with a discipline problem, please notify the classroom teacher immediately.

Students with IEPs

All students, regardless of their enrollment in special education, have the right to participate in general education classes or activities, to the extent appropriate. When determining the appropriateness of an inclusive opportunity for student's with IEPs, including field trips, consider whether the student would derive some meaningful benefit academically, socially, or emotionally. In addition, there should not be a significant disruption to the learning of the other students in the class/activity.

If there is a severe concern related to the safety of a student attending a fieldtrip due to significant behavior concerns, the following process will be followed.

- The person with the concern should notify the principal and the special education case manager.
- The special education case manager will schedule a meeting to include the teacher, principal, parents and other specialists, as needed, to discuss the concerns, determine if the student should attend, and what additional supports will be needed.
- The following factors must be considered when determining whether or not a student will attend the field trip:

FACTORS	YES	NO	NOTE
Does the student have a disability that affects their social, emotional or behavioral performance at school?	Proceed to next item	General education standards apply	
Will the student receive some educational, social or emotional benefit?	Proceed to next item	Consider what would need to be put in place for student to receive benefit	Only one benefit needs to apply. Participation in all class content prior to the field trip is not a requirement to meet this standard.
Will there be significant disruption to the learning of others or significant safety concerns?	Proceed to the next items	Student attends	
Will accommodations mitigate the disruption and/or safety concerns?	Student attends with appropriate accommodations provided	Proceed to the next items	Specialists should assist in setting up the needed accommodations.
Will additional adult support mitigate the disruption and/or safety concerns?	Student attends with adult support	Student does not attend	Guardian should be asked to attend. If not able to attend, familiar school staff attends.

- If there is a shortage of building staff to attend a fieldtrip and additional adult support is required, contact the Special Education department for a sub code.

Pets/Animals

Please obtain prior permission from school officials before bringing pets or other animals to school. Animals are not allowed on the bus.

Non-Discrimination

Medford School District provides equal opportunity and access to all educational services, facilities, and/or employment to every person. Medford School District does not discriminate on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability.

Inquiries or complaints regarding the District's Non-Discrimination policies and compliance can be directed to:

Debbie Simons
Director of Human Resources/Compliance Coordinator

541-842-1034

debbie.simons@medford.k12.or.us

815 S. Oakdale Avenue
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