Principal’s Message:

Welcome to Pleasant Hill Elementary School!

The purpose of this handbook is to provide you with a convenient packet of information and to invite you to become actively involved in our school activities. Within this handbook, you will find such things as general school information, policy and expectations. Please take time to become familiar with it and keep it to use as a resource to answer questions throughout the year.

We look forward to a fun-filled and exciting year of learning with your student and family. Pleasant Hill Elementary has a history of excellence, which I attribute to the well-trained and experienced staff and strongly involved Parent / Guardians who believe in and value education.

The staff of Pleasant Hill Elementary thanks you for your on-going assistance and cooperation. You are an invaluable member of this educational community and together we can continue to do exceptional things for all of our students.

I look forward to working with each family this year. Please feel free to drop by, call or leave a message anytime. I can be reached at (541) 736-0400 or by email at dstoneberg@pleasanthill.k12.or.us. I will get back to you as quickly as possible.

Respectfully,
Devery Stoneberg
Principal

The material covered within this Parent / Guardian/ Student handbook is intended to relay general building and district information. The rules and procedures listed within are not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Any information contained in this Parent / Guardian/ Student handbook is subject to unilateral revision or elimination without notice and may also be superseded by Board policy, administrative regulation or negotiated agreement.

Equal Opportunity Educator and Employer:
The Pleasant Hill School District and Pleasant Hill Elementary assures equal opportunity for all students regardless of age, gender, religion, national origin, special needs, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, or marital or Parent / Guardian status. Students are excused from state and/or district required programs or learning activities, when necessary, to accommodate their religious beliefs or special needs/exceptionalities.
School Routines:

School Hours: 8:00 – 2:15 p.m.
Our day begins at 8:00 a.m. Morning supervision is available at 7:40 in the cafeteria for students in grades K-2 and the gymnasium for students 3 -5. All students will be released to their classrooms at 7:50 a.m. Our school day ends at 2:15 p.m.

Hours of Supervision: 7:40 a.m. – 2:25 p.m.
Morning supervision is available at 7:40 a.m.

Early Release Day: 8:00 -1:15 p.m.
Our school day will be 8:00 – 1:15 p.m. any day we have an early release day schedule for professional development. Check the monthly school calendar for early release days. In addition, we will remind Parent / Guardians in our school newsletter and website. The busses will pick up high school students immediately following their departure from Pleasant Hill Elementary.

Half Day: 8:00 -11:30 a.m.
Our school day will be 8:00 – 11:30 a.m. any day we have a half-day schedule. Check the monthly school calendar for half days. In addition, we will remind Parent / Guardians in our school newsletter and website. Whenever we have a half-day, there will be no lunch served at school that day. The busses will pick up high school students immediately following their departure from Pleasant Hill Elementary.

Inclement Weather:
Check the district website at www.pleasanthill.k12.or.us or tune into either local television news and/ or radio station beginning at 6:00 a.m. to see what type of daily schedule we will be operating. A two-hour delay means that school will begin 2 hours later than normal.

Parent Contact With Students During the School Day
Parents, who wish to talk to their child, deliver supplies to their child, or visit with the teacher during school hours must check-in and get a badge in the office.

Releasing Students to Parents During the School Day
School policy is to release students only to parents, guardians, and family members listed on the school registration form. Parents wishing to pick up their child during school hours must come into the office. They will be asked to complete and sign the Student Checkout form. Students will not be released to any other person unless a parent or guardian adds that person’s name to the registration form. Any changes in how students will be picked up need to be facilitated either in person, by phone or a written note by the child’s parent/guardian.

Parent / Guardian Pick-Up Area:
If your student is picked up from school we have a designated Parent / Guardian waiting area, in front of the office area. A staff member will monitor this area to ensure a familiar, safe adult picks up all students. We ask that parent / guardians need to wait in front of the school until your child’s class exits from the school.
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1. **Absences/Attendance/Tardy Policy:**

Regular and prompt attendance is necessary. Daily school attendance is important in order for your child to get the best possible education. The majority of learning experiences in the classroom occur through hands-on activities, demonstration, discussion, conferencing, explanation, checking for understanding, and re-teaching or enrichment opportunities. Written work is only a small part of what goes on in the classroom. The classroom is filled with academic and social opportunities for every child. Therefore, regular and prompt attendance is vital.

Under Oregon State Law Regarding Attendance, 339.065, Parent / Guardians are responsible for ensuring that students attend school regularly. Eight unexcused half-day absences or four full day unexcused absences in any four-week period are considered irregular attendance patterns. An absence may be excused when the student is sick, a member of the student’s family is sick or in an emergency. Other absences maybe excused for other reasons where satisfactory arrangements are made in advance with the principal or classroom teacher.

At regular intervals, student attendance data is reviewed to identify children with patterns of non-attendance or tardiness. Parent / Guardians of students with frequent absences will receive a letter expressing our concern. The principal will also contact the Parent / Guardian to discuss the situation and in many cases schedule a conference. If student non-attendance reaches **eight unexcused** half days or more in a four-week period, the case will be referred to the Lane ESD truancy officer for follow-up.

Tardies are just as disruptive to the educational process as absences. **Any student arriving after 8:00 a.m. will be tardy.** Any student arriving late must check into the office to receive an admit slip and have their absence corrected on their class attendance roster.

**How to Report an Absence:**

1. If your child is ill and unable to attend school, **please call the office attendance line (736-0411) by 9:00 a.m.**
2. Send a note with your child within 24 hours of the absence if you did not call.

**Homework Request:**

Homework may be requested when a child has been unexpectedly (not pre-arranged) absent for 2 or more days. **Call before 10:00 a.m.** when requesting homework to allow the teacher time to collect and properly organize the necessary materials. Please plan to pick up the homework after 2:30 p.m. If your child has a brother or sister in another classroom, the homework can be sent home with him/her at your request.

**Make-Up Work for Absences:**

When a student is absent from school, it is the responsibility of the student to see that the work missed is made up. Students are encouraged to work out a plan with their teacher.

2. **After School Arrangements:**

At the end of each school day, students will be released to go home as directed by the Parent / Guardian at registration. If Parent / Guardians are picking up their child, it is important that they are here to do so immediately upon the dismissal of school. Students who ride the bus are to get on the bus at school, and get off the bus and go directly home or to the after school daycare provider.
If your child is to go somewhere else after school (different bus, daycare provider, home with a friend, being picked up by you or someone else, etc.) your child needs to bring a dated note to school, give it to either their teacher or the office. If plans change during the day, please contact the school as soon as possible. **You must contact the school secretary before 1:30 p.m. to give us enough time to get a note to your child.** Children will be sent home by their regular method of transportation unless we hear directly from a Parent / Guardian.

3. **Animals in the Classroom or on School Property:**

Under the proper conditions, animals can be an effective teaching aid. Additionally, there are situations when federal and state statutes require accommodation of guide dogs or assistance animals. Pleasant Hill School District recognizes that there are medical and physical dangers associated with animals, both wild and domesticated, in the classroom and/or on school property.

The following guidelines apply to all animals in the classroom or on school property.

1. Access by Persons Requiring an Assistance Animal
   a) Dog guides will be allowed as per ORS.346.610 and 346.620.
   b) Students requiring an assistance animal as defined in ORS 346.680 will need to contact the school principal regarding appropriate accommodation.

2. Animal visitors to the classroom
   a) All requests to have animal visitors (student or staff show and tell, for example) in the classroom or on school property during school hours must be submitted to the Principal or designee in writing.
   b) Included in the request should be a description of the activity, type of animal educational purpose/benefit, length of activity, and a plan for the care of the animals. Additionally, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations (if applicable) and procedures for the hygienic handling of the animal. Animals should have experience with children and dogs should have received documented obedience training. The Principal or designee has the discretion to permit or deny the presence of any animal in the school.
   c) Prior to approving the request, the Principal or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parent / Guardians must be notified of the plans to have an animal in the classroom so that accommodations may be made for their student.

3. Length of time animals are allowed in classrooms
   a) Animals will be permitted in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal. It is recognized that in some situations, the appropriate time may extend throughout the school year.

4. Teacher Responsibilities for Animals in Classrooms
   a) Treatment of Animals. Teachers must assume primary responsibility for the humane and proper treatment of any animals in the classroom. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.
   b) Exhibits: Each teacher is responsible for the proper supervision and control of students under his/her direction whenever there is an exhibit or activity involving animals in the school.

5. Owner Responsibility
   a) Owners shall be solely responsible for the care/safety of their animals and for injuries sustained to the animal or to any people due to the presence of the animals at the school.
   b) All animals brought for exhibit must be restrained by their owner/handler.
   c) Owners walking pets on school grounds must follow city or county ordinances regarding leashing and sanitation.
   d) Principals have the authority to exclude persons and their animals during school hours from play fields when he/she determines that there are associated health and/or safety concerns.

6. Limitations
a) No domesticated mammals, including dogs, cats, primates, birds, or livestock shall be allowed in school buildings or grounds while school is in session unless permitted by the Principal and proof of appropriate and/or current rabies vaccination is provided. This limitation applies to faculty, staff, and student pets as well as those of the public.

b) No wild animals including skunks, raccoons, bats, squirrels, monkeys, amphibians or birds shall be allowed unless under the control of an individual trained in the care and management of the animals (i.e., zookeepers, veterinarians, etc.)

c) No poisonous animals are allowed unless brought in cages/containers that prevent contact with student and staff members.

d) No animals will be allowed free range in the facility or grounds.

7. Injuries

Staff members or students who have been bitten or otherwise injured by an animal will report such incident to the Principal and the school office immediately. The Principal will notify the Parent / Guardian in the case of student injury. The person most knowledgeable about the incident will complete an accident report and forward it to the District Office.

4. Assemblies:

We have a variety of opportunities to listen and watch performers that visit our campus through the year. Additionally, we have some exciting musical events performed by our own students, as well as monthly Billie Spirit assemblies recognizing our students for their hard work. Our assemblies are always open to Parent / Guardians and other family members. During highly attended events, we ask that you are courteous in your parking so that all may find a space. The fire and bus lanes must be kept clear at all times. We thank you for your cooperation.

5. Assignment of Students to Classes:

The assignment of students and classes to teachers is the responsibility of the building principal. Parents will be invited towards the end of each year to complete the Classroom Placement form. These forms are used to gain your input into your child’s learning styles. These forms are not intended to be used to request a specific teacher.

Any request to change a student’s assignment to a particular class by a student, parent or teacher should be referred to the principal.

6. Billie Spirit—Positive Behavior Interventions and Support:

Pleasant Hill Elementary is proud to have Positive Behavior Interventions and Support, PBIS, as one of our school-wide goals. PBIS is a system approach to building the capacity of schools to educate all students. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with positive corrective responses to behavior, 85% or more of students will meet those expectations. Those needing additional assistance are provided with more support.

There are three components to our PBIS system:

1. School-wide systems to establish a positive culture.
2. Classroom systems that blend academic and behavioral expectations.
3. Individual student supports for those students needing the most intense behavior support needs.

We have three school-wide expectations of students: **Responsible, Respectful, and Safe.** Each area of the school, playground, classroom, and other areas of the campus have specific behavior expectations for our students based on these principles. These expectations are taught at the beginning of every school year,
and are reinforced throughout the year, with booster lessons after every major break such as winter and spring break.

These expectations help create a safe learning environment where children can grow as individuals and interact with respect and empathy. To make sure all students are successful, we request that you review these basic universal expectations, as well as the school grid.

**Universal Expectations:**

![Image of goats representing Billie Spirit]

Pleasant Hill Elementary

Billies Are…

- Responsible
- Respectful
- Safe

Billie Spirit!
**PHES School-wide Behavioral Expectations**

<table>
<thead>
<tr>
<th></th>
<th>Responsible</th>
<th>Respectful</th>
<th>Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classrooms</strong></td>
<td>• Arrive on time, prepared and organized</td>
<td>• Listen when others speak</td>
<td>• Keep hands, feet, comments and objects to yourself</td>
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<td></td>
<td>• Follow directions, actively listening</td>
<td>• Use polite inside voices</td>
<td>• Sit safely</td>
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<td></td>
<td>• Actively participate in activities and discussions</td>
<td>• Raise your hand for attention and wait patiently for your teacher</td>
<td>• Walk with a purpose</td>
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<td></td>
<td>• Complete assignments neatly and on time</td>
<td>• Respect others' feelings and property</td>
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<td></td>
<td></td>
<td>• When appropriate help others</td>
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<td></td>
<td></td>
<td>• Treat guests and volunteers respectfully</td>
<td></td>
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<tr>
<td><strong>Commons Areas</strong></td>
<td>• Follow directions</td>
<td>• Use polite inside voices</td>
<td>• Keep hands, feet, comments and objects to yourself</td>
</tr>
<tr>
<td></td>
<td>• Actively engage in class work, completing assignments neatly</td>
<td>• Raise hand</td>
<td>• Handle equipment carefully and safely</td>
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<td></td>
<td>• When appropriate help others</td>
<td>• Listen when others speak</td>
<td>• Sit safely</td>
</tr>
<tr>
<td></td>
<td>• Materials organized and ready to use</td>
<td>• Respect others' feelings and property</td>
<td>• Walk with a purpose</td>
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<tr>
<td></td>
<td>• Clean up your work space</td>
<td>• When appropriate help others</td>
<td></td>
</tr>
<tr>
<td><strong>Playground / Fields</strong></td>
<td>• Follow directions</td>
<td>• Follow game rules</td>
<td>• Wait for the adult supervisor</td>
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<tr>
<td></td>
<td>• Include others and share</td>
<td>• Use hands, feet, and equipment appropriately</td>
<td>• Stay inside the boundaries</td>
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<tr>
<td></td>
<td>• Use appropriate language</td>
<td>• Put equipment away</td>
<td>• Ask permission to leave area to go to bathroom</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>• Use “Please” and “Thank-you”</td>
<td>• Immediately stop playing when the bell rings</td>
<td>• Walk with a purpose</td>
</tr>
<tr>
<td></td>
<td>• Use a polite indoor voice</td>
<td>• Use bathroom during recess</td>
<td>• Be aware of what is going on around you</td>
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<tr>
<td></td>
<td>• Respect others' feelings and personal space at the table</td>
<td>• Use hands, feet, and equipment appropriately</td>
<td>• Report strangers</td>
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<tr>
<td></td>
<td>• Use good table manners</td>
<td>• Be ready for lunch</td>
<td></td>
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<tr>
<td><strong>Assemblies and Special Events</strong></td>
<td>• Listen to speaker and respond appropriately</td>
<td>• If purchasing lunch, select food only items you will eat from the salad bar</td>
<td>• Follow adult directions</td>
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<td></td>
<td>• Sit with your class</td>
<td>• Raise hand</td>
<td>• Walk with a purpose</td>
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<td></td>
<td>• Respond immediately to quiet signal</td>
<td>• Leave table if necessary</td>
<td>• Stay seated</td>
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<tr>
<td><strong>Breezeways, Halls, Stairs</strong></td>
<td>• Follow directions</td>
<td>• Leave your table area clean, including the floor</td>
<td>• Keep your food, utensils, hands and feet to yourself</td>
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<td></td>
<td>• Move quietly</td>
<td>• Stay in line</td>
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<td></td>
<td>• Voices off</td>
<td>• Walk with a purpose</td>
<td></td>
</tr>
<tr>
<td><strong>Restroom</strong></td>
<td>• Use quiet voices</td>
<td>• Stay in line</td>
<td>• Wash hands with soap and water</td>
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<td></td>
<td>• Give people privacy</td>
<td>• Walk with a purpose</td>
<td>• Put used paper towels in the garbage</td>
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<td></td>
<td></td>
<td>• Carry a hall pass</td>
<td>• Return to class quickly</td>
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<td></td>
<td></td>
<td>• Use elevator and ramps appropriately</td>
<td>• Walk with a purpose</td>
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<tr>
<td>Location</td>
<td>Rules</td>
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</tbody>
</table>
| **Library**       | - Use inside voices  
                    - Read and work quietly  
                    - Use shelf markers and equipment correctly  
                    - Put materials away after you’re done  
                    - Listen and follow instruction  
                    - Return books on-time Ask for help  
                    - Take your belongings when you leave  
                    - Sit safely  
                    - Push chairs in when leaving  
                    - Line up quietly at the door and wait to be excused  
                    - Food, drink and gum-free zone  |
| **Gym**           | - Use proper language  
                    - Be a good sport  
                    - Play by the rules  
                    - Share equipment and space  
                    - Return equipment when directed  
                    - Follow directions  
                    - Use equipment appropriately  
                    - Report problems to an adult  |
| **Music**         | - Arrive on time, prepared and organized  
                    - Follow directions, actively listening  
                    - Actively participate in activities and discussions  
                    - Complete assignments neatly and on time  
                    - Listen when others speak  
                    - Use polite inside voices  
                    - Raise your hand for attention and wait patiently for your teacher  
                    - Respect others feelings and property  
                    - When appropriate help others  
                    - Treat guests and volunteers respectfully  
                    - Keep hands, feet, comments and objects to yourself  
                    - Sit safely  
                    - Walk with a purpose  |
| **Office / Health Room** | - Wait your turn patiently  
                        - Speak politely—“thank you, please, excuse me”  
                        - Use indoor voices  
                        - Wait for secretary to greet you (don’t interrupt phone or other conversations)  
                        - Return all borrowed objects  
                        - Have permission from an adult to be in the office / health room area  
                        - Follow nurse or secretary directions  
                        - Use proper health room procedures  
                        - Ask permission before using items in the office or health room  |
| **Technology**    | - Listen and use quiet voices  
                    - Handle the equipment properly  
                    - Visit appropriate / approved websites only  
                    - Ask permission before printing  
                    - Report any computer problems to a staff member right away  
                    - Log-off correctly and plug in before you leave  
                    - Push in the chair when you leave  
                    - Keep food, drink and gum away from technology  
                    - Clean up your space  
                    - Wash hands before using  |
| **Bus Loading / Unloading Zone** | - Use appropriate language  
                                    - Talk quietly  
                                    - Keep your hands, feet and comments to yourself  
                                    - Stay on the sidewalk  
                                    - Have bus notes ready  
                                    - Walk with a purpose  
                                    - Stay behind the red safety line  
                                    - Wait by the office if you’re not taking the bus home  |
| **Bus**           | - Use appropriate and polite language  
                    - Help younger students  
                    - Keep the bus clean  
                    - Hands, feet, objects and comments to yourself  
                    - Talk quietly  
                    - Keep food and drink off the bus  
                    - Stay seated  
                    - Face forward keeping aisle clear  
                    - No talking at railroad crossing  
                    - Cross in front of the bus after getting the thumbs up from driver.  |
Observe and Identify Problem Behavior

Should the behavior be teacher managed or office managed?

Teacher Managed (Minors)
- Warning
- Redirect Student
- Think Time
- In-class
- Conference with Student
- Loss of Privilege
- Communicate with Parents (Phone, in-person, Email)
- Behavioral Intervention within the Classroom
- Office Intervention / Referral
- *Notice and Reward Behavior Changes

Teacher Managed
- Inappropriate Language
- Teasing / Name Calling
- Refusal to Work
- Non-Compliance
- Minor Dishonesty
- Minor Disruption
- Minor Physical Contact / Physical Aggression
- Unsafe or rough play
- Disrespectful body language, tone, attitude
- Property Damage / Misuse
- Excessive Talking
- Cheating

Office Managed
- Severe Aggressive Physical Contact
- Fighting
- Property Destruction
- Vandalism
- Weapons
- Patterns of Aggressive Behavior
- Foul / Profane Language
- Technology Violation
- Bullying / Threats / Harassment / of Students or Adults
- Major Refusal to Follow Directions
- Theft
- Dress Code Violations

Office Managed (Majors)
- Referral Form should be completed and sent to the office, long with teacher documentation if appropriate
- Administrator Conference with Student
- Administrative Action
- Parent Notified of the Action
- Follow-up with Teacher

Pleasant Hill Elementary Student Behavior Management Process
**In-School Suspension**
In-school suspension is a supervised detention in which the student is required to quietly work alone in a specified location (usually the office) during the school day.

**Out-of-School Suspension**
A student may be suspended from school for violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student or other students or district property. An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission and an opportunity to appeal the decision. A suspension may not exceed ten consecutive school days. Every reasonable and prompt effort will be made to notify the parents of a suspended student. While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Every effort is made to provide the student with school work that will be missed by the student while on suspension.

**Student Behavior Management Process:**
The behavior system includes positives for following school rules, as well as consequences if necessary. Behavioral issues are handled either at the classroom level or administratively depending upon the severity and nature of the issue.

Minor behavioral issues such as minor defiance, excessive talking and minor physical contact are handled by the classroom teacher. The teacher employs a variety of strategies starting with redirection and re-teaching. If the behavior continues the teacher can will is to write a “minor” referral slip, which helps us track frequent behaviors; this also includes a staff member assigning a minor consequence (like losing recess time). The parent will be contacted by the classroom teacher anytime a minor referral is written.

A major referral is written anytime the student’s actions are deemed to be major in nature such as fighting, vandalism, etc. The principal will meet with the child, investigate, set a consequence if appropriate, phone parent / guardians, follow up with the classroom teacher and send a copy of the referral home. When a student is repeatedly bullying or harassing others, the parent / guardian will be asked to meet with the principal and the classroom teacher. Every attempt is made to contact the parent / guardians by phone before the referral is sent home.

**All disciplinary action is kept confidential.** Administration and staff are bound to uphold student privacy laws, meaning that no one can disclose consequences given to a child to anyone else other than the child’s parent/guardian.

**7. Bus information: First Student – 541-688-0454:**
First Student is our transportation carrier. Please call them directly with question or concerns regarding your students pick up or drop off time. If you have concerns or questions regarding issues on your child’s bus, please contact First Student directly first. If you don’t feel your questions or concerns have been addressed please contact the principal at Pleasant Hill Elementary.

Bus companies create their bus rules based upon the Oregon State Board of Education Regulations Governing Pupils Riding School Buses (OAR 581-053-0010).

**FIRST STUDENT SCHOOL BUS RIDING RULES**
1. The bus driver must be listened to at all times.
2. Coaches, teachers, chaperones responsible for maintaining order on trips are to be listened to at all times.
3. Assigned seating should be followed at all times.
4. Emergency exits are to be used only as directed by the bus driver.
5. Keep the aisles clear of objects at all times.
6. Keep a safe distance away from the bus when it is moving.
7. Be at the bus stop on time.
8. Activities which disrupt order on the bus, including the following will not be tolerated:
   • Throwing of objects.
   • Fighting, wrestling or scuffling.
   • Standing up and/or moving from seats while the bus is in motion.
   • Extending hands, head, feet or objects from windows or doors.
   • Damaging of school or personal property of others.
   • Physically harming the driver or other riders.
   • Disrespectful or obscene gestures or statements.
9. Any action which causes the driver to stop the bus to establish order will not be allowed.
10. The following items are NOT allowed on the school bus:
    • Knives, guns (real or simulated) or any object which may be used as a weapon.
    • Tobacco, alcohol or illegal drugs, glass containers or other glass objects, snakes or bugs.
    • Radios or skateboards.
    • Bats or balls of any type.
11. Large objects that might pose safety risks or barriers to safe entry and exit from the bus are
    not allowed on the bus. Items should be of a size to fit on one’s lap.
12. Consumption of food, beverages, and/or chewing gum is not allowed.

We teach our students that the bus is an extension of the school campus. We have clear behavioral expectations within our Billie Spirit program for loading and riding the bus. Bus drivers give out “Billie Bucks” cards to reinforce appropriate behavior. The drivers have completely separate behavioral citations for infractions that occur on the bus.

**Video Cameras and Audio Recording Devices:**
All school buses are equipped with video cameras and audio recording devices. These tools monitor the passenger area of the bus. The objective is to provide an important additional tool to assist the driver in managing student conduct on the bus, an important safety benefit.

### 8. Classroom Change Request Policies and Procedures

We are fortunate to have an excellent team of teachers at Pleasant Hill Elementary School. We are confident that whatever classroom your child has been assigned, he or she will encounter a teacher who is committed to student learning, to student success, to children – your child.

The process used to assign students is comprehensive. As a staff, we take the responsibility of classroom placement very seriously. Beginning in the spring parents are invited to provide input on the Homeroom Placement Information Form, sharing the type of environment their child would be most successful in, strengths / talents, areas needing support, learning style and any physical or health concerns. Once this information is gathered, the staff works collaboratively to formulate class lists. Many factors are taken into consideration when placing students:

- A balance of achievement levels in reading and math.
- The social needs of students and their leadership skills.
- Independent work habits of students.
- Behavior factors regarding students.
- Information provided by the teacher through previous parent/teacher conferences.
- Recommendations of parents or related information forwarded from a previous school.
The ratio of girls to boys.
Every attempt is made to keep classes equitable, balanced in the number of students per classroom at each grade level.

If significant enrollment changes emerge during the summer, then we would need to make building changes in classes. However, with the exception of such enrollment issues, because classroom placement has been so carefully determined with such a wide range of factors taken into account, parent concerns and requests for changes in the classroom placement must follow a clear process and are considered very carefully.

**Policies and Procedures**

For Classroom Assignment Changes at Pleasant Hill Elementary

**Initial Meeting** - Arrange to meet with the teacher to identify concerns and work together to resolve the issues. The principal and or the counselor may or may not be involved in this meeting. Some issues take a few days to a few weeks to be resolved, therefore allow at least two weeks to pass before moving to the next step.

**Follow-up Meeting** - If serious concerns still remain after a period of time, the parent is invited to schedule a meeting with the teacher and either the building principal and or counselor to attempt to resolve the issues creating a timeline and formulating an intervention plan, steps to be taken to resolve the issues.

**Review of Assignment Form** - If it appears a change is still desired at this point, the parent should complete a Review of Assignment form.

**Principal Receives Form** - It will be reviewed. Both the parent and teacher will be contacted to design a course of action in which any or all of the following may take place:

- class observations of the student by parents and school staff
- parents and teacher continue to communicate and may meet with the principal or school counselor to hear the concern
- student may be involved at any point
- other teachers at the grade level will be consulted throughout this stage of the process

**Decision Made by Principal** - After looking into the situation and consulting with everyone involved, parent, teacher, student and grade level team, the principal will determine if and when a placement change may be made. The principal will then notify all parties of the status of the request. If a student is moved the principal will work with all parties to initiate as smooth a transition as possible.

9. **Classroom Curriculum Exemption:**

Parents may request that their student be exempt from state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. If so, the teacher will provide the student with an alternate assignment. Parents need to discuss such concerns with the classroom teacher.
10. **Complaint Process:**
A student or Parent / Guardian who has a complaint concerning a classroom teacher or staff member should first bring the matter to that person. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent can be requested. If the outcome of this conference is not satisfactory, the student or Parent / Guardian may file a written, signed complaint.

Complaints by student or Parent / Guardians about instructional materials should be directed to the principal. Should the student or Parent / Guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, it may be done by following these steps:

Step 1: When a formal complaint is filed, a conference will be held with the complainant within five days of receiving the complaint. Parent / Guardians will be notified of the nature of any complaint involving their student. The parties will have an opportunity to submit evidence and a list of witnesses. The official conducting the investigation shall notify the parties as appropriate in writing when the investigation is concluded and a decision is determined.

Step 2: If the complainant is not satisfied with the decision of Step 1 he/she may submit a written appeal to the superintendent who shall meet with all parties involved and issue a written response within ten days of receiving the appeal.

Step 3: If the complainant is not satisfied with the decision of Step 2, he/she may submit a written appeal to the School Board within 10 days of the superintendent’s response. The Board will conduct a hearing within 20 days of receiving the appeal. The complainant will be allowed to be present at the hearing. The Board will issue a written response within 10 days of the hearing.

Step 4: If the complainant is not satisfactorily settled, an appeal may be made to the Regional Civil Rights Director, U.S. Department of Education Office of Civil Rights, Region X, 915 2nd Ave. Room 3310, Seattle, WA 98174-1009. (reference Board policies JBA/GBN and JFCF/GBNA)

11. **Conferences:**
Regular parent-teacher conferences are scheduled at the end of the first quarter to review student progress. Students and parents may also expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student is not maintaining behavior expectations or 3) in any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to speak directly with the student’s teacher and then the school administrator. A parent who wishes to confer with a teacher may call the office for an appointment before or after school or request that the teacher call the parent to arrange a mutually convenient time.

12. **Court Ordered Custody:**
Parents who have gained custody of children through the courts must present legal documents, which state that they have custody of the children as well as copies of court orders stating who may or may not take custody of the child.

Parents wishing to limit access to their child by another parent or former guardian must present appropriate documents to the office manager or principal. Information must include:

1) Legal documents stating who has been assigned custody of the child(ren).
2) Copies of the court order stating who may or may not take custody of the child(ren).
3) Dates indicating the effective period of the court order.
13. **Child Abuse Reporting:**
All school district employees are required by Oregon Law, 418.750 to report any incident of suspected child abuse or neglect to the Department of Human Services. When an investigation is deemed appropriate, it is then the responsibility of the Department of Human Services to contact the parents. School districts are required to provide annual training of all school employees “on the prevention and identification of child abuse,” as well as mandatory reporting obligations: training to be made available each year to parents; requires training designed to prevent child abuse be made available each year to students.

14. **Discrimination Complaint and Grievance Procedure:**
The Pleasant Hill School District #1 nondiscrimination policies and grievance procedure can be found in the following district policies:
- AC Nondiscrimination
- AC-AR Discrimination Complaint and Grievance Procedure
- GBA Equal Employment Opportunity
- JB Equal Educational Opportunity

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures:

1. The superintendent has appointed the building principal or assistant principal as the contact person on issues concerning the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues:
   - Devery Stoneberg, Principal, 541-736-0498
   - Pleasant Hill Elementary School, 36386 Highway 58, Pleasant Hill, OR 97455
   - Randy Fisher, Principal, 541-736-0705
   - Pleasant Hill High School, 36386 Highway 58, Pleasant Hill, OR 97455

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VIII, Title IX, or other civil rights or discrimination issues.

3. If the building principal is the subject of the complaint, the individual may file a complaint directly with the superintendent.
   - Tony Scurto, Superintendent, 541-736-0701
   - Pleasant Hill School District 36386 Highway 58, Pleasant Hill, OR 97455

3. If the superintendent is the subject of the complaint, the complaint may be filed with the Board chair.
   - Pleasant Hill Board Chair, 541-746-9646
   - C/O Business Manager, Pleasant Hill School District, 36386 Highway 58
   - Pleasant Hill, OR 97455
15. **Dress Code:**
The Pleasant Hill School District has high expectations for all its students at every grade level. Students at Pleasant Hill Elementary are held to the same guidelines for appropriate dress as are those attending the middle and high school. Students are asked to dress in a manner that will not hinder nor disrupt their learning or the learning of others around them. The following dress is considered inappropriate for school:

1. Anything that is offensive or disruptive due to vulgar language or reference to drugs/alcohol.
2. Garments worn that promotes discrimination, harassment, prejudice or racism.
3. Garments that are dirty, torn, or pose a health or safety hazard.
4. Midriff shirts, see through clothing, shirts with plunging necklines, shirts with spaghetti straps or strapless shirts, baggy pants that expose undergarments, chain wallets or belts.
5. Any garments identified with a membership to a gang.

Students that arrive at school wearing these items will be given other attire to wear over that, which is considered against the dress code. If students refuse to wear the provided clothing, Parent / Guardians will be called to bring the child a change of clothes.

Please keep in mind when assisting your child in selecting their clothing and footwear for the day, all of our students do participate in physical education classes in the multi-purpose room at least twice a week, and a minimum of two recesses a day outside on the playground rain or shine.

We encourage all students to wear the appropriate footwear to school or bring appropriate footwear, so they may fully participate in p.e. classes, as those wearing flip flops or high heels will be asked to sit out due to a safety issue.

16. **Electronic Devices:**

   **Cell Phones:**
   Students may bring cell phones to school for safety reasons, however, the cell phone must remain off, in their backpacks and used only for emergencies with staff permission or to contact their parents before or after school if necessary. Cell phones will be stored in the office for students who text or call without permission from the staff.

   **Other Hand Held Devices:**
   Students should not bring personal items from home. The school is not responsible for toys, electronic devices such as I-Pods, other MP3 players, electronic games, cell phones, cameras or tape recorders. If your child is using one of these items during school, it will be held in the office until the end of the day.

17. **Equal Opportunity:**
Pleasant Hill Elementary promotes nondiscrimination and an environment free of harassment based upon an individual’s race, color, religion, sex, national origin, disability, marital status, age, sexual orientation, physical characteristic, cultural background, socio-economic status, place of residence in any educational programs, activities or employment. Students are excused from state and/or district required programs or learning activities, when necessary, to accommodate their religious beliefs or special needs/exceptionalities.

USDA and Pleasant Hill School District #1 is an equal opportunity educator and employer.
18. **Family Resource Center:**
The Family Resource Center is a grant funded center on campus to assist Parent / Guardians with securing a variety of services and items. Parent / Guardian classes are also offered in the center throughout the school year. For more information, please contact the office and ask for our FRC Coordinator.

19. **Field Trips:**
Throughout the year classroom teachers coordinate educational off campus experiences to further enhance the learning process. Often, Parent / Guardian volunteers are requested to assist in the supervision of students on these trips. Notify your child’s teacher or the PTO if you are willing to volunteer to chaperone on a field trip by completing the yearly-required background check packet available in the office.

20. **Food at School:**

**Free and Reduced Lunch Program:**
Our school participates in the Free and Reduced Lunch Program. This program provides free or reduced breakfast / lunch to those children who qualify financially. If you feel you may qualify for this program, forms are available by either visiting the district website at www.pleasanthill.k12.or.us, come into the school office or call and we will send an application home for you to fill-out and return to school. You can apply at any time during the year if your financial situation changes. All application information is kept confidential and is used only to determine program eligibility.

**Hot Lunch:**
A nourishing meal is served each day in our cafeteria. Our food services coordinator prepares a main entrée and soup each day for our students to enjoy at lunch. Students order their lunch in the classroom each morning. If your child will be late, arriving after 9:00 a.m., please call our food service coordinator at 736-0490 and order lunch for your child.

Please refer to the lunch menu for a listing of the entrée served each day. In addition, please be aware that your will have an opportunity to make choices from the salad bar of other foods to eat. Your child will need to follow the nutritional guidelines. If you have any questions, please contact the food service coordinator.

If your child has any food allergies, please let our food service coordinator know.

**Peanut Allergy Free Table:**
Some children within our school have a serious allergy to peanuts and/or nuts. In an effort to prevent a severe allergic reaction in the cafeteria, we have instituted a permanent peanut and nut free table at lunch for all grade levels. The peanut and nut-free table is available to any child who has no peanuts, nuts or anything made with nuts, peanuts or their products, as part of their lunch. The table is cleaned with a cloth and labeled bucket to be used only on the peanut/nut free table. The EA’s who supervise the children are to maintain the table peanut and nut free. This includes the omitting of peanut butter, granola bars, chocolate bars, and cookies or brownies with peanuts or nuts in them. If in any doubt a product contains peanuts or nuts, the child will be directed to sit elsewhere in the cafeteria.

**Lunch / Milk Mealtime Accounts:**
Each student has a Mealtime account, which is where all money is deposited to be used to purchase either lunches or milk. We encourage Parent / Guardians to place money in your child’s account monthly or at least weekly if possible. Students will receive a reminder slip when their account balance is getting low. Sometimes children forget to show these reminders to their Parent / Guardians. You may want to mark on your calendar when you place money in your child’s account.
**Lunch Visitors:**
We welcome parents/grandparents to visit and eat lunch. Please check in at the front office and obtain a “VISITOR” badge. You may wait for your child at the entrance to the cafeteria.

**No Lunch Money / Forgotten Lunches**
If a student does not have money for lunch or forgot their lunch at home he/she will be offered a modified lunch. In addition sometimes students choose to receive hot lunch even when they brought cold lunch from home. Please keep in mind we cannot monitor if your child indeed is in need of lunch or is just choosing the hot lunch selection over what is in their lunchbox. Our policy is that no child is turned away from the kitchen. Therefore, if your student says they didn’t bring lunch and want hot lunch, they will be served. You will receive a statement when your child’s account balance is low. If you have questions regarding a statement you received or if you would like to notify the kitchen that you do NOT want your child served hot lunch, please call our food service coordinators at 541-736-0490.

**Volunteer Lunch Helpers:**
Volunteers are needed daily to assist with the serving of lunch. If you are interested in becoming a lunch server on a full time or substitute basis, please contact our food service coordinators in either the kitchen or call 541-736-0490. All food service volunteers must also complete the required district volunteer forms and criminal background check.

**21. Fundraising:**
Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 10 days before the event (#IGDF).

All funds raised or collected by or for school approved student groups will be receipted, deposited and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of supporting the school’s extra curricular activities program. The principal is responsible for administering student activity funds.

**22. Holiday Information:**
During the year, there are a number of holidays, which maybe celebrated at school. We realize that some families do not recognize these days. In order to respect all individual beliefs and to avoid an uncomfortable situation you are encouraged to let the school know your preference. If you plan to bring treats to your child’s classroom, please check with the teacher ahead of time regarding student allergies or other concerns. All treats must be store bought.

**23. Insurance:**
The school offers the option of purchasing school insurance through an outside company not associated with Pleasant Hill School District at a reasonable price. If you are interested in this type of coverage for your child, please pick up a form in the office. We do not carry insurance that covers injury to your child.

**24. Invitations to Parties:**
If your child is having a party and wants to hand out invitations at school, they will need to invite the entire class. If not all the students are being invited, you will have to mail or hand the invitations at other functions.
25. **Library:**
Students will come to the library once a week with their classroom. They are allowed to borrow two books from the library, which they may keep a week. They may return their books and get different books with a pass from their teacher.

Students will be held responsible for the items they check out from the library. If books are lost or returned damaged, the student will have to pay a fine. There are no fines for late books, but students will need to return the late items to have library privileges.

26. **Lost and Found:**
All coats, backpacks, and lunch boxes should be labeled with your student’s name. Our lost and found area is located in the cafeteria. The lost and found for small items such as jewelry, watches, etc. is in the office. Items not claimed will be given to a local charity three times a year, at winter break, spring break, and the end-of-the-year. There will be reminders in the newsletter.

27. **Medical Information:**

**Medication dispensed at school:**
If the situation arises where your child requires medication during the school day, a form must be completed and submitted to the office for each specific medication to be dispensed. Medication is only administered at school if it is required to be taken during school hours.

We are required to follow specific rules:

- (1) **Medicine** (prescription OR over-the-counter) **MUST BE brought to school in the original container by a Parent / Guardian, NOT a child.** (If a child brings medicine to school, it CANNOT be administered.)

- (2) Medicine must have the name of the student, name of medication, how the medication is to be given (i.e. orally, topically, etc.), dosage, frequency and special instructions included. What the pharmacy puts on the label includes all of this information. **WE MUST FOLLOW THOSE WRITTEN INSTRUCTIONS.**

- (3) All prescriptions AND over-the-counter medications, including cough drops, must be kept in the office and administered by designated and trained office staff.

PLEASE remember, **children are not to transport ANY medication.** A Parent / Guardian must bring the medication to the school office and fill out a medication form that must be kept on file in our office. Since our office is so busy, medications need to be checked in between 8:00 a.m. and 10:30 or 1:00 - 1:45 daily.

**Nurse Information:**
Our district health clerk services both campuses, under the supervision of an RN. We have several staff members trained in first aid, CPR, epinephrine, and medication dispensing. Please make sure your emergency information stays current on your child’s contact list. We conduct a fall health and vision screening. Please monitor your student’s vaccinations, as the state mandates that all students are current with their age-appropriate shots or they will not be allowed to attend public school.

**Sickness and Infections:**
If your child has had a fever, diarrhea, or vomiting they need to stay home until they are symptom-free, fever free without the use of anti-fever medicines such as Tylenol or Ibuprofen.
If you notice a green, yellow, or brown drainage from anywhere on the body, it may be a sign of possible infection and your child should be kept home until the drainage clears or the child has been on antibiotics for 24 hours.
If your child becomes ill during the school day we will contact you. School policy is to send a child with a fever home.

Our school has a “nit free” policy. Children are not allowed to return to school until all nits have been removed from the hair. The Parent / Guardian/guardian needs to accompany the child to school for a health room check in order to return. This will take place after 8:00 a.m.

28. Parent / Guardian Involvement Opportunities:

Site Council:
Site Councils are the school-based teams responsible for working together to make decisions for our learning community. Site council generally focuses on issues such as policy change, grants, school improvement, curriculum and staff development. Site councils are composed of the school principal, teachers, support staff, parent / guardians, and in some cases, students and community members. If you would like to know more information about Site Council, please call the building principal.

Newsletters:
School newsletters are distributed on a regular basis. The most popular means of communication is e-mail. Only families that indicate they prefer a hard copy of communications will receive printed copies. This helps Pleasant Hill Elementary conserve paper and printing resources. If you are not receiving newsletters by e-mail and would like to, please provide the office with your e-mail address.

Open House / Parent Guardian Night:
Open house is held each year during the month of September. This is an opportunity for Parent / Guardians and students to visit the classrooms, sign-up for parent / guardian conferences, and meet other families too.

PTO:
Pleasant Hill Elementary has an amazing history of Parent / Guardian involvement in practically all aspects of the school community. One-way for parent / guardians to support our instructional program and staff is to participate in the PTO. The PTO organizes various fundraisers throughout the year and community building events such spirit days and movie nights. The PTO works with the staff to decide how to best use its funds.

Volunteering:
Volunteers are an integral part of Pleasant Hill Elementary. There are many opportunities to help our children develop and learn. We couldn’t offer all of the learning activities that make our school interesting and fun to attend without the help of wonderful volunteers.

Every volunteer is required to complete the annual volunteer packet; volunteer agreement form and criminal background check form. The background check form must clear before you can volunteer or chaperone field trips. It takes approximately 2 -3 weeks for these forms to be processed. You will be notified by mail you have been approved to volunteer.

All volunteers are asked to enter through the office, sign in and out each day they volunteer and wear a volunteer badge.

Volunteer Guidelines:
- Do sign in at the front office.
• Do wear a volunteer name tag.
• Do arrive on time for your volunteer activities.
• Do call ahead if you are unable to volunteer at your specific day and time.
• Do maintain a professional attitude towards your volunteer activities.
• Do become familiar with classroom policies and practices.
• Do schedule a time with your child’s teacher if you have questions or concerns.
• Do be respectful of staff planning and teaching time.
• Do be respectful of teachers’ personal workspaces and the confidentiality of the materials in their classrooms.
• Turn off or set the ringer to vibrate when volunteering.
• Do keep your personal opinions about others to yourself.
• Do refrain from socializing with other volunteers during your volunteer time in the classroom or commons.

29. Safety:

Accidents and Injuries:
If your child is seriously injured at school, we will contact you immediately (head injuries, etc, or appears to require medical attention). For minor injuries, we will administer routine first aid. Should we be unable to locate you, we will call the emergency numbers on your child’s registration form. Please keep the school informed of any changes regarding emergency care for your child for minor injuries. Please notify the office as soon as your cell, home, or emergency numbers change.

Background Checks:
Parents wanting to volunteer at Pleasant Hill Elementary School, or attend a field trip with their child, must fill out a parent volunteer form annually available in the school office. This will need to be turned in to the elementary office for a background check conducted by the Oregon Department of Education. You will be notified by mail you have been approved to volunteer. This process takes approximately 2-3 weeks.

Drug and Alcohol Prevention:
The district will not tolerate the possession, sale, use or influence of alcohol, tobacco and other illegal and harmful drugs in the schools, on school property, on a school bus or while participating in any school-sponsored activity, whether on school property or at sites off of school property.

Age appropriate alcohol / drug prevention curriculum is provided for all students in grades K-12 as a part of the health education curriculum.

Emergency Drills:
We conduct a fire drill every month as well as earthquake and lockdown drills every other quarter. If you are on campus volunteering, dropping off or picking up your student at the time a drill is being conducted, please comply with any/all staff members’ directions until the all clear is given.

Harassment and/or Bullying:
Harassment of any kind: bullying, hazing, severe teasing, intimidation, and/or threats by staff, students or third parties is strictly prohibited and will not be tolerated on any campus, during school hours or during any event or activity.
Harassment includes but is not limited to any act, which subjects an individual or group to unwanted, abusive behavior of a nonverbal, oral, written or physical nature on the basis of age, sex, race, religion, national origin, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status or geographic location.

Bullying is disrespectful unwanted, aggressive behavior that is persistent, occurring repeatedly over time, not a one-time incident. Examples of these persistent disrespectful behaviors are name calling, teasing, continuously pushing or constantly poking another student by the same student repeatedly over time.

Sexual harassment includes but is not limited to any act, which subjects an individual or group to unwanted sexual advances, requests of sexual favors, and/or any other nonverbal, oral, written, or physical behavior of a sexual nature.

Intimidation/threats includes but is not limited to any threat or act intended to tamper, damage, or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious injury on the basis of age, sex, race, religion, national origin, disability, marital status, sexual orientation, physical characteristics, cultural background, socioeconomic status, or geographical location.

All complaints regarding harassment (see types above) shall be reported to the principal who will promptly investigate the complaint and issue a reply within five days of receiving a written complaint. If the reply is not acceptable to the complainant, he/she may file a formal complaint following district policy KL. All complaints will be handled confidentially.

**Bully Prevention Curriculum:**

Every fall teachers and staff spend the first week of school reviewing our Bully Prevention Program, developed at the University of Oregon, with our students. Then throughout the year we review and reinforce this curriculum within the classroom and at Billie Spirit Assemblies, too.

This program teaches students how to respond if other students are being disrespectful and/or bullying other students. Our staff has also been taught how to respond if students engage in disrespectful, bullying, behavior and can even be unsafe.

Students are taught bullying is disrespectful unwanted, aggressive behavior that is persistent, occurring repeatedly over time, not a one-time incident. Examples of these persistent disrespectful, bullying, behaviors are name calling, teasing, continuously pushing, poking or threatening another student. Students are also taught that it is not an accidental bump from a peer or a peer declining to play with them. In addition, we also work with students to practice the golden rule, “If you can’t say something nice to a peer, say nothing at all.”

The three steps are:

1. **STOP**— All students are taught the “Stop” signal, putting up a flat hand, and to use a firm voice to say, “STOP.”
2. **WALK**— Sometimes, even when students tell others to “stop”, the problem behavior will continue. When this happens, students are to "walk away" from the problem behavior.
3. **TALK**— report problems to an adult if the disrespectful behavior does not stop or a student is in danger such as falling on the playground or fighting.

The biggest obstacle we have in dealing with bullying is that we don’t know about it soon enough. Therefore, if your child is feeling hurt, angry or unsafe it is important for your child to talk with an adult about those feelings. If your child tells you that someone is hurting them emotionally or physically, please bring your child to school and let him / her tell those feelings to his / her teacher or principal. This teaches your child that there is a safe person at school that he / she can talk to if something happens in the classroom or at recess.
**Recess and Lunch Supervision:**
All children are expected to participate in outside recess. If it is raining students play either under our covered play shed or be allowed in the cafeteria or gym. During cold weather children should have adequate clothing to keep warm outdoors. If your child has a chronic or severe health problem requiring them to stay in, please obtain a doctor’s note and send to school. We will make arrangements for children with these special considerations to have an alternate recess.

**Skateboard and Rollerblades:**
For the protection of students and school property, the district liability insurance specifically requires that skateboarding and rollerblading be prohibited from school property. Students who bring skateboards or rollerblades to school will be requested to leave the items in the office.

**30. Special Programs:**

**Special Education:**
Pleasant Hill Elementary seeks to provide a safe and fully accessible campus. Persons having requests for special needs or physical accommodations should contact the school at least 48 hours prior to the activity. Inquiries about the Special Education programs are best addressed to the District Director of Special Education: Mr. Thad Holub, Pleasant Hill Elementary School, 36386 Highway 58, Pleasant Hill, Or, 97455, (541) 736-0706.

**TAG:**
Identification of Talented and Gifted Students
In order to serve academically talented and gifted students, including talented and gifted students from such special populations as cultural and ethnic minorities, the disadvantaged, the underachieving gifted and disabled learners, the district will identify students based on:
1. Behavior, learning and/or performance information;
2. A nationally standardized mental ability test for assistance in identifying intellectually gifted students;
3. A national standardized achievement test for assistance in identifying academically talented students.
Identified students shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

**Title I:**
Pleasant Hill Elementary School receives Title I funding. Title I is a federal program that provides resources to schools in areas of economic need. ESEA (Elementary Secondary Educational Act) focuses on schools that receive Title I funding.

Under ESEA, every school receiving Title I money is required to notify parents of their rights to request and receive the following information from the school:
Professional qualifications of your child’s teacher(s) including degrees and certifications held and whether the teacher is certified in the area he/she is teaching. In addition, whether or not your child is receiving instruction by a paraprofessional, and if he / she is highly qualified. This applies to all instructional staff in the school, not just those paid with Title I funds.

The status of your child’s school should it be classified as being in the school improvement. Title I schools that
do not meet AYP (Adequate Yearly Progress) for at least two years in a row may be required to offer students public school choice within the district or tutoring. Schools that continue to be identified for improvement may be listed for corrective action. Our Title I schools have met AYP and we are not in any kind of improvement status.

Of your child’s achievement level on Oregon Statewide testing. If your child has been assigned or taught for at least four consecutive weeks by a teacher who does not meet the highly qualified definition. Also, your right to be involved in the planning and implementation of our parent involvement program in our school.

We are proud of our schools and staff and are happy to provide you with this information in a timely manner, upon your request. We look forward to the school year and hope that you will help us foster strong parent involvement and communication by contacting teachers and staff at your school who can help you and your student experience success. If you have specific questions about this notification, please contact your school’s principal. If you have any additional questions about ESEA and its impact on schools, please contact Devery Stoneberg, Federal Programs Administrator for Pleasant Hill School District at 541-736-0400.

31. **Student Records:**

The information contained below shall serve as the district’s annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

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

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

- Full legal name of student
- Name and address of educational agency or institution
- Student birth date and place of birth; Name of parent/guardian
- Date of entry into school
- Name of school previously attended
- Course of study and marks received
- Data documenting a student’s progress toward the achievement of state standards and must include a student’s Oregon State Assessment results
- Credits earned
- Attendance
- Date of withdrawal from school

32. **Technology Usage:**

Pleasant Hill School District provides students with access to technology resources for educational use. Technology resources include computer equipment and programs, Internet access, projection equipment, I-Pads, printers, scanners, digital cameras, etc. They will use this equipment to practice and strengthen skills, write stories and articles, illustrate work, develop multimedia projects. As a result of these experiences, they should develop an understanding of technology as tools through which they can complete tasks.

When using technology resources, the student should:
• Keep password and personal information private to prevent unauthorized use.
• Use the various technology resources appropriately, for school related purposes only.
• Navigate to Internet sites that are relevant to the topic being researched, school related and teacher authorized.
• Inform a teacher if district computer settings have been altered.
• Follow copyright laws and restrictions and always cite research sources when using information from the internet.
• Keep food or drink away from the computers and electronic devices.
• Take care to avoid damaging / modifying technology tools.
• Avoid wasting resources by only printing the necessary information.
• If an appropriate site is accessed by mistake, inform the teacher immediately.
• Use technology tools with teacher / staff supervision.

Students may not use technology resources, including those personally owned for:
• Personal mail, gaming or social media sites not related to the completion of a classroom assignment.
• Accessing sites or services blocked by the district.
• Accessing inappropriate sites.
• Using other people’s passwords or log-in information.
• Downloading copyrighted software and programs without proper license or payment.
• Cyber bullying, illegal or malicious purposes.
• Disclosing contact or personal information about other students.
• Publicly posting or reviewing publicly posted information that defames or degrades other students or staff that might reasonably be considered offensive by other students and staff.

33. **Toys from Home:**
A student’s own toys are to be left at home, except for a specific purpose such as sharing with teacher’s permission. **Items to be shared should be brought to school in backpacks.** Toy plastic or fake weapons are not to be brought to school and can result in disciplinary consequences.

34. **Treats in the Classroom:**
If you would like to bring treats we ask that you let the teacher know at least 24 hours in advance. The Health Department requires that any snacks served to students at school be purchased from a licensed bakery or store. **Home baked goods are not allowed to be served to students.**

35. **Visitors / Volunteering:**
All visitors must report directly to the office upon arriving on our campus regardless of the reason for the visit. Parent / Guardians are welcome and encouraged to visit. **To help us maintain a safe and productive learning environment, please help us with the following:**

• Prearrange all classroom visitations and volunteering times with the classroom teacher to avoid schedule conflicts and minimize disruptions to the learning environment.
• If you wish to talk to the teacher about a concern or question, please request a phone or in-person conference rather than talking to the teacher during instructional or teacher planning time.
• All visitors must check in at the office and inform the office of their purpose.
• All visitors and volunteers must wear a visitor or volunteer badge at all times. These are available in our school office.

Please inform teachers in advance, so they can plan for your visit. All visitors / volunteers must check in at the school office upon arriving on campus and pick up badge during school hours.
**Student Visitors:**
Students not attending Pleasant Hill Elementary School will not be allowed to visit during school hours. This presents additional burdens to the teachers and the school.

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**Visiting the Classrooms:**
We encourage Parent / Guardians to visit classes so they can experience the learning environment and activities of their child. As Parent / Guardians, you are welcome at any time in your child’s classes; however, we do ask that you let the teacher know in advance of your visit if at all possible.