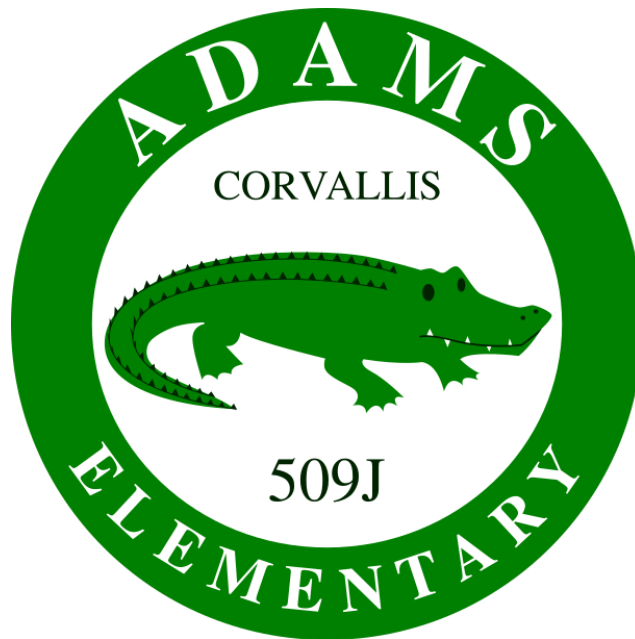


Student-Parent Handbook



Adams Elementary School

1615 S.W. 35th

Corvallis, OR 97333

(541) 757-5938 (Fax) 757-4586

www.csd509j.net/adams/

Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

District Title II Contact – Amy Lesan, Student Services, 541-757-5863

District Title IX Contact – Jennifer Duvall, Human Resources, 541-757-5840

District 504 Contact – Rynda Gregory, Student Services, 541-757-4433

The address of the above contacts is 1555 SW 35th Street, Corvallis, Oregon 97333



ADAMS SCHOOL MISSION STATEMENT

“Within our caring community we seek to create an environment that empowers students to become lifelong learners who are compassionate and contributing members of our world community.”

ADAMS SCHOOL BELIEFS

In order for Adams' Alligators to have a safe and caring environment at school, students and staff:

- make our school safe for everyone*
- are respectful to one another and our environment*
- are responsible for our own actions*

ADAMS SCHOOL VISION STATEMENT

Adams students will demonstrate a zest for learning. They will be safe, respectful & responsible, contributing to their community.



ADAMS ELEMENTARY SCHOOL
STUDENT-PARENT HANDBOOK

Dear Adams Families,

On behalf of all the Adams School staff, I welcome you to another school year. We look forward to working with you and your children and hope that we will be seeing you at our school throughout the year. Please remember that you are always welcome at Adams! Join your child for lunch, volunteer in the classroom or sign-up to help with school activities. It is important for your son or daughter to know that you are interested and involved in his or her learning, and we can always use your help.

The Adams Parent Teacher group (APT) offers many opportunities for parent involvement. Social functions, fundraising events and business meetings will be held throughout the year. Please plan on attending our APT meetings to stay informed, help plan upcoming events and support Adams students.

This handbook includes information about the daily operations of our school and general district procedures. Please help your child become familiar with this information.

If you have any questions or concerns, please feel free to call me at 757-5938. I look forward to a great school year.

Sincerely,

Byron Bethards, Principal
and the Adams School Staff

ADAMS SCHOOL STAFF

Byron Bethards, Principal
Nancy Zook, Office Manager

PRIMARY GRADE TEACHERS

Laura Davis	Room 3
Laura Lashley	Room 8
Irene Sussman	Room 6
Becca Blum	Room 1
Claudia Raleigh	Room 1
Cindy Taylor	Room 7
Margie McShane	Room 4
Debbie Macbeth	Room 9
Jennifer Rodriguez	Room 5

INTERMEDIATE GRADE TEACHERS

Gerhard Behrens	Room 15
Hattie Muir	Room 19
Susan Reeves	Room 17
Connie Ash	Room 12
Nathan Harris	Room 13
Tracey Fischer	Room 20
David Abrams	Room 18
Joseph Williams	Room 16

RESOURCE STAFF

Art – Rachael Sanders	Room 11
ELD – Laura Rathja	Room 24
LRC – Cody Hansen	Room 10
Music – Stephanie McCormick	Mod # 21
PE – Tyler Phillips	GYM
Kate Stone	
RTI Coach – Chris Hawkins	Room 10
Instructional Coach – Claudia Raleigh	Room 10
Speech- Megan Postelwait	Room 10
Counseling – Leonne Bannister	Office

SUPPORT STAFF

Behavioral Support
Library Assistant
Office Assistant
Student Center

Theresa Dawley
LouAnne Greig
Kris Rondeau
Bernadette Brew
Sheri Dearing
Khalida Daod
Alana Hogrebe
Debie Hood
Steve Jones
Brett Locey
Julie Monk
Lynn Roylance
Mary Spain
Kelly Thurman
Teresa Walters
Ben Hays

Technology Assistant

CUSTODIAL

Campus Steward - Kevin Meyer
Afternoon Custodian - Elaine Styles

FOOD SERVICE

Deidra Lairson
Teresa Walters (breakfast)

DISTRICT ADMINISTRATIVE STAFF

Superintendent's Office

Ryan Noss, Superintendent 541-757-5841
Julie Catala, Executive Assistant 541-757-5841

Teaching and Learning

Kevin Bogatin, Assistant Superintendent 541-766-4857
Kerry Richey, Admin Support 541-757-5724
Rynda Gregory, Coordinator – Secondary Schools 541-757-4433
Amy Lesan, Coordinator – Elementary Schools 541-757-5863

Finance and Operations

Olivia Meyers-Buch, Finance & Operations Director 541-757-5874

Human Resources

Jennifer Duvall, Human Resources Director 541-757-5844

Facilities and Maintenance

Kim Patten, Director 541-757-3853

Food and Nutritional Services

Sharon Gibson, Services Manager 541-757-5867

Technology Services

Rob Singleton, Director 541-757-5921

CORVALLIS SCHOOL BOARD

The primary role of the Corvallis School Board is to establish policies and programs which will promote student learning and prepare students for life after graduation. This is accomplished in partnership with the schools superintendent and district staff who implement policies and programs, and through sound fiscal management of the district's resources. Board members are elected from the district at large to serve a term of four years. The public is welcome to contact them individually using the contact information listed below or as a group by sending an email to: **schoolboard@corvallis.k12.or.us**

Regular meetings are generally held twice a month (on Monday) at 6:30 PM at the school district office, 1555 SW 35th Street.

Information about receiving e-mail updates about School Board announcements and information, how to provide input to the School Board, meeting agendas and minutes as well as the online Board Policy Handbook can be found at the following link:

<https://www.csd509j.net/en-us/districtinformation/schoolboard.aspx>

BOARD MEMBERS

Vincent Adams	541-738-4324	vincent.adams@corvallis.k12.or.us
Judy Ball	541-758-1671	judy.ball@corvallis.k12.or.us
Bill Kemper	541-754-0943	bill.kemper@corvallis.k12.or.us
Alexis McQuillan, Vice Chair	541-230-1342	alexis.mcquillan@corvallis.k12.or.us
Chris Rochester, Chair	541-224-1880	chris.rochester@corvallis.k12.or.us
Tom Sauret	541-758-2244	tom.sauret@corvallis.k12.or.us
Scott Newsham	703-855-1637	scott.newsham@corvallis.k12.or.us

ADAMS PARENT - TEACHER (APT) ORGANIZATION

APT is the parent organization at Adams Elementary School. This organization is comprised of parents of enrolled Adams students and staff currently employed at Adams School. All current parents and Adams Staff members are full voting members.

APT EXISTS:

- To promote mutual understanding between parents and staff
- To provide good will between the school and the community
- To provide volunteers for Adams programs and activities
- To provide extra funds in support of Adams Elementary goals and objectives

2016-2017 Officers

Co-Chairs

Leslie Pannebaker
Mandy Gottlieb

Secretary

Cami Chatterton

Treasurer

Rachel Roberts

Treasurer Team

Prue Ruby
Michelle Zahn

Scrip Coordinator

Becky Dubrasich

Room Parent Coordinator

Tracy Maynard Room

Volunteer Coordinators

Tracy Lengwin
Rachel Lassiter

Want to get involved?

Come join us at a meeting or volunteer for one of the many community building events throughout the year. Information about meetings and up-coming events will be posted on the Adams School website as well as in the weekly *Alligator Bite*.

General Information and Procedures

“The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures, and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained may be superseded by Board policy, administrative regulation, or negotiated agreement.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice. Copies of the district’s extensive Student/Parent Handbook are available at your school office or on the district web site at www.csd509j.net.”

ABSENCES

Parents are requested to **call the school office** by 8:30 AM anytime their child will be absent from school. We will routinely call home if the child's absence has not been explained. If a communicable disease caused an absence, a release from the attending physician may be required upon return to school.

Requests for homework (to be picked up after school) need to be submitted before 8:30 AM on the day of the absence by e-mailing the teacher. The school will cooperate within reason to provide make-up assignments for work assigned during a student's excused absence, but no teacher is obligated to assume the burden of such work.

Examples of excused absences or tardiness include: illness or health-related issues, bereavement, religious instruction, family emergencies, medical/dental appointments, or events that have been pre-approved by the principal or designated staff.

Examples of unexcused absences or tardiness include: sleeping in, refusal to attend school or participate in classroom activities, babysitting, non-emergency in family and excessive illness as determined by the principal. At times, the administrator will not excuse absences/tardies even if the parent has called or sent a note explaining the absence/tardy. This occurs when the number of absences or tardies is excessive. Thus, vacations may not be excused if there are many other absences, and a doctor's note may be required if there are many absences due to illness.

WHEN SHOULD I KEEP MY CHILD HOME?

Student Symptoms or Diagnosed Illness:	Student May Return to School When:
Fever greater than 100 degrees (orally)	Temperature below 100 degrees (orally) for a minimum of 24 hours without use of Tylenol or fever-reducing medication
Rash or rash with fever - new or sudden onset	Rash disappears
Vomiting and/or diarrhea	Symptom free for 24 hours
Cough – deep, barking, congested or productive of colored mucous	Symptom free or antibiotics for 48 hours
Pink eye	Call office
Strep Throat diagnosed by a doctor	Antibiotics for 24 hours
Chicken Pox	Excluded from school while rash is present Even with vaccination, symptoms can appear
Head Lice	Call office

AFTER-SCHOOL HOURS

Adams offers free interest based after school clubs on M, T, W & TH from 2:40 pm – 3:30 pm. Information about club offerings and sign-ups will be published in our weekly school newsletter, The Alligator Bite.

After school child care for students in grades K - 5 is available at Adams from 2:40 pm - 6:00 pm Monday – Thursday and 1:40 pm – 6:00 pm on Fridays through the S.T.A.R.S. (Super Time for Academics, Art, Recreation and Sports) program. This program is made possible by a cooperative effort of community agencies. For those students who will be going to the Boys & Girls Club, bus transportation is provided from Adams. Please call 541-757-1909 for more information about either one of these programs.

Unless participating in a structured after school program/activity, students should go directly home upon dismissal. The school is not responsible for the supervision of students on school grounds after 2:45 pm. (Friday – 1:45 pm) unless the student is engaged in a school-sponsored activity.

Every student should have an after school plan on file in the office. This will include a list of all the people that have permission to pick up your child from school. **Your child will not be allowed to leave school with anyone that is not on this list.** We will require a written note in the office for any change in your child's normal after school routine, even if the person is listed the form. We realize that occasionally plans change during the day; in this case, call the office @ 541-757-5938 **by 2:00 pm** so that we can send a message to your child.

BEHAVIOR SUPPORT

Behavior Notes are completed when school staff feels it would be helpful for parents to know about an incident that took place at school or on the bus. These written reports are not part of a student's permanent record. Parents are asked to review the form, discuss the incident with your child, sign the form together and have your child return it to the school the next day.

The Check-In-Check-Out (CICO) Program is a targeted intervention program for students. Theresa Dawley, behavior specialist, is the coordinator for Adams CICO.

BICYCLES, ROLLERBLADES, and SKATEBOARDS

Children who ride a bicycle to school should have a bike lock and use it each day. Riding on the playground, sidewalks, etc., is not permitted. Students should park their bikes in the racks provided.

Skateboards, scooters, wheelies, and rollerblades may be used for transportation to and from school. Riding on the playground, sidewalks, etc. during school hours (7:30-3:30) is not permitted. Skateboards, scooters and rollerblades must be "parked" in the classroom during the day. Improper use of bicycles, skateboards, scooters and rollerblades at school may result in the loss of the privilege of riding them to school. The school is not responsible for damage or theft of these items.

BULLYING

The Corvallis School District is committed to providing a safe, positive learning environment. Hazing, harassment, intimidation, menacing, bullying, or acts of cyber bullying by students is strictly prohibited and will not be tolerated. The school board has adopted specific policies for dealing with bullying. Specific lessons on bullying prevention are taught in elementary and middle schools and our high schools are proactively addressing the unique needs of teens.

For more information about the school district's anti-bullying campaign, visit the district website at www.csd509j.net and click on the anti-bullying campaign link on the right. If you do not have access to the website, we have the information for your review in the school office.

BUS SCHEDULE/REGISTRATION

Students who will be riding the bus to or from school, will need to register online for bus transportation. Registration information and schedules for all schools in the district can be accessed on the school district web site at:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/transportation.aspx>

First Student Bus Company can be reached at 541-752-0174.

CELL PHONES

Students who bring cell phones and other electronic devices to school are required to have them turned off and in their backpack during the school day. The district is not responsible for loss, theft, or damage to personal electronic devices brought on district property or school-sponsored events.

CLASS AND GRADE ASSIGNMENT

The principal, with input from teachers and parents, will assign pupils to grades and teachers. Every effort will be made to provide the best program for the child and to balance classes.

COMPUTER NETWORK & INTERNET USE

The School Board has adopted the *509J Board Internet Policy*, which defines both the purpose of providing Internet access at our schools and the responsibilities that fall upon the various staff members as a result of providing that access to both students and staff. The policy is available online at: <http://policy.osba.org/corvalli/II/bga%20R%20D1.PDF>

Parents who DO NOT want their child to have access to the internet should fill out a form to prohibit use. These forms are available in the office.

District staff have developed a short document titled *Student Electronic Use Handbook*, which defines the educational purposes of using the district's computer network, including e-mail and Internet. The handbook is included in the District Student/Parent Handbook located in the school office or can be reviewed online at:

<http://www.csd509j.net/en-us/districtinformation/publicationsreports/student-parenthandbook.aspx>

CURRICULUM

Elementary school curriculum is designed to be age appropriate and individually appropriate in order to ensure success throughout a student's schooling. In addition, students may be provided opportunities for enrichment through experiences in vocal music, performing arts, art, science and physical education.

Students with special needs are served through the Student Center or through other programs conducted by highly trained specialists. Students identified as talented and gifted are served through differentiated curriculum and instruction that is provided in the regular classroom.

If a parent wishes a child excused from any aspect of the curriculum unit on human reproduction or AIDS education, the request will be honored. Forms are available in the school offices for such requests. Parents may preview any materials that may be used for instruction. Parents will be notified as to when this health unit on human reproduction will be taught.

More information on curriculum can be found at:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/instructionalservices/curriculum.aspx>

DAILY SCHEDULE, Monday through Thursday

7:40	Early AM Drop Off (if needed)
7:45	Homework Club in Library
7:45	Breakfast Served in the Gym
8:05	Classrooms Open
8:15	Classes Begin
9:45 - 10:05	Morning Recess
11:45-12:25	Grades K, 1 & 2 Lunch & Recess
11:45-12:25	Grades 3, 4 & 5 Recess & Lunch
2:40	Dismissal
2:40 – 3:30	After School Clubs
2:40 – 6:00	STARS After School Program

DAILY SCHEDULE, Friday

7:40	Early AM Drop-Off (if needed)
7:45	Homework Club in Library
7:50	Breakfast Served in the Gym
8:05	Classrooms Open
8:15	Classes Begin
9:45 - 10:05	Morning Recess
11:45-12:25	Grades K, 1 & 2 Lunch & Recess
11:45-12:25	Grades 3, 4 & 5 Recess & Lunch
1:40	Early Dismissal (Professional Learning Community time for staff)
1:40 – 6:00	STARS After School Program

DISCIPLINE-SUSPENSION-EXPULSION

Special problems confront administrators and teachers in conducting school programs free from disruption and free from the kinds of distracting behavior that impedes the learning of any student.

School officials may find it necessary to discipline a student or even to remove the student from the formal learning environment for a period of time. Careful attention must be given to procedures and methods whereby due process shall be assured each student. It is recognized that teachers and administrators must have wide prerogative for invoking disciplinary standards and procedures, which assure a climate conducive to learning and safety of life and property.

A copy of the complete document of Standards for Student Conduct and Discipline is available in the Corvallis School District Student/Parent Handbook upon request from any school office.

Adams School has identified the following specific inappropriate behaviors and possible consequences.

Inappropriate Behaviors:

- Aggressive defiance towards an adult.
- Intentional physical violence toward another.
- Possession of a weapon or illegal drug (includes pocket knives, toys & replicas).
- Intimidation (threats to seriously hurt another person).

Possible Consequences:

- Disciplinary action will be taken and a suspension may be given to the student.
- Each case will be evaluated individually to determine the length of in-school or out-of-school suspension
- Parents will need to come to school with their child to meet with the principal (or the principal's representative) and the others involved before the child is readmitted to school.
- Parents may need to attend school with their child.

DRESS AND GROOMING

The goal of our school dress code is to balance the need for maintaining a learning-focused environment with an awareness that students are unique individuals. With that in mind, we follow our school beliefs regarding dress.

Safe:

Dress and grooming shall be in keeping with health, sanitary & safety practices.

Respect:

Clothing should not portray inappropriate language or symbols nor show disrespect to others.
Clothing should be modest, with no visible undergarments showing. Clothing should completely cover the student's back and abdomen. A good guideline for length (shorts, skirts or dresses) is at least fingertip or mid-thigh.
Hats, caps, scarves or hoods should be worn outside only.

Responsible:

Clothing should allow for full participation in all school activities.
Students should dress appropriately for the day's weather in order to participate in recess and outdoor PE classes.
Make-up, hair dyes, etc. should be saved for dress-up days or special events.

Students in violation of the guidelines listed above will be asked to do one of the following:

Student may change into clothes from the office or call for clothing to be brought from home.
Student turns clothing inside out (to conceal inappropriate message/design).

FRIDAY E-FOLDER

Our Corvallis School District [uses the Friday E-Folder](#) for sharing fliers from our community partners. Most (if not all) fliers from community partners will be shared electronically on our district website. Each week I will include this link so you are able to see the different community activities that could be available: <http://www.csd509j.net/en-us/parents.aspx>.

EQUAL EDUCATION OPPORTUNITY STATEMENT

Corvallis School District 509J values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy for the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

District Title II Contact – Amy Lesan, Student Services, 541-757-5863
District Title IX Contact – Jennifer Duvall, Human Resources, 541-757-5840
District 504 Contact – Rynda Gregory, Student Services, 541-757-4433

The address of the above contacts is 1555 SW 35th Street, Corvallis, OR 97333

EMERGENCY PROCEDURES

Student safety is a top priority in our district. Each school has an emergency plan and teachers, administrators, staff and students are regularly trained to implement these plans.

Whenever there is an emergency situation that impacts our schools, information will be posted on the following website:
<http://www.csd509j.net/en-us/districtinformation/emergencyinformation.aspx>

In addition, an initial emergency alert will be posted on the CSD 509j Home Page above the News and Announcements section and will include a link to pages with relevant information (i.e. snow bus routes when school is delayed because of inclement weather). <http://www.csd509j.net/>

Other Methods of Emergency/Closure Notification

Local Media

Local media will be notified of any school closures or emergency situations that would affect students' usual routines. A complete list of media outlets which may provide emergency announcements can be found at:
<http://www.csd509j.net/en-us/districtinformation/emergencyinformation/localmediaoutlets.aspx>

FlashAlert

The district uses FlashAlert as one means of announcing emergency messages. This website gives you access to emergency messages such as breaking news or snow closure information, as well as news releases from participating organizations in several area states. Registration is free and there is an option to receive information as an e-mail and/or cell phone text message.

<http://www.csd509j.net/en-us/districtinformation/emergencyinformation/flashalert.aspx>

Linn-Benton Alert

Linn-Benton ALERT is a mass notification system that allows public safety officials to provide rapid notifications of emergencies, evacuations and other urgent events to Linn and Benton County residents. In signing up, you choose how and where to receive alerts, including your cell, home, and/or work phone; by e-mail, text messages, or TTY (hearing impaired devices); and more.

https://ww2.everbridge.net/citizen/EverbridgeGateway.action?body=home&gis_alias_id=240741

Emergency Calling System

In addition, an automated calling system may be used for school closures and emergencies. This method of contacting families is in addition to the methods mentioned above and should not be relied upon as a sole source of information. In the event of school closures due to inclement weather, calls to home phone numbers will begin at 5:30 a.m.

If school closes during the school day, the daytime numbers listed on student registration cards will be used. *If you wish to opt out of this calling system, please notify the school district office at 541-757-5811.*

FIELD TRIPS

Parents must give permission for their child to participate in field trips. Parents will be notified of every field trip prior to its occurrence. Field trips are well supervised and are an excellent opportunity for parent involvement. Teachers schedule field trips to provide learning experiences that will support student learning. Participation by students in field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations. **Scholarship money is always available for field trips that have a fee.**

FIRE, EVACUATION, EARTHQUAKE, LOCKDOWN and LOCKOUT DRILLS

Fire and Evacuation drills will be held once each school month, earthquake drills twice yearly and lockdown/lockout at least once a year. These drills allow students to practice leaving the building in the shortest possible time and without confusion or panic.

All volunteers and visitors are required to evacuate the building with students and staff and proceed to your child's assigned area.

FLAG DISPLAYS AND SALUTES

A United States flag and an Oregon flag shall be displayed on or near each school building during school hours, except in unsuitable weather and at such other times as the Board deems proper. Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the United States flag at least once each week by reciting *The Pledge of Allegiance*. A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests, or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute may stand or sit and must maintain a respectful silence during the salute.

FUNDRAISING

Our school district policy requires that principals approve fund-raising drives for school-connected activities and organizations. Anyone or any organization wishing to raise funds must first obtain administrative approval based on the objectives for fund expenditure. Any money raised by donation or solicitation by such organizations will remain the property of the school and be appropriately accounted for following district guidelines.

HIGH SCHOOL GRADUATION REQUIREMENTS

Elementary and K-8 Schools: Looking Ahead (information provided by District Office)

It's not too early to start thinking about your child's graduation from high school. The State of Oregon has adopted new, tougher graduation requirements to help students better prepare for college or the workplace. Detailed information about the new graduation requirements and diploma options is available through your school office or on the district Web site at

<http://www.csd509j.net/en-us/students/graduationrequirements.aspx>

HOMEWORK

Each teacher has a homework policy that is communicated to the parents and students. Homework is an extension of classroom activities and is meant to reinforce work that has already been presented. If parents detect that their children are experiencing undue difficulty with homework, they are asked to contact the classroom teacher.

ILLNESS OR INJURY

Parents will be notified in case of any serious illness or injury of their child. In case of an emergency when parents cannot be contacted, the principal will take whatever action is deemed reasonable and necessary. Should your phone number or your emergency contacts change during the school year, please notify the school of the new number immediately. Please check your home and/or work answering machine periodically in case the school is trying to reach you.

IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a Vaccine Education Certificate of Completion, for students who should not be immunized for medical or religious reasons. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements.

INSURANCE

The school supplies applications for accident and dental insurance. The school is NOT the agent and only provides it as an optional service to parents.

LISTSERV

Adams uses Listserv to electronically send out our *Alligator Bite* as well as timely reminders of events. All families are initially added to our school Listserv at the beginning of the school year or upon enrolling at Adams. If you change your email address or would like to be deleted from the list, please let the office know.

All items that are posted to the listserv are done by the office staff and must be approved by the school district, school or be APT related.

The Corvallis School District 509J has a listserv that will be used for district wide events/activities. If you are interested in joining this listserv go to:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/technology/listserv.aspx>

LOST AND FOUND ITEMS

Unclaimed coats, backpacks, lunch boxes, etc. are placed in the primary hall. Small items such as jewelry, headbands and keys are kept in the office. Twice a year, we send many unclaimed items to a local charity. **Please label your child's belongings, especially coats, backpacks and lunch boxes at the beginning of the school year.**

LUNCH AND BREAKFAST PROGRAMS

Students may purchase breakfast and lunch. Breakfast is offered to students in elementary schools because we recognize the importance of this meal for good health and better classroom performance.

Free & Reduced-Price Meals – Free or Reduced-price meals are available for families meeting federal income guidelines. Applications are available in any school office throughout the year as well as online. All applications are processed centrally at the District Food Service office and are completely confidential. Turnaround time is approximately 1-2 days. *Please remember that approval for free/reduced meals only applies to complete breakfasts and lunches. Purchasing “a la carte” items such as “milk only” are not covered by the federal program and will be charged at the full price to your child’s food account.*

Corvallis School District Food Service offers parents an online payment option to add money to their children’s school lunch accounts. PayForIt (PFI) is a Secure Online Payment system which enables parents to deposit money to student meal account quickly and easily online. Payments can be made by credit/debit card 24 hours a day, 7 days a week at your convenience. Parents can monitor all their students’ meal account balances and choose which ones to add money to. Sign up by logging on to: www.payforit.net and select the “Sign Up” option from the menu. The screens will guide you through the process to establish your account.

(Lunch and Breakfast Programs continued)

If paying by cash or check, please send cash (in an envelope) or checks made payable to Adams School, indicating your student's name. Charging meals is discouraged except in cases of emergency. When your child's meal account is low, a reminder notice will be emailed home. You may also check your child's meal account balance through the following link:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/foodservices/mealaccountbalanceinquiry.aspx>

2016-2017 Meal Prices

Elementary Breakfast	\$1.50
Elementary Lunch (includes milk)	\$2.50
Adult Breakfast	\$2.25
Adult Lunch	\$3.50
Milk only.....	\$.50

MEDIA ACCESS

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. The building principal is authorized to grant permission and set parameters for media access to students at Adams. All media representatives must check in at the office when entering school grounds during regular school hours.

The media may interview and photograph students involved in instructional programs and school activities. Information obtained by the media directly from students does not require parent approval before publication. Therefore, parents who do not want their student interviewed or photographed by the media must report this to the school. They should also inform their child accordingly. For more information refer to the Corvallis School District Student/Parent Handbook.

MEDICATION

State law forbids school staff members from administering medication to a student without proper authorization. Authorization must be given in writing by the parent/guardian for the administration of **all medications** (including cough drops, eye drops, ointments, etc.). Chapstick or lip balm may be kept in your child's backpack to be used as needed. If your child needs to take medication at school, you must complete and return a Medication Authorization and Administration Form to the school office. The form is available on our school website: <http://schools.csd509j.net/adams/> All medication to be taken by the student while at school (including over-the-counter products such as: cough drops, eye drops, lotions etc.) must be delivered to the school office by the parent and remain in the office for safe keeping. **All medication must be in the original container.**

Prescription medication must have the pharmacy label with the child's name, medication name, dosage, instruction, doctor's name and prescription date attached.

Any medications to be administered at school must be in the original container/package with attached prescription and turned in to office personnel by the parent or guardian with a completed medication authorization form. A new form must be completed any time the prescription # or dosage changes. The forms are available in the office.

PARENT VISITATION AND VOLUNTEERS

Parents are welcome to visit our school. There are numerous open houses, curriculum programs, coffees and other "special" events for which you will receive invitations. Also, you are welcome to visit your child's classroom. Please make prior arrangements with the classroom teacher when visiting. For protection of the children, all visitors and volunteers must sign in at the main office upon arrival and wear a volunteer/visitor badge while on school property.

We welcome volunteers at Adams! Many of our teachers utilize parents and grandparents, capitalizing on their interests and expertise in particular areas. If you would like to work with children, you are encouraged to contact your child's teacher or the school office, who may arrange for use of your services. All volunteers must complete an online background check/application with the district every two years and adhere to the procedures outlined in 509J Board Policy 9400. The approval process may take up to two weeks, so planning ahead is recommended.

<https://www.helpcounterweb.com/welcome/apply.php?district=corvallis>

Volunteers are expected to maintain confidentiality regarding achievement and behavior of any children they work with at school.

PERSONAL ITEMS BROUGHT TO SCHOOL

Please consider carefully and be aware of the items your child brings to school from home. Expensive items, toys, and keepsakes of sentimental value should be left at home. If special circumstances require a student to bring important possessions of substantial cost to school, these items can be safe guarded by leaving them in the office during the school day. Otherwise, they are the sole responsibility of the student.

PROGRESS REPORTS

Written student progress reports will be issued mid-year and at the end of the school year in June. In addition, the teacher will schedule a fall and spring conference. Either parent or teacher may initiate additional conferences throughout the year as the need arises.

RELEASING STUDENTS FROM SCHOOL

When parents request that their child be released during the school day, a **note must be sent** to the office and teacher - giving the date and time the student is to be dismissed. As a safety measure, the child must check in or out in the office whenever they arrive late or leave early.

SAFETY PATROL

Adams School Safety Patrol serves at the crosswalk in front of the school and at 35th street to help children cross safely. An adult crossing guard works with student Safety Patrol members. Children must wait quietly behind the patrol flags and cross only on signal from a patrol member.

All children who must cross 35th Street anywhere between Country Club Drive and Highway 20-34 are to cross at the crosswalk in front of the school where the Safety Patrol can assist in a safe crossing.

SCHOOL ARRIVAL AND DEPARTURE

The school is open for students and parents at 8:05 am. The gym will be open at 7:40 am for early arrival students participating in the breakfast program. After school, student should go directly home upon dismissal, unless engaged in a school-supervised activity.

If children are to be picked up by car after school instead of walking or riding the bus, they need to wait for rides along the brick wall near the entry. Drivers are encouraged to park in the district office parking lot and walk to the main entry area of the school to meet and walk children to their cars using the crosswalks. It is extremely confusing and dangerous for children to walk alone through the congestion created by both moving and waiting vehicles in the school drive at dismissal time. **Parking in the fire lane or double-parking in front of the school is prohibited.**

SCHOOL CONCERNS

When a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly with the staff member involved. It's best to schedule a regular meeting to state the problem clearly and identify possible solutions. If the situation is not resolved, the next proper recourse is consulting with the principal. We would appreciate cooperation from all parents regarding this procedure.

SCHOOL PICTURES

As a service to parents, the schools provide an opportunity for students to have their pictures taken by a professional photographer. Individual and class photos are available. Notices and instructions will be sent home. The SCHOOL IS NOT THE AGENT in this endeavor and the service is strictly optional. Any questions or problems should be directed to the company, NOT to the school.

SECTION 504

Section 504 of the Rehabilitation Act prohibits school districts to discriminate against persons with disabilities – including students, district patrons and staff members. Section 504 protects all qualified students with disabilities; defined as those having any physical or mental impairment that substantially limits one or more major life activity. Life activities include; walking, breathing, hearing, speaking, self-care, manual tasks, seeing, learning, working. Section 504 requires that qualified persons with disabilities be provided access to educational opportunity as commensurate with non- disabled persons.

A student, district patron, or school staff with an American with Disabilities Act – Section 504 – concern should contact the Principal or school office. Copies of the Parent/Student Rights in Identification, Evaluation and Placement form are available in the office.

SECURITY and VISITORS

For the safety of your children, all doors, except for those at the front entrance, will be locked during school hours. If you visit the school during the day, please check in at the office, sign in on the computer located on the front desk, and wear a visitor's nametag.

SPECIAL SERVICES

The school district offers special programs for students with specific needs. If you would like more information, you should contact the building administrator or special education teacher. These services may include assistance with:

- special programs for developmentally disabled
- identified specific learning disabilities
- speech and hearing
- health services
- home teachers
- physical and occupational therapy
- social/emotional support
- parent study groups

SUPPLIES FOR THE CLASSROOM

Our student supply list is put together with classroom teacher recommendations, but it is optional for families to purchase the supplies. If you need assistance with school supplies or clothing, please let the office know.

STUDENT DIRECTORY

It is the practice of our school to publish directory information. Directory information may include the student's name, address, telephone listing, parents name and email address. Parents of a student have the right to prevent the school from releasing specific directory items or all directory items regarding the student or parent. Those wishing to exercise this option must notify the school in writing within ten days of the beginning of the school year to prevent release.

STUDENT RECORDS

Information regarding the transfer of student records, release of personally identifiable information may be found in the Corvallis School District Student/Parent Handbook, Annual Notice Requirements. The entire Student Records Policy (section 5500) is contained in the District Policy Handbook. This policy may be obtained through the school principal.

STUDENT RESPONSIBILITIES AND BEHAVIOR EXPECTATIONS

In order to have a safe and caring environment at Adams students and staff:

1. **RESPECT** themselves one another and their environment.
2. Take **RESPONSIBILITY** for their actions.
3. Make school **SAFE** for everyone.

Detailed expectations for safety and respect on the playground and in the school are explained in the "Adams School Behavior Matrix" which is available in the school office or from your child's teacher.

STUDENT VISITATIONS

Numerous requests are received from students to have friends their age visit school for a day or so. This occurs most often when other schools are having their winter or spring vacations. We do not honor these requests. Visiting children tend to take teacher time away from attending students.

TELEPHONE

We want to be of assistance to you and your child at all times. However, the telephone is for school business and emergency use. Student use of the phone for purposes other than emergencies will be discouraged. The students are expected to make social arrangements prior to leaving home in the morning.

Please clarify after school transportation plans with your child in the morning before school and send a note to the office informing us of the change.

THREATS AND INTIMIDATION

Any threat to seriously harm another person will be taken seriously no matter the age of the child. Our school has developed guidelines should students threaten to seriously harm another person, and this type of behavior will likely result in an in-school or an out-of-school suspension. Parents of all the children involved will be notified. When deemed appropriate, a report with the Corvallis Police will be filed.

A Student Success Team (SST) will also meet to review the student's behavioral history and determine what additional support should be in place to help the child and preserve school safety. In keeping with our school-wide philosophy of restitution, the student who made the threat or caused harm will develop a plan to "make it better" for the injured student. If your child has concerns about safety at school, please encourage him or her to speak to their teacher or the principal.

TITLE IX

It is the policy of Corvallis School District 509J not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent for Support Services or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D.C.

TRANSPORTATION

Transportation will be provided for students who live more than one mile walking distance from school or in some cases less, if there are safety problems. In accordance with district policy, students are not to get off the bus at points other than their designated stops. Students are not to ride the bus for purposes other than transportation to and from school. Exceptions may be made with the principal's approval of a parent's written request. Students being transported are under the authority of the bus driver. Parents and students will need to complete an online **School Bus Registration Form** each year. The form and route information can be accessed at:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/studenttransportation.aspx>

Rules governing students riding school buses are posted in the bus and are for the safety and welfare of all passengers. Students will:

1. Obey the driver at all times.
2. Not throw objects.
3. Not have in their possession any weapon as defined by Board policy JFCJ—Weapons in the Schools.*
4. Not fight, wrestle or scuffle.*
5. Not stand up and/or move from seats while the bus is in motion.
6. Not extend hands, head, feet or objects from windows or doors.*
7. Not possess matches or other incendiaries and concussion devices.*
8. Use emergency exits only as directed by the driver.*
9. Not damage school property or the personal property of others.*
10. Not threaten or physically harm the driver or other riders.*
11. Not do any disruptive activity which might cause the driver to stop in order to reestablish order.*
12. Not make disrespectful or obscene statements.*
13. Not possess and/or use tobacco, alcohol or illegal drugs.*
14. Not eat or chew gum.
15. Not carry glass containers or other glass objects.
16. Not take onto the bus any objects which might pose safety risks or barriers to safe entry and exit from the bus.
17. Accept assigned seats.
18. Stay away from the bus when it is moving.
19. Be at the bus stop five minutes before the scheduled pick up time.
20. Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

* These regulations, if broken, are SEVERE violations and may have severe consequences because of the threat to the safety of others. Busses are equipped with video cameras and may be used on any school vehicles transporting students to and from curricular and extracurricular activities.

Any questions regarding bus transportation should be addressed to First Student Transit at 541-752-0174.

WEAPONS

Weapons of any kind will not be tolerated at Adams. This includes pocket knives and toys or replicas of weapons. Any student, regardless of age, that brings weapons to school will face serious consequences.

Under state and federal law any student who has a weapon at school or at a school activity will be expelled for not less than one year. (A weapon is anything specifically designed for and capable of causing death or serious physical harm.) The superintendent may modify the expulsion requirement on a case-by-case basis. Similarly, students may not have at school "look-alike weapons" (ones that resemble dangerous or deadly weapons or firearms).

Students who use or threaten to use any device (e.g., a belt, comb, pencil, file, compass, scissors) to cause serious physical harm will be subject to the same kind of disciplinary action.

WELLNESS/NUTRITION

Adams School is committed to following the nutrition and wellness policies of the Corvallis School District. When food is served for snacks or celebration, the district encourages the use of foods that meet nutritional standards. Please check with your classroom teacher for a list of healthy snacks. To learn more about the Corvallis School District's Health and Wellness Council and policies go to the district web page:

<http://www.csd509j.net/en-us/districtinformation/departmentservices/healthwellness.aspx>