

# Riverview School

## Parent/Guardian and Student Handbook 2018-2019

### **School Hours:**

**M,T,Th,Fri** 7:50 a.m. - 2:35 p.m.  
**Wednesday** 7:50 a.m. - 12:35 p.m.



**1011 Mountain River Drive • (541) 451-8451 • Fax: (541) 451-8452  
Transportation (541) 451-8485**

# Riverview CARES

Being a caring person means always doing the right thing.  
Even when no one is watching



## Cooperation

I can work as a team with others.



## Attitude

I can feel glad about school and others.



## Respect

I can use my manners.



## Effort

I can try hard in everything I do.



## Service

I can help others.

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## Visiting and Volunteering at Riverview Elementary

**Welcome! We are glad you are here.** The following procedures are designed to make your visit pleasant and rewarding while maintaining a productive and safe learning environment for students.



Any volunteers (including parents) who meet the following criteria must complete the **background check process** and may not volunteer until the background check clears:

- The volunteer will have contact with students;
- The volunteer has a regular and ongoing assignment at the school;
- The volunteer will be off campus on field trips with students; or
- Any frequent visitor.

### **Background Check Process**

As a visitor/volunteer, please:

1. Submit the Criminal Background Check (every 3 years), found online at: <https://www.helpcounterweb.com/welcome/apply.php?district=lebanon>
2. Fill out the Volunteer Opportunity Application form is available at the School Office (submitted annually).

### **Visitor/Volunteer Expectations**

1. **All parents and visitors are required to sign in at the office** and will be given a visitor's badge to wear. For safety reasons we ask that all parents and visitors **enter and exit the building through the front doors**. All other doors will be locked. Please sign out when you leave.
2. **Arrange your visit ahead of time** so that the teacher can have a place for you and your belongings.
3. We are unable to provide supervision for additional children. **Because of liability issues, lack of space, and the extra burden put on the teacher, we do not allow student visitors to attend class.**
4. You may notice that visits may excite or distract some students during instructional time. Typically a smile or nod and then going about one's business encourages those students to get back on task.
5. When volunteering in classrooms, avoid interrupting a teacher during instructional time. If you have questions or concerns they will be happy to discuss them with you at an agreed upon time.
6. If you observe something that concerns you, please inform the teacher. Also, be aware that discussing a child with someone other than the teacher can violate the child or family's privacy rights.
7. Remain in the cafeteria if you eat lunch with your child. Due to liability and safety reasons, we do not allow parents on the playground during any recesses.
8. Parents may not escort students to class or pick students up from class.
9. If you are thinking of bringing an animal to campus, please contact the office beforehand for a copy of the district policy regarding animals in school buildings. (*Board Policy ING*)

**Thank you for coming to Riverview.**



## ATTENDANCE

### Absences

Student attendance is an important issue for schools and is regulated by Oregon Law and School Board Policy. We expect our students to attend school (and be on time) every day that school is in session, unless excused by the administration of the school.

Oregon Law (ORS 339.065) defines regular attendance as “not including more than eight unexcused half-day absences or the equivalent (4 whole days) in any four week period that school is in session”. If your child has irregular attendance the school will notify you by letter. If he/she continues to show irregular attendance the Linn-Benton Attendance Officer will be notified, which may result in legal proceedings being implemented. We may also refer a student who has had excessive excused absences.

### Excused Absences

In accordance with Lebanon School Board Policy, JED: “The principal will be responsible for assessing and acting upon parental requests for students to be excused.”

Oregon Law (ORS 339.065) states “an absence **may** be excused by a principal...if the absence is caused...by the pupil’s sickness, the sickness of some member of the pupil’s family, or by an emergency”. Absences may be excused on a case-by-case basis for the following reasons:

- medical appointments/procedure
- illness (require doctor note if absent after three consecutive days or chronic attendance concern)
- death in the family
- family emergency
- lice (two days)

**Please note that vacations and trips out of town may not be excused.** Students and families must make prior arrangements. Criteria for pre-arranged absences include the following:

1. History of regular attendance (90% or more).
2. Up to three days unless authorized by administrator.
3. All trips are to be arranged one week in advance.
4. Request **all work** for the time student will be gone.
5. After teacher and parent have signed, please return form to the office for approval.
6. **1<sup>st</sup> day back, student turns in work to teacher.** Teacher reviews and informs administrator of completion.

**Please see the front office for a copy of the Pre-Arranged Absence Form.**

**We require:** a phone call, email or note from a parent/guardian informing us of the date of the absence and the reason for the absence within 48 hours (two days) of the student returning to school. Your assistance is an important ingredient in home/school communication.

### Illness

Every day of school is important to the education of your child, but a child should not be sent to school if they show signs of illness. If your child has had an elevated temperature, please wait until it has been normal for 24 hours before sending them back to school. All students well enough to come to school will be considered well enough to go outside for recess. Please call or send a note with your child when they

return to school, stating the nature of the illness and the date/dates that your child missed school. **A doctor's note will be required for an extended absence due to illness.**

### **Tardiness**

Students are considered tardy if they are not with their class when the bell rings. Tardy students must check in at the office after the 2nd bell to receive an admittance slip before going to class. Please be conscientious about on-time arrival so that students begin their day with the rest of their class.

### **General Process for Attendance and Tardies:**

- School attendance teams meet monthly to review data, make decisions, and adjust supports. Attendance officer checks in with school teams at least monthly.
  - Regular Attendance greater than 90%
  - Strong Attendance greater than 95%
  - Chronic Attendance less than 90%
- Warning letters may be sent home for excessive tardies.
- Step 1: Letters Home
  - First Letter: for eight half-day absences or the equivalent (four whole days) in any four week period that school is in session. A print-off of attendance will be included with the letter.
  - Second Letter (optional): If attendance improved and then relapsed for a second time (eight unexcused half-day absences or the equivalent (four whole days) in any four week period that school is in session), a second attendance letter may be sent home. A print-off of attendance will be included in letter.
- Step 2: Referral
  - For eight unexcused half-day absences or the equivalent (four whole days) in any four week period that school is in session. A print-off of attendance will be included in letter.
- Step 3: Attendance officer contacts family to provide support.
  - Citation warning letter sent from attendance officer.
  - Home visits may be scheduled, as well.
  - Attendance officer and school staff monitor attendance data.
- Step 4: If attendance continues to decline, citation meeting will be scheduled with attendance officer, principal and/or parent/student.
- Step 5: Monitor and repeat Step 4, as needed.

## **BEHAVIOR EXPECTATIONS**

At Lebanon Community School District, we believe in a positive and restorative approach to behavior and discipline.

### **Four Step System for Helping Students Manage Their Own Behavior**

#### **Step 1: Teach & Reteach**

When staff notices that student behavior is inappropriate, they ask students questions regarding the school rules to be sure that the student understands the expectations. If the student does not respond correctly, staff states the rule in a way that can be understood and in a positive manner.

## **Step 2: Classroom/School-wide Intervention** (Document Behaviors - minor/major)

If expectations are still not being followed after it is clear the student understands the rule, a series of classroom/school-wide interventions are used. These interventions are designed to provide immediate feedback to the student about their behavior that is logical to the offense and provides an opportunity for the student to learn how to behave appropriately in the future. The consequence is decided by the adult in charge and is carried out immediately. Classroom/school-wide interventions include but are not limited to: offering help, changing activities, acknowledging someone who is behaving appropriately, providing choice, buddy classrooms, having a private conversation with the students, preferential seating, removal from the activity, using proximity, and a host of other problem-solving activities. Parents are notified of all minor/notice of concern behaviors and interventions either via email, phone call, or Class Dojo messages that take more than a few minutes of staff time.

## **Step 3: Parental Intervention**

If classroom/school-wide interventions do not change behavior, parents will be contacted to enlist additional support. Often, involving parents through phone calls, email, ClassDojo message, and meetings produces the desired result much more effectively than what can be accomplished just as a school. If parents have concerns and would like to request additional supports, please contact the office to request a team meeting.

## **Step 4: School Team Intervention**

Whereas classroom and school-wide interventions are immediate and made by individuals, team interventions take time and are made by more than one staff member. These interventions include developing a positive behavior intervention plan, documenting interventions (e.g., CICO, 3 point data), brainstorming solutions, and sharing information. It can also lead to a more formal plan, starting with a parent meeting to start the process of completing an in depth functional behavior assessment, developing a positive behavior support plan, documenting interventions, brainstorming solutions, and sharing information.

# **Student Expectations Interventions and Responses**

## **School Expectations**

Expectations, rules, and policies help us create a safe and orderly environment. Students are responsible to know and follow all school expectations and district policies as presented in the district student/parent handbook.

If you have any questions about any school or district rule, please don't hesitate to ask. Please remember that school expectations apply on the school grounds, in school, at the bus stop, on the bus, at all school sponsored events, and on the way to and from school.

***Please see the Lebanon Community Schools Student / Parent Handbook 2018-2019 for a complete description of the district's policy and further explanation of student rights and responsibilities.***

## **Minor Inappropriate or Disruptive Behaviors**

Expectations apply to all students while at school, at all school-sponsored activities, and while traveling to and from school. Minor misbehavior is not considered to be serious in nature, unless it becomes a sustained behavior. Strategies are used to teach more appropriate behavior so students know what is expected of them. Logical and related consequences for misbehaviors are applied and the supervising adult determines the consequence. When students choose not to follow the student expectations they will be corrected in **one or more** of the following ways.

### **Definitions of Minor Inappropriate or Disruptive Behaviors**

**Defiance/Disrespect:** Student engages in brief or low-intensity failure to follow directions or talks back; student delivers low-intensity, socially rude, or dismissive messages to adults or students.

**Disruption:** Student engages in low-intensity, inappropriate language.

**Dress Code Violation:** Students wears clothing that is near, but not within, the dress code guidelines defined by the school/district.

**Physical Contact:** Student engages in non-serious, inappropriate physical contact.

**Property Damage/Misuse:** Student engages in low-intensity misuse of property.

**Technology Violation:** Student engages in non-serious, inappropriate use of technology, which may include the use of cell phone or other personal electronic devices (PEDs).

**Other Minor Inappropriate or Disruptive:** Student engages in any other minor misbehavior that does not fall within the above categories.

### **Consequences for Minor Inappropriate or Disruptive Behaviors Violations May Include:**

- Verbal reminder and discussion about **appropriate** behavior, use of a problem solving form, or apology form
- Time out in classroom to re-focus, followed with problem solving or apology (form or conversation)
- Use of a Buddy Classroom
- Loss of privileges (i.e. recess, free time)
- Community service in the school or classroom
- Contact / conference with school counselor
- Parent contact
- A *Notice of Concern - Minor Referral* is completed and parents are notified
- Other appropriate strategies / interventions developed by school staff

### **Major Serious or Unsafe, Inappropriate, or Disruptive Behaviors**

Serious behavior is misbehavior that is unsafe, disrupts an orderly environment, is serious in nature, and requires administrator/designee to be involved. Such behavior violates the rights of others, puts self or others at risk of harm, or is chronic.

### **Definitions of Major Inappropriate or Disruptive Behaviors**

**Alcohol Possession/Use:** Student is in possession of or under the influence of alcohol or alcohol related objects.

**Bullying:** One-sided sustained or intense events where student is intentionally hurtful and doesn't stop when asked; causing harm and/or distress to another.

**Cheating:** Student acts dishonestly or unfairly in order to gain an advantage.

**Major Defiance:** Student engages in refusal to follow directions or talks back.

**Major Disrespect:** Student delivers socially rude or dismissive messages to adults or students.

**Major Disruption:** Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

**Drug Possession/Use:** Student is in possession or under the influence of drugs/substances, imitations, or related objects.

**Fighting:** Student is involved in mutual participation in an incident involving physical violence.

**Forgery:** Student has signed a person's name without that person's permission, or claims someone else's work as their own.

**Inappropriate Language:** Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

**Physical Aggression/Assault:** Student engages in actions involving serious physical contact where

injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

Major Property Damage: Student participates in an activity that results in destruction or disfigurement of property.

Major Technology Violation: Student engages in inappropriate use of technology, which may include the use of cell phone or other personal electronic devices (PEDs).

Theft: Student is involved in being in possession of, having passed on, or being responsible for removing someone's property

Threats: Student displays words and/or actions with intent to harm and/or endanger others or property.

Tobacco Possession/Use: Student is in possession or using tobacco or nicotine delivery products (ie. vape pens, e-cig, Juul).

Vandalism: Student participates in activity that results in destruction or disfigurement of property.

Weapons: Student is in possession of knives, guns, or other items readily capable of causing bodily harm or intended to be used to hurt, harass, or threaten others. *Toy replicas of weapons are also prohibited.*

Other Major Serious or Unsafe Misbehaviors: Serious behaviors not listed that affect the safety of others and disrupt the school's learning environment such as fire setting or false fire alarms.

### **Consequences for Serious and/or Unsafe Behavior Violations May Include:**

When students engage in serious and/or unsafe behavior, a *Major Referral* will be completed by a staff member and communicated to the behavior support personnel. Upon receipt of the *Major Referral*, the behavior support personnel will investigate the incident, provide an opportunity for the student and others involved to be heard, consult with administrator or designee to determine most appropriate action and disciplinary action to be taken. The student's parents or guardian will be contacted by the classroom teacher, principal or designee depending on behaviors involved. Information regarding the incident will be documented. Referral data will be placed in the student's file, along with any supporting documentation. Any required school district reports will be compiled and sent to the District Office.

To determine consequences for misbehavior, the seriousness of the infraction, the age of the student, any history of prior misbehavior and/or office referrals, and any other pertinent information will be used. The administrator/designee will set forth consequences, and because student behavior programs may vary in degree, corrective action to be taken must be determined by the professional judgment of the administrator. Consequences may include a combination of the following actions:

- Conference with student / teacher / parent / staff
- Loss of privilege or time out
- Detention / Alternate Recess
- Apology and/or Problem Solving Sheet
- Community service
- Behavior contract
- Referral to Response to Intervention (RtI) Team
- In-school, out-of-school, or reverse suspension
- Recommendation for expulsion

## **Additional Behavior Expectations and Supports**

### **Student Acknowledgement/Incentives**

Our staff work together to encourage positive student behavior through the following participatory activities:

- Schoolwide and classroom recognition activities (ie Token Parties)
- Bulletin board recognition of individual student accomplishments
- Individual Student Rewards/Incentives
- CARES Awards (Library, cafeteria, PE, playground, music)
- Strong Attendance recognition and awards
- Morning meetings with student helpers
- Student School leaders

### **Bus Behavior**

Students riding the bus are expected to obey the bus driver's directions and follow all bus expectations. Citations are given to students when they are having behavior problems on the bus and refuse, after verbal warnings, to comply with the driver's directions. Citations will not be issued unless students clearly fail to comply with the expectations. Continued problem behavior may result in suspension of bus riding privileges. Parents will be notified of infractions and consequences. For the safety of everyone involved, proper behavior must be adhered to at the bus stop and during the bus ride. Your help in encouraging safe bus behavior is appreciated. (*Board Policy EEACC*)

### **Displays of Affection**

Students hugging, holding hands, walking arm-in-arm, and other public displays of affection are not appropriate at school. Students are not to engage in physical displays of affection while at school.

### **Dress**

Students at Lebanon Community School District are expected to wear clothing that does not interfere with focusing attention on learning, does not disrupt school activities, or which does not threaten the safety of others. These guidelines are based on district policy. At Lebanon Community School District we believe that structure is important and helps students learn and we believe that families are able to make positive choices about their student's clothing. A good rule to live by when getting dressed for school: If you think the clothing you want to wear is questionable, DO NOT wear it. It is better to play it safe than be forced to go home or change after you are at school. Some examples of clothing that may not be appropriate are clothes that reveal personal or private areas, or clothes that depict weapons, drugs/alcohol, or inappropriate language. (*Board Policy JFCA*) Students are expected to dress in a manner that does not disrupt the educational process.

Students are asked to remove hats and hoods when they enter the building, but are allowed to be worn at recess. We also asked that students do not wear flip-flops as this is a safety concern.

**Students have recess regardless of weather conditions. It is advisable to wear warm, water-resistant clothing during the long rainy season. Hats or hooded jackets are also helpful.**

### **Field Trips**

Field trips are an important educational opportunity and are connected to learning in the classroom. Parents will be notified with a permission slip if their child is invited to participate in a school related field trip. As a representative of Riverview, we expect our students to have positive behavior when out in the community. Students who demonstrate the ability to manage their own behavior will have the privilege of going on field trips. When behavior warrants concern at school, students may be excluded from excursions or a parent may be asked to accompany the child, at the discretion of the teacher and principal. In such cases, parents will be notified in advance. We do not allow siblings or student visitors to attend field trips. Parents wishing to chaperone on field trips are subject to the same policies and application process as school volunteers.

### **Fighting**

**ANY physical contact, including fighting or “play-fighting”, is not allowed at school and may result in in-school or out-of-school suspension.**

### **Food, Drink, and Gum**

Food and drink provided by a teacher may be consumed under teacher supervision in classrooms. **Soda and energy drinks are not to be packed for student snacks or lunches.** For your safety, there will be **NO** sharing of food or drinks. Gum is only allowed on certain occasions.

### **Harassment and Bullying**

It is never, ever, okay to pick on other students or staff, call names, or purposely make other students feel bad. Harassment of any nature may result in a referral. Examples of harassment include: name-calling; physical contact like pushing, poking, or tripping; glaring and mean looks; making threatening gestures or statements; taking or destroying someone’s property; spreading rumors or lies; lying to an adult about something someone did to get them in trouble; saying nasty, obscene, or mean things; making unkind remarks about a person’s parents; calling someone fat, short, gay, stupid, etc.; or referring to a race or other things in a mean way to hurt others.

Being a good citizen means standing up to what is wrong. If we do that, harassment will end. Tell an adult if you know or have heard of a dangerous situation. It might be tempting to be mean right back. Getting even with someone for their bad behavior does not help, is not allowed, and you will get in trouble, too! Follow this plan instead:

1. First, ask the student to stop and tell them that you do not like what they did.
2. If it happens again, ask the student to stop and state that you do not like what they did.  
Warn them you will tell an adult.
3. If the problem still does not go away, seek help from an adult.

Remember, bullies pick on others because they can get away with it. As soon as they are discovered and found out, they will stop. Take a stand against harassment by not harassing anyone yourself and speaking up for yourself and others.

At Lebanon Community School District, students learn that there is a difference between rude, mean, and bullying:

- **Rude:** when someone is unintentionally hurtful one time
- **Mean:** when someone is intentionally hurtful one time
- **Bullying:** when someone is intentionally hurtful over and over or don’t stop when asked

When someone is rude, students are expected to work it out themselves. When someone is mean, the student is expected to decide if it is a big deal or a little deal. If it is a big deal, they should tell a staff member. When someone is bullying, students are expected to immediately get an adult involved.

Students need to tell a school staff member as soon as possible if an incident that involves harm happens, or if they believe bullying is happening to them or someone they know. We can only act when we have information.

If you believe your child is being bullied:

1. Find out which staff member your student has talked to. Gather all information that your student has told you about the bullying.
2. Contact the teacher, counselor, or behavior specialist and let them know what you and your student believe is happening.
3. Give us time to investigate. While we cannot update you with the exact consequences a student receives, we can talk your student through the process. We take bullying behavior very seriously and want to make sure we have all information before taking action.
4. We will contact you and give your student a plan outlining exactly what to do if something else happens.
5. If you believe that the bullying is still continuing after steps 1-4, set up an appointment with the school. Please bring all documentation related to the bullying.

Throughout the year, our staff teach lessons to all students on a variety of social/emotional growth topics, including bullying and harassment, through the Second Step curriculum. These lessons are delivered by teachers or counselors and are supported throughout the school environment.

We appreciate when parents advocate for their students. However, we cannot do anything about specific bullying incidents if we don't know about it. If your student hasn't told us about it yet, please be patient as we work through the information you give us and we do everything we can to keep your student safe. *(Board Policy JFCF)*

### **Language**

Using any swear words in school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Cool down first and work on expressing yourself in an appropriate way.

### **Passing Time Expectations**

All teachers escort and supervise their class in the hallways, staying with them in a continuous line of sight until they have reached their destination. The students will walk in a single file line, with a voice level of 0, out of respect for our quiet learning environment, pausing at the designated stopping points. Teachers will teach and reteach the expectations regularly throughout the year to ensure respectful hallway behavior. All staff will monitor student behavior with friendly and firm supervision.

### **Personal Property**

We ask that students bring only school related materials to school each day. All other items are to be left at home to minimize school distractions. Acceptable electronic devices/items will be determined by the classroom teacher. Those devices/items, however, are not permitted around the school, outside of assigned times/spaces. Students unable to maintain respectful and appropriate care of any allowed item will be supported by an adult to find a safe space for the item; the space could be, but is not limited to, the student's backpack, the teacher's desk, or the main office. The school cannot be held responsible for lost, stolen, or damaged items. The school *will* investigate the incident within reason, but ultimately, students will be responsible for all personal items. *(Board Policy JFCEB)*

Any item brought to school without teacher permission, or one that causes a disturbance, will be taken from the student. This includes, but is not limited to, electronic device, games, toys, trading cards, or any other personal items.

The following protocols for handling confiscated items will be:

**First Offense** – Electronic device/item is placed in the office or classroom to be picked up by the student at the end of the day.

**Second Offense** – Electronic device/item is placed in the office or classroom and the parent contacted to pick up the electronic device/item at the end of the day.

**Third Offense** – Electronic device/item is placed in the office and the parent contacted by Administrator to pick up the electronic device/item after a meeting with the parent and student.

**Fourth Offense** – Student is no longer allowed to possess the electronic device/item on school property. Alternative arrangements may be made at the discretion of the teacher and principal.

### **Possession or Use of Tobacco, Alcohol, Drugs, or Weapons**

Tobacco, inhalant delivery systems such as vape pens, alcohol, or illegal substances are not allowed on campus at any time. (*Board Policy JFCG*)

Firearms and other weapons, including replicas of weapons, are forbidden on school district property, property under the jurisdiction of the district, or at activities under the jurisdiction of the district. Disciplinary action will be taken against students who possess weapons and those students who assist with the possession of a dangerous weapon. Students face disciplinary action up to and including suspension and expulsion. Law enforcement officials may be contacted. Weapons include, but are not limited to, guns, chains, metal knuckles, knives, straight razors, and poisons. (*Board Policy JFCJ*)

### **Technology/Computer Use**

Students may use the school computers, provided they have parent permission. Misuse of any computer will result in the student losing some or all computer privileges for a time period and having to pay for the cost of any damages done to the computer software or hardware. (*Board Policy IIBGA*)

### **Threats**

When the administrator receives a report of a threat, he/she may:

1. Immediately remove the student from any class.
2. Place the student in a setting where the student will receive immediate attention from appropriate school or law enforcement personnel.
3. Require the student to be evaluated by an appropriately qualified professional, such as the school counselor, before returning to class.

Within 12 hours of discovery of a targeted list or learning of a threat, the administrator or designee will notify by phone personally:

1. The parent of any student violating this policy and the discipline imposed; parents of a student when the student's name appears on a targeted list that threatens harm or violence to the students on the list; when threats are made by another student; or any school employee whose name appears on a targeted list threatening violence or harm to the district employee.
2. Written follow up notification will be sent within 24 hours after the discovery of a threat or targeted list.
3. The administrator will also notify the district office upon learning of a threat.

Students who have information or knowledge about a threat should inform a teacher, the counselor, or principal immediately. Parents and other adults are also encouraged to report threats or threatening behavior to the office. All reports will be promptly investigated. Students who violate this policy are subject to discipline up to and including expulsion from school. A referral to law enforcement may also be made. (*Board Policy JFCM*)

<b><i>Voice Level Expectations</i></b>	
<b><i>0 = No Sound/No Talking</i></b> Examples: Taking a test, listening to a concert	<b><i>3 = Classroom Participation Voice</i></b> Example: Reading aloud to the whole class or answering questions so the classroom can hear you.
<b><i>1 = Whisper</i></b> (No vocal cords) Example: Asking another student a question during an independent work time where conversation is allowed.	<b><i>4 = Shouting</i></b> Example: School spirit voice
<b><i>2 = Quiet Conversational Voice</i></b> (Only people near you can hear) Example: Four students working together in a group.	

## **HEALTH PROGRAM**

### **Health Room**

The school district employs two registered nurses who serve all of the schools in the district. They are available by page for emergencies and consultation. Our health room is staffed by trained personnel whose duties are diverse--from administering first aid and necessary medication, to monitoring the general health and well-being of our students. Our health room is used for emergency care and for ill students waiting to be picked up. Space and personnel are not available to accommodate extended care or supervision.

### **Accidents**

If a child is injured at school, emergency first aid will be provided by a staff member trained in first aid. In the event of a serious injury, parents/guardians will be called immediately. If a parent/guardian cannot be reached, we will begin calling the people listed as emergency contacts for your child. Your assistance in providing complete and up-to-date information for our records is imperative, especially current home and work phone numbers and emergency contact phone numbers. We keep records on any child who has serious health concerns that may require immediate attention or medication. Please keep us informed of your child's health status so we can help when necessary.

### **Immunizations**

For the protection of your child, the Oregon School Immunization Law requires that your child be properly immunized. We must have proof of immunization in your child's education record before he/she can begin school. Immunization requirements vary from state to state. If you have questions regarding Oregon immunization requirements you may call the school office.

### **Medications**

Students may be permitted to take prescription or nonprescription medications at school when the following requirements are met:

- Requests to administer medication must be made in writing by the parent. Forms are available at the

school office.

- Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: student name, name of the medication, dosage, route, frequency of administration, and any special instructions. A prescription label meets these requirements. Written instructions of the parent which include the information above are required for all requests to administer non-prescription medication. Non-prescription medication can only be kept at school for 10 days without a doctor's note.

- Prescription medication must be in an appropriately labeled prescription container that includes the name of the student, the name of the medication, dosage, route, frequency of administration, and the name of the prescribing physician. Nonprescription medication must be in the original container and must have dosage instructions that are appropriate for the age or weight of the student requiring medication.

- All medication to be administered by the school must be brought to school by a parent/guardian. **Students are not allowed to transport medication to and from school.** Medication not picked up by the parent/guardian within five days of the end of the medication period or at the end of the school year, whichever comes first, will be disposed of by the school.

### **Health Screening**

Health screenings are given each fall to all students. At this time students' vision, hearing, and dental are checked. Height and weight are taken and students are checked for head lice. You will be notified *only* if your child shows the need for further evaluation by a health care provider.

## **ARRIVAL AND DISMISSAL**

### **Before School Supervision**

There is no supervision for students before 7:30am when the doors open. Please do not drop off your student before 7:30am.

### **After School Guidelines**

Please follow these guidelines:

**Buses:** Students walk to the bus loading areas and immediately join their bus line to board the bus. Quiet voices and appropriate behavior are expected while waiting for buses.

**Students being picked up:** Students should be picked up promptly after school at the passenger loading/unloading area. Staff members will be on duty to help safely load students. If you are meeting your student inside the school please wait for them in the foyer and **not** by your student's classroom.

**Walkers:** Students walking home are to leave school grounds through the main entrance. Students needing to cross Mountain River Drive will be instructed to use the crosswalk in front of the school where staff member will help them cross the street safely.

Please make arrangements with your child before they leave home in the morning regarding where they go after school. A note is required if there is any deviation from your student's normal after school routine (i.e., changes in busing, rides home or persons picking up student). **A student will not be released to anyone who is not on their enrollment card without the written permission of a parent/guardian.**

If your child wishes to go home with another student, the school must have a note from you indicating your permission, including your child's name and who your child is going home with. Arrangements for these activities **MUST** be made at home. Phone calls for this will not be allowed at school.

**For safety reasons, unless otherwise notified by a parent/guardian, students will be sent home by their usual mode of transportation. We cannot let students go home by a different way on the word of the student alone.**

### **Leaving School Early**

Students are not allowed to leave school grounds during the school day without permission. **For safety reasons, students needing to leave during the school day for appointments, etc., must be checked out by an authorized adult through the office and not from the classroom.**

### **School Bicycle Regulations**

1. It is Oregon law that children 16 and under wear helmets when riding bicycles. If you need assistance in getting a helmet for your child please contact the Lebanon Police Department.
2. Only one child rides on a bicycle.
3. The child will obey regular traffic regulations:
  - a. Stop at STOP SIGNS
  - b. Ride on the RIGHT-HAND SIDE of the road
  - c. Ride in SINGLE FILE
  - d. Use HAND SIGNALS
4. All bicycles must be licensed. These are available at the Lebanon Police Department.
5. Bicycles are to be walked (not ridden) on school grounds and when crossing streets.
6. Students are not to borrow other students' bicycles.
7. **Bicycles need to be locked when at school. The school is not responsible for lost or stolen bicycles.**

### **Skateboards/Rollerblades/Scooters**

Lebanon School Board policy states that: "Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboards/rollerblades/scooters or similar devices on district grounds is not allowed." **Students who ride their skateboards/rollerblades/scooters on campus in violation of this policy will have them confiscated for parents/guardians to retrieve.** (*Board Policy JHFCA*)

### **Traffic Flow Procedures**

Extreme traffic congestion occurs at Riverview School before and after school. School buses are arriving and departing, parents are arriving for meetings with teachers and many vehicles are arriving to drop children off at school, or to pick them up.

A traffic management plan has been designed to expedite traffic flow and reduce the risk of accidents. We need your patience and cooperation!! Please work with us in trying to ensure the safety of everyone!!

- The East traffic loop is reserved for SCHOOL BUSES ONLY.
- The West traffic loop is reserved for PASSENGER LOADING/UNLOADING.
- Both traffic loops are one way, with traffic flowing east to west.
- To drop off or pick up students, ***pull forward as far as possible*** in the passenger loading/unloading lane and quickly load or unload.
- If you need extra time to write a note, run into the office, etc., please park in the parking lot so as not to delay traffic.
- ***There is absolutely no parking in the fire lanes!! The fire lane needs to be clear at all times for emergency access to the school.***

## PARENTS/GUARDIANS AND STUDENTS NEED TO KNOW!

### **Animals at School**

Animals, no matter how friendly and gentle, can be a danger at school or on a school playground full of children. Please help us ensure the safety of students by keeping pets at home. We will call Animal Control to pick up stray animals that appear on campus. Children are proud of their pets and sometimes want to share them with classmates but, **administrative approval must be sought before bringing pets to school.** Lebanon Community School Board policy states that: "The Lebanon Community School District recognizes that under the proper conditions animals can be an effective teaching aid. In order to protect both children and animals the following guidelines are adopted for use in all schools in the district:

1. Permission must be obtained from the principal before animals are brought into the school.
2. All animals must be in good physical condition and vaccinated against transmittable diseases.
3. Special consideration should be given to the effect of furred and feathered animals on allergic children, before bringing the animals into the classroom.
4. No animals are to be allowed to run freely in the classrooms, food areas or activity areas.
5. No poisonous animals shall be brought into the school.
6. Assistance, companion, and therapy animals must be certified by licensed animal training programs.

Pets are to be transported by a parent/guardian just prior to the arranged sharing time, and taken home immediately after sharing. **For safety reasons, all animals must be kept in a proper cage, box or other appropriate container, or restrained (on a leash), at all times.**

### **Cell Phones**

Cell phones are to be turned off during the school day and kept in your child's backpack or cubby. Please be aware that cubbies are accessible to almost anyone during the school day. Students may not keep cell phones with them during the school day as they become a distraction in class and are a safety issue at recess and PE. It is not the responsibility of the teacher or school staff to secure (hold) your child's cell phone. Riverview School and the Lebanon Community School District do not accept responsibility for cell phones that are lost, stolen or damaged.

### **Class Photos/Yearbooks**

Riverview School publishes class photos and yearbooks each year containing the photos and names of students attending Riverview. Both are made available to students, parents/guardians and staff. **If you do not want to have your student's photo included in a class picture or yearbook, you must notify the school office.**

### **Communication and Reporting**

Effective communication between school and home contributes to quality education. We encourage you to contact the school by phone, email or note should a concern arise. Please keep in mind, however the importance of helping your child become an independent problem solver. Please also consider teachers' needs to balance communication and problem solving with their need to spend time planning and preparing for effective daily lessons. Every effort is made at Riverview to keep parents well informed about school procedures, policies, events and special issues regarding individual students.

Each Tuesday a "Tuesday Folder" is sent home with your child. You will find communication regarding all-school activities and information, community events and information from your child's teacher that

may be specific to him/her or his/her classroom. You may also send information to your child's teacher through the Tuesday Folder. ***It is very important that you take time each week to look through your child's Tuesday Folder, as this is the main form of communication from school to home.***

If you call the school to speak with a teacher during class time, you will be asked to leave a message or be directed to that teacher's voice mail. Instruction time is valuable and we make every effort not to interrupt classes while in session. Any message that you leave will be promptly delivered to the teacher at his/her next break. If you call after office hours, the automated attendant will direct you to leave a message in the general school voice mailbox or in a specific teacher's voice mailbox.

### **Holidays/Classroom Celebrations**

Classrooms have birthday parties once a month. If you do not want your child to participate, please contact his/her teacher and he/she will be excused for that time or allowed to go to the library. Please check with your student's classroom teacher if you want to bring treats for a birthday. Food to be served **MUST BE COMMERCIALY MADE AND IN THE ORIGINAL CONTAINER.** Board policy does not allow homemade goodies at school.

***BIRTHDAY PARTY INVITATIONS ARE NOT TO BE DISTRIBUTED AT SCHOOL UNLESS ALL STUDENTS IN THE CLASSROOM ARE TO RECEIVE ONE.***

### **Library**

We have a wonderful school library. All classes have a regularly scheduled library time and books can be checked out at that time. Parents/guardians may also check books out of the library. We encourage you and your child to take advantage of this opportunity in order to stimulate interest and enthusiasm in reading for both information and fun!

### **Lost and Found**

We ask that you label all jackets and sweatshirts. Lost and found items are kept until the end of each quarter. Unclaimed items are donated to a local charity. Lost and found is located in the cafeteria; valuables and small items such as jewelry, glasses, etc. are kept in the office. Please encourage your child to look for misplaced items as soon as possible. We also encourage you to stop and take a look at any time during office hours.

### **Meals**

Riverview is happy to be part of the National school lunch and breakfast program called the Community Eligibility Provision (CEP). These meals provide balanced, nutritious foods that are convenient and healthy. Children who eat healthy meals concentrate better in class, participate more enthusiastically and learn better. **A "Healthy Start" breakfast and lunch is served to all students at NO CHARGE.**

The only charge associated with the free lunch program will be if a child wants to take a second meal helping. Should a student want to have a 2<sup>nd</sup> helping they would need to have enough money in their lunch account in order to do so. Please send money in with your child if you feel this is something they may want to occasionally and/or regularly do. There is also a charge of .35 cents if your child brings cold lunch but still wants to get a school milk.

Every effort is made by our staff during lunch to encourage good table manners and good eating habits. Students are expected to behave appropriately in the cafeteria. Students needing substitute foods because of allergies must have a STATEMENT SIGNED BY A PHYSICIAN.

### **Music and Physical Education**

All students have music and physical education classes taught by a specialist. Students are expected to participate in these activities. Since time with the specialists are limited, progress in this area can only be made through regular participation. If your child has a medical problem, please inform us of necessary modifications. A note from home is necessary to excuse a child from these programs. **Tennis shoes are necessary to participate in PE.**

### **Parent Teacher Club**

Riverview has an active and involved Parent Teacher Club (PTC). Many enriching activities are provided using parent volunteers. In addition, resources are made available to teachers through PTC funds and programs. We encourage your involvement and attendance at any and all monthly PTC meetings held the third Tuesday of the month at 6pm in the Riverview library.

### **Report Cards**

Report cards will be sent home at the end of each semester. Progress reports will be sent home at the end of the first and third quarter. We encourage you to contact the teacher if you have a concern about your child's progress.

### **SMART Program**

Start Making a Reader Today (SMART) is a book and reading program for children in kindergarten through second grade. Businesses, organizations, and local residents provide the volunteers and funds necessary to operate the program. **IF YOU ARE INTERESTED IN VOLUNTEERING FOR THIS PROGRAM, PLEASE CALL THE SCHOOL OFFICE. ALL VOLUNTEERS ARE GREATLY APPRECIATED!**

### **Student Placement**

At Riverview School we place students by grade level. Students will advance based on academic growth and achievement of grade level standards. Based on a preponderance of evidence, the decision to retain, promote or accelerate a given student in grades K-8 will be made by the teacher and principal, with input from the parent. Teacher placement requests should be done in writing and are not guaranteed.

Evidence includes achievement data from reading, writing, math, and commitment to learning standards. This decision must include careful study of the possible effects of any proposed action on the physical, emotional, and intellectual development of the student. In the case of a student with an IEP, educational decisions will be determined by the IEP team. The decision of the principal is final in all other cases related to student placement. The decision shall be communicated in writing to the parent. Students may be retained at a grade level one time during their school career. *(Board Policy IKE-AR)*

### **Telephone Messages/Student Phone Usage**

Our telephone lines are quite busy, and though we hope you feel free to call at any time, we encourage written communication whenever possible. Please avoid calling school with messages for your child, and make arrangements at home prior to school whenever possible. This will limit classroom disruptions and lighten the load of our office personnel. If you need to call the office with a change in your child's "going home" plans, please call by **2:00pm. We cannot assure messages received after 2:00pm will be delivered to classrooms. We must limit student use of the office telephones to emergency situations only.**

### **Website/Facebook**

Riverview has a website located at <http://riverview.lebanon.k12.or.us/> which is a great way to check important dates and access many useful tools and information about Riverview School. We also have a Facebook page along with the class dojo site that we will announce important information as it happens.

Please consider accessing all of these resources when you have any questions about upcoming events or pertinent information