

***2018/2019
Applegate Elementary School
Parent-Student
Handbook***



Home of the Panthers!



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Homeless Students

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to stay in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which s/he moves to permanent housing. For additional information concerning the rights of students and parents of students in homeless situations contact the district superintendent.

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Personnel

BOARD OF DIRECTORS

Chairperson: Jeff Ramp
Vice Chair: Doug Perry
Dean Livelybrooks
Troy Jentsch
Troy Wilson

ADMINISTRATION

Aaron Brown, Superintendent & Principal
Marc Haro, Crow High School Principal
Lee Ann Hartwig, District Service Manager
Donna Willits, District Secretary
Bryan Wood, Maintenance Supervisor
Georgann Squire, SPED Director
Doug Osborne, Technology Coordinator

APPLEGATE ELEMENTARY FACULTY & STAFF

Lori Barrong	Second Grade
Tami Bloom	Sixth Grade/Title Teacher
Pat Dixon	Music Teacher
Jeanie Doughty	Library Aide/ Instructional Aide
Kristen Matthews	Instructional Aide
Nicole Glenn	Kindergarten
Jamie Ledgerwood	First Grade
Brenda Lovely	Cook
Carol May	Fourth Grade
Paula May	Instructional Aide
Melinda McGladrey	SPED Teacher
Candy Middaugh	Custodian
Diana Osibov	Instructional Aide
Ashly Parker	Head Cook
Jodi Perry	District Counselor
Kim Ramp	TAG/Title
Nate Robertson	Fifth Grade
Susan Sparks	Third Grade

Principal's Welcome

Hello and welcome to Applegate Elementary School. We feel we have a great little school with a big reputation for learning. This handbook is provided to furnish information and guidance to students, parents, and members of the community.

Applegate is proud of the comprehensive educational program it offers. It is designed to meet the specific educational needs of each child. Our experienced faculty and staff work closely with parents and students to build a safe educational environment that facilitates the continuing academic success story we've all come to know and expect. Our emphasis will continue to focus on reading, language arts, and math. We will continue to have a grade appropriate team that uses an assessment system (easyCBM) to frequently monitor students' progress towards the state standard. Because of this formative assessment approach the team can review each student's academic progress and can give support when needed. Our schedule is designed to maximize these learning experiences. Along with this instructional approach Applegate is using research based curriculum for our core programs. Our academic teams have analyzed these curriculums and have chosen them because they most closely align to the Common Core State Standards so our students can reach success.



Mr. Brown

Research shows that educational success and school attendance are a close match. At Applegate we believe that students need to be in the classroom to benefit from teacher's instruction and from the interaction and exchange of ideas with peers. We have been focusing on improving our attendance the last year and have seen success with students performing much better academically.

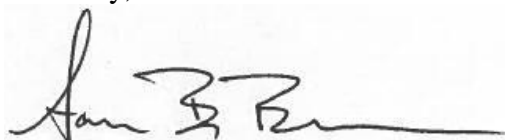
Applegate is also pleased with its enrichment programs. This year Applegate will be providing a block of time at the end of the day where all teachers will be focusing on project based activities to teach topics that emphasize Science and Social Science while at the same time reinforcing core subjects, such as mathematics and language arts. These activities will last approximately four weeks per session and will be designed to allow students from multiple grade levels to work together in hands on activities and instruction with a variety of teachers.

All our students participate in "Team Time" at the beginning of the day and we provide a full Music and Physical Education program. Students in grades 5/6 can participate in Band and Choir. Our library has a very extensive collection of books and all classes have a weekly scheduled time for book check out. We encourage all students in grades 3 through 6 to participate in the Oregon Battle of the Books (OBOB). This is a statewide voluntary reading motivation and comprehension program sponsored by the Oregon Association of School Libraries.

Applegate also invites many guest speakers to our school. Some past examples would be: Sluggo, Bring Recycling, Smokey the Bear, Fire Safety. Along with this we do participate in field trips to local educational attractions.

Studies have shown that children do better in school when their parents take an active and ongoing interest in their child's education, classroom, activities, and school. We encourage parents to work closely with faculty and administration, maintaining the close communication that is so vital for the success of our educational program. Through your input and support we're better able to achieve the highest level of excellence in our programs and services.

Sincerely,



Aaron Brown
Superintendent/Principal

General Information

APPLEGATE SCHOOL HOURS

8:20 – 3:05 PM

The school doors are opened to receive students at 8:00 AM. Students are expected to observe this opening time and to arrive no earlier. Students are to leave the buildings at 3:05 the end of the school day unless they are under the direct supervision of a faculty member or an approved supervisor.

BEFORE/AFTER SCHOOL PROGRAM

7:00-8:00 and 3:15-5:00

We do offer an after school program that is designed support students with academics. This is taught by one of our elementary teachers. Check in the office for a sign-up list.

IMPORTANT NOTICE

Parents have been asked to *not* leave children unattended on the school grounds before 8:00 am or after 3:05pm. Due to funding problems, the district is unable to provide adult supervision during these times.

Crow-Applegate-Lorane District Phone Numbers:

Applegate Elementary School	935-2896/686-5140
Crow High School	935-2227/606-5024
C-A-L District # 66 Office	935-2100/686-5140

AGE ENTRANCE REQUIREMENTS

A child must be five (5) years old by September 1, 2018, to be eligible for Kindergarten for the 2018/2019 school year. To be eligible for the first grade, a child must be six (6) years old by September 1, 2018. Parents with students born in the summer who are uncertain about enrollment are encouraged to speak with the principal. A birth certificate should be presented to verify the date of birth. A hospital card will be accepted. Proof of immunization must be presented at the time of registration in the fall, and a physical examination is strongly recommended.

EARLY ENTRANCE

Kindergarten

Parents may request approval from the superintendent for early entrance in kindergarten when the child's birthday falls between September 1, and October 1. (Policy JEBA)

The child is subsequently evaluated by district personnel using the Kindergarten Early Admission Procedural Checklist (JEBA-AR) to determine academic and social readiness.

First Grade without Having Had Kindergarten

Age eligible first grade students who have not had kindergarten are tested individually to determine their most appropriate placement. If the child's readiness for first grade is questionable, s/he will start the year in kindergarten. The child can subsequently be moved to first grade if professional testing determines such a move to be appropriate.

ATHLETICS

The district maintains athletic programs starting for boys and girls in the sixth seventh and eighth grades. The athletic program is an extension of the educational process beyond the regular school day. Parents interested in their elementary students participating in outside sports programs should contact "Territorial Sport" (TSP) for further information.

ATTENDANCE

WE WANT YOU AT SCHOOL!

We want students at school regularly; every day would be nice. Students will not only have more fun, but will get better grades and recognition. We understand that there are times when it may be necessary for students to miss school. Parents should call the school before 9:00 am to report the reason for an absence. If you have not called in prior to 9:00 am the school will then contact parents

Students with excessive unexcused absences will be referred to the superintendent for enforcement of the state school attendance law.

BUS POLICY & CONDUCT

Students who ride buses to and from school or school-sponsored activities will be notified of the rules and regulations governing their conduct on buses as well as of the consequences for violation of those rules. Violation of the code of conduct or conduct that jeopardizes the health/safety of self and/or others may result in the loss of district approved transportation services. (Crow-Applegate-Lorane Board Policy EEA) Bus rules are posted on all buses used by the District.



© Can Stock Photo

Students are expected to maintain self-control at all times and to behave in the same general way as in the classroom. If a serious problem arises, the bus driver has the authority to assign seats, set up a conference with the student's parents, and have the student removed from the bus.

If a student intends to ride a bus other than his/her normal bus, or is getting off at a stop other than his/her usual stop, a signed written note from home must be presented to the driver.

School bus regulations have been developed by the Oregon Department of Education and adopted by Crow-Applegate-Lorane School District #66. Please review them with your child(ren).

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of an emergency.
4. Pupils shall be on time for the bus in the morning and evening.
5. Pupils shall not bring animals, firearms, weapons or other potentially hazardous materials on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the driver.
9. Pupils shall not extend their hands, arms, or heads through bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones. Loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit the privilege of riding the bus.
15. Pupils shall be courteous to the driver, fellow pupils and passersby.
16. The Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.
- 17.

Students will be put on the bus if parents are not at the school by the time busses depart from the school. If parents have an emergency and can't get here by pickup time they need to contact the school immediately. Kindergarten students will not be dropped at their residence unless a parent/sibling or designated adult is present.

CHILD ABUSE

It is the lawful duty of every school employee to report any case of suspected child abuse (ORS 418.740 - 418.775). Child abuse is legally defined as:

- Any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury to a child resulting in observable and substantial impairment of the child's intellectual, psychological, or emotional capabilities.
- Sexual abuse in any form.
- Sexual exploitation -- contributing to the sexual delinquency of a minor.
- Negligent treatment or maltreatment of a child.
- Threatened harm to a child or subjecting a child to substantial risk of harm.

An employee who suspects abuse must report the alleged abuse to the principal and Children's Services Division. It is the responsibility of the CSD caseworker to contact the parent/guardian in a child abuse investigation (see ORS 418.740).

Child abuse investigation is kept in the strictest confidence. Employees do not share their knowledge with others, inside or outside the school, who are not officially involved in the investigation (see ORS 418.770).

CLOSED CAMPUS

Applegate Elementary School has a closed campus. Students are **not** allowed to leave the school grounds during the day, unless permission has been granted in the office.

COMPUTER LAB & CHROME BOOKS

The computer lab is located next to the Library/Media Center and is available for instructional purposes for students in grades K-6, administration, faculty and staff. We also have a class set of chrome books for our 2nd, 3rd, 4th, 5th, and 6th grade student to use in the classroom for educational purposes. By accepting any system account on the School District's internal network, the user accepts responsibility for the appropriate use of the desktop computer, network connection, and available systems. Failure to abide by district policies and administrative regulations governing use of this system can result in the suspension and/or revocation of system access, discipline, or even dismissal. A summary of District policies and appropriate use guideline is available from the District Office. (Crow-Applegate-Lorane Board Policy IIBGA)

CONDUCT AND DISCIPLINE

Applegate Elementary School has a system to provide for the safety and well-being of its students. This system rewards positive behavior and defines appropriate conduct, rules and regulations. It defines each student's responsibilities, as well as those of the faculty, staff, and administration. It also defines the consequences of misbehavior. Faculty, staff, and administration at Applegate Elementary School are dedicated to learning and the advancement of knowledge. To aid in this goal, we assist each child to maintain the self-discipline expected of a student.

Our school is dedicated to the development of an ethically sensitive and responsible program to govern student conduct. This program is designed to encourage the full, well-rounded development of each child's potential. To this end, boys and girls in grades K-6 are taught behavior expectations based upon the highly successful "***Positive Behavior Interventions & Support***" program. This program teaches our youth empathy and understanding, impulse control, anger management and problem-solving in context of existent behaviors and behavioral expectations set by the teachers and students in each classroom. Students are positively rewarded for their good behaviors while being held accountable for their poor choices in a fair and firm and consistent way. This approach ensures a safe, secure inviting learning environment.

Students will be rewarded with "Panther Pats" by staff members when they are observed doing positive actions, they are then calculated in the office and can be spent at the school store on various selected items. The more "Panther Pats" a student earns increases their ability to purchase more valuable items. Each grade will be able to go to the school store at least once a month depending on the school calendar. At that time they can either spend their "Panther Pats" or save them and work towards a larger item that they are wanting.

Parents are urged to maintain close contact with their child's classroom teacher, to ask questions, to seek assistance, and to work with the school to provide the best possible educational program. Parents and student need to be **VERY** thoughtful about bringing any "valuable items" (such as personal electronic devices, keepsakes or cash money) to school. ***The school is not responsible for theft or loss of "valuable items". We encourage students to not bring "valuable items" to school.***



EMERGENCY CLOSURE

In the event of inclement weather or other emergency situations, parents should listen to the local news media for announcements of school closure or delayed starting time. We are linked to a service called FlashNews that sends our report to these organizations. If you have internet you can access this by going to flashnews.net.

We are also use a program called "EduLink" This is an automated program that enables the district to contact parents by phone when we have weather related closures or delays. We will also use this system to remind patrons of important dates and other pertinent

information.

If no announcement is made, parents and students should assume that school is being held.

FEES/DEPOSITS

Applegate Elementary imposes no fees for attending school, though a fee of \$25.00 is charged for the following items (1) Student copy of Weekly Readers and 3 periodic parties. ***A charge may be requested for lost or destroyed books and locker locks.***

FIELD TRIPS

Field trips are planned by teachers as an integral part of the established curriculum. Written permission for participation is obtained from parents at the beginning of the school year, though timely notice is provided before each planned activity. Transportation is provided by school district bus. Parents are encouraged to volunteer as supervisors for these educational outings.

Although an integral part of the educational process, field trips remain a privilege, not a right. Students on trips represent not only themselves and their families but also the school, and need to conduct themselves appropriately. The school may request that a parent accompany a student on the trip if previous student behavior indicates such a need.



FIRE & EARTHQUAKE DRILLS

Fire and earthquake drills are held on a regular basis to ensure the safety and well-being of all our students.

FUNDRAISING

All fundraising for Applegate is done through the Crow-Applegate-Lorane Booster Club.

GYMNASIUM USE

Students are required to be supervised during use of the elementary school gymnasiums during the school day. The gym is utilized by community groups in the late afternoon and evenings. Territorial Sports Program (TSP) and this use is pre-scheduled with either the CAL District Office and/or the Athletic Director. Siblings of students participating in afterschool sports programs must be supervised by a parent or designated adult. Children can not be left unattended in the building. Special arrangements need to be made with TSP coaches or the Athletic Director.

HEALTH SERVICES

The Health Room for Applegate Elementary is located next to the office. Students who become ill while at school must be excused from class by the teacher before reporting to the office secretary.

The health room is used for emergencies and as an interim place from which the student is picked up by a parent, guardian or person designated by a parent. Students are not allowed to stay in the health room all day. Parents will be phoned and required to pick up their child after staff have evaluated the situation.

Parents should notify the office staff if their child is required to take any form of prescription and non prescription medication. All medications will be recorded and secured under lock and key.

It is the responsibility of each parent to make sure that the medical interval history form list an emergency person who may be contacted should a parent or guardian be unavailable when a student becomes ill or injured.

Students are to immediately report accidents or emergencies to the supervising adult or the office. Situation will be assessed and parents may be required to pick up their child for further evaluation. Any head injury parents will be called and informed of the situation.

The school needs to be notified if a communicable disease is present. The student should remain home with any illness until the temperature has remained below 99.4 for 24 hours without fever reducing medication or show signs of illness.

Head lice is an on-going problem in many Oregon schools. If you determine that your child has been infected with head lice, the school needs to be contacted immediately. In addition, the child cannot be readmitted to school until s/he is nit-free. This requirement is necessary to provide for the safety and well-being of all our children. Please contact the health clerk or school secretary for more information.

The school performs an annual fall health screening in which height, weight, vision and blood pressure is checked. If a medical problem is found, parents are contacted and referrals appropriately made. Starting this year students will be screen for dental needs. If a dental problem is found students can apply for free dental services through a grant provided through Lane County.

All kindergarten students and students new to grades 1-6 are given hearing screenings. Also, students with established problems are given screenings. Hearing screenings are also administered at parent or teacher request.



DENTAL CLINIC

Applegate is a part of a regional grant through South Lane that provides dental services to non-insured or underserved children. This dental clinic offers emergency, comprehensive, and preventative care at no charge to qualifying students. For more information please inquire in the office.

INSURANCE

The district does not carry medical insurance on students. However, insurance is available through an insurance company sponsored by the school district. Pamphlets explaining different programs are given to each student at the beginning of the year. Contact the school office if you have any questions about this service.

LOST AND FOUND

All items found in the school should be turned in to the office. Students losing articles should report it to the office. Students are responsible for their own private belongings. Parents are encouraged to make sure that each child's personal belongings have the child's name affixed to them. **All items left after school is dismissed for the year will be donated to a charitable organization.**

LUNCH & BREAKFAST PROGRAMS

The school district provides each student with the opportunity to buy or receive a hot lunch or milk. Elementary students pay \$2.75 per lunch.

Currently the district offers a federally funded free breakfast through the National School Lunch Program. This is a federally assisted meal program operating in public and nonprofit private schools. It provides nutritionally balanced free lunches to children each school day. Families meeting requirements established by the federal government for free meals may apply when registering their child(ren) for school. Applications are accepted at **any** time during the school year.



A microwave is available for students to use but please only send microwaveable foods with students that are age appropriate to use it as there is no supervision for the students.

All lunches are to be eaten in the cafeteria at the designated time unless permission is granted for a special occasion to eat elsewhere. No Food or Beverages are allowed to be consumed in the hallways. Students will be asked to put food away or return to the Cafeteria. Gum is not allowed during school hours. Students are discouraged from sharing food with other students.

MEDIA CENTER

The Applegate Elementary School Library Media Center (LMC) is open daily from 10:00 am -3:00 PM. Students may use the LMC for research, reading and assignment work during scheduled recesses and lunch. Students must have a classroom teacher's pass to use the LMC at all other times.

The LMC has an automated system which allows students to use computers to explore the collection of materials on an Online Catalog. LMC computer stations are reserved for Online Catalog use and for research purposes. Internet access is available for research with prior permission from the media specialist or media assistant. Reference materials on CD-ROM and other software are available for use in the LMC. Listening and viewing stations are available for listening to books on tape and viewing videos for research. Books on cassette tapes are available for check-out.

Students must check out materials through the media specialist or media assistant. There is a two-week loan period for regular books. Books may be renewed one time for two weeks unless the book is on reserve. Periodicals/magazines and some reference materials may be checked out overnight.

The following specifies how many materials may be checked out per student in his/her grade level:

Grade	Book Checked-Out	Periodicals/Magazines
Kindergarten	2	0
1 st & 2 nd	2	1
3 rd , 4 th , 5 th	2	2
6 th	2	3

Students are expected to return materials borrowed by their due date. Students that do not return materials on time lose borrowing privileges. Students are held responsible for proper care of borrowed materials. If books are damaged or lost, the student is held responsible for repair or replacement and may lose LMC borrowing privileges.

NON-DISCRIMINATION

Students have the right to enjoy a learning climate in which rights and responsibilities are equally protected and recognized. The district provides for equal and impartial educational treatment and opportunities in all aspects of the school curriculum and school activities for all students without discrimination. The Board of Directors has adopted a policy that students are not discriminated against on the basis of age, disability, national origin, race, marital status, religion or gender.

NON-STUDENTS

School officials must know the purpose of any person or persons who are not members of the staff or student body who are inside the building or on school grounds. No individual may loiter in or near a school building or grounds. Loitering means not having any reason or relationship involving custody of or responsibility for a student, or upon inquiry not having a specific, legitimate reason for being there. Violators are asked to leave. Violators who do not leave upon request are referred to the Lane County Sheriff's Department.

VISITORS

Applegate Elementary will be locked once students have arrived. Parents and all visitors will be required to ring the door bell for a staff member to greet them. Students will be discouraged to open the door without supervision. Parents and visitors will be required to check in at the office. Guests are expected to follow the same rules and regulations as the regularly enrolled students.

PERSONAL APPEARANCE

Clothing should be neat and clean and appropriate for school use. We ask that parents review their child's clothing for appropriateness before a child arrives at school.

Shorts may be worn year round. Parents should use their judgment on whether or not their child should wear shorts after considering the weather. Shorts should not be made of lycra, spandex or silk and should be at least as long as a child's fingers while the arms are placed down against their sides (about 2-3 inches above the knee). Shirts must cover a child's mid-drift area. Underwear must not be visible. Shirts with alcohol, tobacco and/or any other inappropriate advertisements, slogans or pictures are not allowed. Hats are not allowed in the building unless approved by the administration for special occasions. Students will be sent to the office for either a phone call home or to change into appropriate attire.

STUDENT RECORDS



Student records are used to promote instructional objectives, guidance and counseling, and the educational progress of each student. Student records include all records relating to students maintained by an elementary or secondary school, or an Educational Service District (ESD).

Student "behavioral records" include all psychological tests, intelligence tests, personality evaluations, records of conversations, and any written transcripts relating to student behavior.

Student "progress records" include transcripts of grades and courses taken, records of attendance, tests relating specifically to academic achievement or ability, and records of health.

All student records are considered **confidential** and may be opened for inspection only in accordance with applicable law and board policy.

Student progress records may be shared with students and their parents. Student behavioral records shall be opened or released only in the presence of an individual qualified to explain or interpret the records.



REPORT CARDS & MIDTERM PROGRESS REPORTS

Report cards and progress reports have been designed to keep parents informed on student progress during the year. While they present a fair assessment of each student's growth and development, they cannot serve as the sole means of communication. When teachers and parents communicate on a regular basis -- with phone calls, notes and personal conferences -- the child has a much greater opportunity to succeed at school.

The district provides for regular progress reports and report cards for students in the elementary school. Progress reports are sent out in the fifth week of each term. Report cards are produced at the end of each nine weeks. Parent-teacher conferences are set up at the end of each of the first three nine-week terms. Others can of course be initiated by parents or teachers.

SPECIAL SERVICES

A variety of special services are offered to eligible elementary students. These include services for remedial education, special education, talented and gifted education, speech and hearing, and counseling. Students are referred for special services by parents, teachers, administrators and specialists.

When a student is referred for special services, a number of established procedures are implemented. Although varying somewhat from program to program, these procedures clearly define the rights and responsibilities of parents, teachers, students and the district. In *all* cases, the district provides the parent/guardian with prior notice and receives permission *before* proceeding with any individual testing. Placement for services only takes place after the special services team has made the appropriate recommendation and approval has been received from the parents.

SPEECH & LANGUAGE SERVICES

Some services are routinely administered to all students. Upon entering kindergarten in the fall, each student's speech development, language development and hearing acuity is professionally screened. The purpose of this routine screening is to determine if a student is having difficulty in any of these areas and if further testing is necessary. Students who would benefit from extra assistance in the areas of speech development or language development are enrolled, given parental permission, in speech and/or language development therapy in order to remedy the identified problem(s). For more information concerning hearing screening for grades K-6, see "Health Services" on page #9.

SPECIAL EDUCATION (SPED)

The school district is committed to providing appropriate educational services to all students, including those identified as having disabilities. These services are established and implemented through an Individualized Education Plan (IEP), designed with parent consultation, following parental permission and extensive diagnostic testing. As with many special services, students are referred for testing by parents, teachers, administrators and specialists. The special services team, in consultation with parents, makes recommendations for placement.

TALENTED AND GIFTED (TAG)

The school district provides an appropriate educational program for those students identified as being "academically" or "intellectually" gifted. The identified student's Personalized Education Plan (PEP) is established after parent consultation, parental permission, and diagnostic testing. As with special education, TAG services are delivered through individualized plans that address specific student strengths and weaknesses. Specific services may be delivered in any number of settings, though will generally take place in the normal classroom setting.

COUNSELING

From time to time, elementary students are found to have problems serious enough to merit counseling. The classroom teacher works with the counselor and the child's parents to establish a counseling program best suited to the individual child's needs. Services may be provided in the district or through appropriate county agencies.

SUPPLIES

Each class has a list of supplies needed for the school year. Every effort is made to keep the cost of student supplies to a minimum. A current class supply list will be sent out in August with other enrollment documents.

TELEPHONE

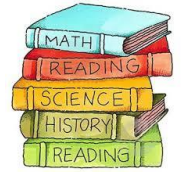
School phones are for business. Students are permitted to use the phone *only* when an emergency arises. Arrangements, for instance, to stay after school for scouts or TSP, to visit another student's home, etc. -- must be made in advance. Although messages are taken and delivered, a student is *not* called out of class to receive a phone call unless it is an emergency. **Cellphones may be brought to school for personal use outside of school hours to contact parents. Phones displayed during school will be confiscated until the end of the day.**

TESTING

The school district maintains a standardized achievement testing program that is administered each spring. In addition, the district complies with state requirements and administers a statewide assessment to grades 3, 4, 5, and 6. Pertinent and timely information is made available to parents prior to these testing periods. Test results are placed in a student's permanent record and may be reviewed by parents with staff member upon request.

TEXT BOOKS & EDUCATIONAL MATERIALS

Text books and regular educational materials are provided for all students by the school district. Students are expected to take care of their books and materials and shall return the books in good condition at the end of the year, or pay for the damaged/lost book. Students may be asked to purchase a weekly reader-type publication to be used in the classroom and then taken home. Similarly, students may be asked to purchase blank flash drives that can subsequently be taken home.



TOYS, DOLLS, SKATEBOARDS, RADIOS, ELECTRONIC DEVICES

The school is not responsible for toys or dolls brought to school, though efforts to assure their security may be taken. Due to problems with expensive items such as Electronic devices the district discourages students from bringing them to school. Students will need to take full responsibility for these items if they are stolen or confiscated due to misuse. Students can leave these items in the office during the day if necessary.

WITHDRAWAL

Parents should notify the school at least three days in advance of withdrawing a student. All library books, text books, and other school materials must be returned before departing. Any lunch refunds are made on the final day of school for the student or forwarded to the new address. A withdrawal slip is given to the parents for entry in the child's new school. This slip has Crow-Applegate's address, so the new school can request records upon enrollment.

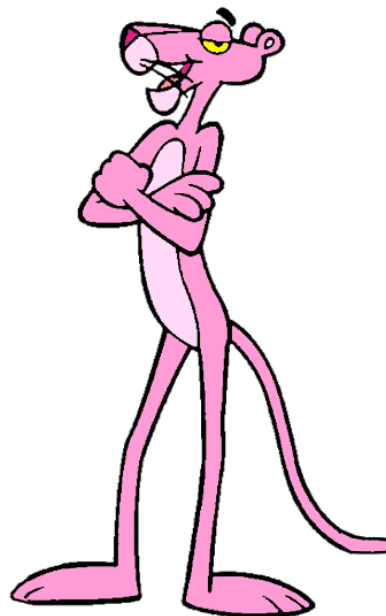
OTHER INFORMATION

HOME BAKED GOODS

After consultation with the county and state health departments, the district finds it necessary to maintain the ban on home-baked foods at school due to the risk of hepatitis.

BIRTHDAYS/SPECIAL OCCASIONS

If a parent wishes to bring in items such as store bought cupcakes in honor of their child's birthday or a special occasion they should make prior arrangements with the classroom teacher. As a general rule these are brought in just prior to the last recess. (Approximately 2:00). If your child is planning a party and you are inviting the whole class, invitations may be passed out at school. If only some classmates are being invited you may get class information/addresses from the office but invitations cannot be given out during school hours.



Exemption From School Programs Or Activities (OAR 581-22-415)

- (1) The school district may excuse a student from a state required program or learning activity, where necessary to accommodate the student's handicap or religious beliefs.

- (2) The district school board may approve and grant credit to a student for an alternative to a state required program or learning activity.
 - (a) Approval of the alternative shall be based upon and shall include:
 - (A) A written statement from the student and the student's parent or guardian of the anticipated educational advantages which will result from the alternative;
 - (B) an evaluation of the request by appropriate school personnel (the alternative should be consistent with the student's educational progress and career goals as described in OAR's 581-22-602 and 581-22-702); and
 - (C) Other information as requested by the school district board.
 - (b) Following approval by the school board at one of its scheduled meetings, and upon completion of the alternative, credit shall be granted to the student.

To The School Principal:

I would like to have my child(ren), _____, excused from the following required educational program(s) or learning activities:

I will meet the guidelines of having an alternative approved by the school district.

Parent signature: _____ Date: _____