

Island City Elementary School
Parent-Student Handbook
2025-2026
“LEARNING TODAY FOR SUCCESSFUL TOMORROWS”



LOVE, CARE, SERVE

School Telephone.....541-663-3271
School Fax.....541-663-3272
Principal.....541-663-3275
Counselor.....541-663-3276

August 8, 2025

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Dear Island City Families,

We are thrilled to welcome you back to Island City Elementary for the 2025–26 school year! We hope your summer has been filled with fun, rest, and meaningful moments with family. Our staff is eager to greet students for the **first day of school on Monday, August 25th**, and we are ready to begin a year filled with learning, growth, and connection.

Class Placement Notifications

Families will receive class placement information via school messenger in the afternoon of **Thursday, August 21st**. Please make sure your contact information is up to date in our system to ensure you receive this important communication.

Open House Invitation – Friday, August 22nd

We invite you to our **Back-to-School Open House** on **Thursday, August 22nd from 3:30 to 4:30 PM**. This is a wonderful opportunity for you and your child to visit their new classroom, meet their teacher, and begin building the relationships that will support a successful school year.

Our 2025–26 Focus Areas

This year, we are focusing on three key areas that will help ensure every child thrives both academically and socially:

Regular Attendance

Regular attendance is essential to student success. When students are in class consistently, they build routine, engage fully in learning, and form meaningful connections with peers and staff.

Family Tip: Set a regular bedtime and morning routine to make mornings smoother and ensure students arrive at school on time and ready to learn. Start now!

Emotional Regulation

We are committed to helping students develop the skills to manage their emotions, solve problems, and build healthy relationships. Emotional regulation is a foundational life skill that also supports focus and learning in the classroom.

Family Tip: Practice what it looks like to respond appropriately to correction. When things don't go our way, how should we respond? Modeling and practicing that daily will promote growth at school and home.

Growth Mindset in Academics

Believing that abilities can improve with effort is a powerful mindset. A growth mindset fosters resilience, motivation, and a love of learning.

Family Tip: Praise effort over outcome. For example, say, "I'm proud of how hard you worked on that," instead of just, "You're so smart."

We're looking forward to an amazing year ahead, and we greatly value the partnership between school and home. Thank you for all you do to support your child's education—we can't wait to see you all soon!

Respectfully,

Brett Smith

Principal

Notification of classes

The school will notify families of class assignments the week before school. We appreciate your patience as we finalize registration, open enrollment and all that goes into these class lists. Island City Elementary has an amazing staff that is amazing in every grade level and every class. We take great care of each student and put them in the class that will fit best with their personality, academics and give them the very best school experience. We ask that you trust us with these decisions and not make friend requests nor teacher requests. If you have specific concerns or questions, you may contact Mr. Smith and set up a time to meet and discuss those.

Kindergarten class assignments

Kindergarten students will be assigned a staggered start day (Monday/Tuesday) and you will receive a welcome letter from teachers, welcoming your student to Kinder Camp! During the first week of school we will spend time with our Kindergarteners and getting to know them. We'll help them become familiar with the school processes and see them interact with peers and staff. During this time we will do assessments and see where all the students are at in their learning journey. On Friday of that first week of school we will make contact with parents informing them of their class assignment for the year. This week will allow us to have all the information necessary to make the appropriate class assignments that will help all students succeed.

Monday, Tuesday, Thursday, Friday

7:35	Doors open for Breakfast
8:00	Doors open for class
8:05	School starts
2:35	School is dismissed

Late start (PLC) Wednesday

8:35	Doors open for Breakfast
9:00	Doors open for Class
9:05	School starts
2:35	School is dismissed

School arrival information

Students will enter through the front doors of the main entrance. Those doors will open at 7:35. Students will have a couple options at that time, they can go eat breakfast in the cafeteria, or they may head to the playground to play. We ask that parents who aren't in a rush to get to work, or have their student eat breakfast, to wait and drop students off closer to 8am.

Parking will be on the street and in the gravel parking lot. There is a pull through drop off line (in the gravel parking lot) where we encourage families to drop their students off without getting out of the vehicle. Students will then enter the main entrance. We need to keep the bus pull through lane clear of vehicles. It is both a safety issue and a congestion issue. **Do not park in the pull through for the bus or the drop off line in the gravel parking lot.**

We understand that some parents want to walk their students to class. We also need to maintain the safety of our students, staff and building. The first few days of school you may walk your child to class when the doors are open at 8. After the first week of school, we ask parents and those dropping students off to let their students walk into the building.

School Dismissal Information

Teachers and staff will walk students out of the building. Kindergarten, 3rd and 5th will exit and be in the front grass area (directly in front of the gravel parking lot.) 1st, 2nd and 4th will exit out the front doors or the west exit and can be picked up in front of the building. All bus riders will be loaded on the buses by staff. Students are to go with their guardians or arranged transportation that day. If that changes, please notify the office. We will not allow students to leave with another adult without the permission of the guardian.

SCHOOL CALENDAR – 2025-2026

Click on the link to view the district calendar:

[District Calendar](#)

Island City School Staff

Staff Member		Position	Phone #	Email Address
Gladys	Alf-Rippee	Paraeducator	541-663-3297	gladysalfrippee@lagrandesd.org
Jorden	Anderson	PE Teacher	541-663-3271	jordan.anderson@lagrandesd.org
Sophia	Berenson	Grade 3 Teacher	541-663-3293	sophia.berenson@lagrandesd.org
Danika	Bond	Grade 3 Teacher	541-663-3290	danika.bond@lagrandesd.org
Jacqueline	Brandow	Counselor	541-663-3276	jaqueline.brandow@lagrandesd.org
Kelly	Bryant	Grade 2 Teacher	541-663-3289	kelly.bryant@lagrandesd.org
Rebecca	Bump	Kindergarten Teacher	541-663-3247	rebecca.bump@lagrandesd.org
Brandi	Canfield	Title I Teacher	541-663-3279	brandi.canfield@lagrandesd.org
Tina	Christensen	Paraeducator	541-663-3271	tina.christensen@lagrandesd.org
Janet	Crow	Paraeducator	541-663-3271	janet.crow@lagrandesd.org
Michael	Derrah	Custodian	541-663-3285	michael.derrah@lagrandesd.org
Patty	Dreher	Voyage Teacher	541-663-3297	patty.dreher@lagrandesd.org
Justinn	Droke	Grade 4 Teacher	541-663-3246	justin.droke@lagrandesd.org
Kate	Dunlap	ESL Teacher	541-663-3248	katie.dunlap@lagrandesd.org
Annie	Girdner	Paraeducator	541-663-3271	annie.girdner@lagrandesd.org
Joel	Goldstein	School Psychologist	541-663-3281	joel.goldstein@lagrandesd.org
Kylee	Goodwin	Grade 4 Teacher	541-663-3286	kylee.goodwin@lagrandesd.org
Lowe	Katie	Paraeducator	541-663-3271	katie.lowe@lagrandesd.org
Stephanie	Kemp	Special Education Teacher	541-663-3291	stephanie.kemp@lagrandesd.org
Ellen	Lester	Media Specialist	541-663-3292	ellen.lester@lagrandesd.org
Isaac	Lynch	Music Teacher	541-663-3296	isaac.lynch@lagrandesd.org
Alicia	McConnell	Grade 1 Teacher	541-663-3295	alicamcconnell@lagrandesd.org

Rylan	Mellinger	Paraeducator	541-663-3271	rylan.mellinger@lagrandesd.org
Michelle	Nett	Kindergarten Teacher	541-663-3294	michelle.nett@lagrandesd.org
Wendie	Perry	Administrative Assistant	541-663-3271	wendie.perry@lagrandesd.org
Dale	Read	Head Custodian	541-663-3285	dale.read@lagrandesd.org
Jean	Redd	Cook Helper	541-663-3284	jean.redd@lagrandesd.org
Marilyn	Ricker	Media Assistant	541-663-3292	marilyn.ricker@lagrandesd.org
Rachel	Robinson	Reading Teacher	541-663-3279	rachel.robinson@lagrandesd.org
Ashley	Rowe	Speech Pathologist	541-663-3281	ashley.rowe@imesd.k12.or.us
Melissa	Sampson	Paraeducator	541-663-3271	melissa.sampson@lagrandesd.org
Kailie	Sells	Grade 5 Teacher	541-663-3288	kailie.sells @lagrandesd.org
Sam	Smith	Cook	541-663-3284	sam.smith@lagrandesd.org
Merlee	Smith	Paraeducator	541-663-3271	juliet.smith@lagrandesd.org
Brett	Smith	Principal	541-663-3275	brett.smith@lagrandesd.org
Kember	Studer	Behavior intervention	541-663-3283	kember.studer@lagrandesd.org
Anne	Sweet	Cook helper	541-663-3284	anne.sweet@lagrandesd.org
Tausha	Tams	Grade 5 Teacher	541- 663-3278	tausha.tams@lagrandesd.org
Megan	Tochterman	Grade 2 Teacher	541-663-3277	megan.tochterman@lagrandesd.org
Jessica	Troutman	Grade 1 Teacher	541-663-3287	jessica.troutman@lagrandesd.org
Marcella	Wilson	Paraeducator	541-663-3271	marcella.wilson@lagrandesd.org
		Paraeducator	541-663-3271	

ISLAND CITY PTO – 2025-2026 OFFICERS

President.....Katie Merrick
 Vice President..... Kelsey Williams
 Secretary..... Sarah Rowland
 Treasurer..... Renee Wells
 Hospitality Coordinator..... Amanda Gross

Room Parent Organizer..... Kember Studer

When you enroll your child at Island City School you automatically become a member of PTO, the Parent Teacher Organization at Island City. Island City School prides itself on being a family school and PTO, with all its parental support, makes this possible. We look forward to your participation and help.

PARENT VOLUNTEERS

If you are interested in being a volunteer at Island City School, please complete the forms on the district website. They can be accessed at this link. [Forms](#) Additionally the PTO has a form to express interest in helping. Please return this to the offices. This form lets us know what kind of help you would like to provide. PTO coordinates this volunteer help for all classes. The staff greatly appreciates all volunteer help. Emily Insko at the district office helps us coordinate paperwork for all volunteers. She can be reached at 541-663-3202.

VISITATIONS

So that we may maintain a regular classroom routine for our students and avoid disruptive situations, we ask that parents not use class visitation time for discussion with the teacher. Arrangements for conferences need to be made in advance. Students may not bring siblings or other visitors to school, but are welcome to share lunch time with guests. Please check in at the office and get a visitors badge.

ROOM PARTIES

Each classroom has a party at Halloween, Christmas, and Valentine's Day. If your child will not take part in parties because of religious beliefs, please notify the teacher at the beginning of the school year and discuss how you wish your child to spend that party time.

BIRTHDAY TREATS

During normal operation, birthday treats for the class are allowed during class time **with the consent** of the classroom teacher. **Please make arrangements at least one day in advance.** In the event there are a lot of birthdays in a certain month or time frame, we will consolidate those birthday celebrations while we maximize instructional time.

PARTY INVITATIONS

We ask that students not distribute party invitations at school. The office cannot legally provide lists of student names, addresses, or telephone numbers. We ask that you coordinate parties and get-togethers outside of school.

INSURANCE

School insurance is available at registration and at any time during the school year from the school office. If you wish to purchase school insurance, enclose payment in the envelope provided and return the envelope to the school office. Keep the summary of coverage. Make checks payable to the insurance company listed. Insurance claim forms are available at the school office. **The school does not have insurance coverage for playground or school injuries requiring medical attention.**

REGISTRATION PROCEDURES

~**REGISTRATION FORM** Parents will be asked to complete the Student Enrollment Form for each child enrolled in school.

~**CERTIFICATION OF IMMUNIZATION** State law requires immunization for polio, measles, diphtheria, whooping cough, tetanus, Hepatitis B, chickenpox, and Hepatitis A. These may be waived for religious reasons or if the child's health might be endangered. Please complete the education module online or with your child's doctor to be exempt from immunizations. A complete Certificate of Immunization Status must be presented to the school prior to enrollment.

~**LANGUAGE USE SURVEY** Determines if your child's current language exposure and use might make him/her eligible for English Learner (EL) services.

~**TRANSFER STUDENTS** Parents enrolling students from out of district are asked to sign forms for transfer of records. These release forms are available at the school office. The school will send for the student's records. **Immunization** laws apply to students (5-14 years old) enrolling from out of state. Students have 30 days to comply and parents must sign a statement of compliance.

~**ENTRANCE AGE** A kindergarten student will be admitted to La Grande Public School kindergarten if his/her fifth (5th) birthday occurs on or before September 1st of the current school year.

~**SUPPLY FEE EXPECTED AT TIME OF ENROLLMENT**

- \$30.00 – Kindergarten - 5th Grade
- Island City School purchases necessary school supplies in bulk for students. The fee covers student supplies (excluding P.E. shoes) for the entire school year. **Credit Card, cash, or check payments are accepted.**

~**CHANGE OF INFORMATION**

If you move to a new address or change your phone number, notify the school office right away. You or your contact person will be called in case of illness or injury to your child. **This is vitally important during the COVID Pandemic.**

MEDICATION (School Board Policy - http://policy.osba.org/lagrande/J/JHCD_JHCDA%20R%20D1.PDF)

Medication must be transported to and from school by the parent. This includes prescription medication; skin creams; cough drops/syrup; pain medication (Tylenol, etc.) The medication is checked in at the office and kept in a locked cabinet. School personnel cannot dispense medication at school without the proper form signed by the parent at the school office. If your child needs to take any medication at school, please contact the school office for information. **The office does not keep medication on hand for student use.** A copy of the School Board policy outlining the procedure is available.

ATTENDANCE/ABSENCES

Success in school is significantly influenced by regular and punctual attendance in class. We believe the relationships between students and teachers in a learning environment are critical to each student's educational growth. Poor attendance is a major cause of student failure and frustration with school. Make-up work does not take the place of direct instruction from the teacher. All students are expected to attend better than 90% for the school year, which usually allows for 17 absences a year for any reason.

~**PROCEDURES** (District Attendance Policy- <http://policy.osba.org/lagrande/J/JE%20D1.PDF>) Absences: Oregon Law (ORS 339.065) states: “An absence may be excused if the absence is caused by the pupil’s sickness, by the sickness of some member of the pupil’s family, or by an emergency. A principal may excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.”

~**EXCUSED ABSENCES**: The following will be acceptable excused absences:

- Sickness/injury of a student
- Sickness/injury of member of a student’s family
- Emergencies
- Medical and dental appointments
- School related activities
- Prearranged approved absences

ACCOUNTING FOR ABSENCES

- **Parents should call the office (prior to 8:30 a.m.) on the day of an absence** to inform the school of the child’s absence and the reason for the absence. If the parent does not contact the school, the school secretary will call the parents to inform them the child's absence is unexcused.
- If the parent has not contacted the school office, the child must bring a note when he/she returns. The note must be received within two school days of the absence in order to be excused.
- Parents must contact the school office to establish a pre-arranged absence.

- After any absence for a communicable disease, a readmit slip from a doctor or County Health nurse is required.
- Teachers will **not** be required to provide make-up work for **unexcused absences**. Teachers will provide make-up work as appropriate for excused absences, usually after two days of absence. Make-up work may be different from the regular class assignments, since much of the class work cannot take place at home.
- Because school attendance is critical to achievement, parents or guardians of students chronically absent or tardy will be contacted by the school. **Four unexcused absences per attendance period is considered excessive.**

STUDENT STANDARDS OF CONDUCT

Students, staff, and parents desire a learning environment that maximizes learning opportunities. Each classroom teacher establishes a code of conduct and consequences for inappropriate behavior at the beginning of the school year. Island City staff members actively teach the school and classroom behaviors we expect to see. These behavior expectations are carefully and clearly taught in the first weeks of school, and then reviewed as needed throughout the year. Classroom behavior expectations are posted and this information is shared with parents. Behaviors will be dealt with on an individual basis.

Each student has the **RESPONSIBILITY** to be familiar with, and demonstrate following rules set by the teacher and the school.

~Discipline actions may include:

- verbal reprimand
- removal of school privileges
- in-school suspension
- out-of-school suspension
- expulsion

~Students will receive the appropriate level of discipline for the following behaviors:

- Unexcused tardiness to school or class
- Truancy
- Conduct that disrupts a school function
- Willful violation of playground rules and/or classroom regulations
- Willful disobedience of a teacher or school employee's lawful authority
- Open disrespect toward a teacher or school employee
- Damage or destruction of school property or private property on school grounds
- Verbal or written use of profane or obscene language
- Theft
- Sexual harassment
- Assault or bodily injury, or threat, harm, or acts of violence to another student or school employee
- Use or possession of drugs, alcohol, or tobacco
- Use or possession of weapons or dangerous instruments on school grounds

****Please refer to the La Grande School District Student Responsibilities and Rights Handbook for more information.**

COUNSELING PROGRAM

The primary focus of the elementary guidance program in the La Grande School District is to develop and enhance self-esteem through prevention and crisis intervention. The prevention curriculum and crisis intervention includes self-awareness, communication, decision-making/problem solving skills, social relationships, career awareness, substance abuse, personal safety, and other specialized areas. Crisis intervention can include individual counseling, classroom management, and contact with community agencies. The school counselor teaches regular guidance lessons in each classroom. She also works with small groups of children from every classroom. If your child is selected to participate in a small group you will be contacted.

APPROPRIATE SCHOOL DRESS

The following **guidelines** address the La Grande School District policy that states that dress will not disrupt or interfere with the educational environment of the classroom; However, students may be directed to change dress or grooming if it interferes

with the learning process or school climate, is unclean, or threatens the health or safety of the student or others.

- two inch shoulder-strap minimum
- no underwear should be visible or worn as outer-garment (e.g. boxer shorts)
- skirts and shorts are to be worn at fingertip length or longer
- no midriffs showing
- swimsuits may be worn under regular school attire and should not be visible
- tank tops with extra-large armholes are not appropriate
- see-through clothing is not a cover-up for inappropriate clothing
- clothing should not have outright or subtle messages with sexual, gang, alcohol, tobacco, drugs slogans, or graphics

BEHAVIOR EXPECTATIONS AT ISLAND CITY SCHOOL

The Ram Code

	Hallway	Cafeteria	Playground	Restrooms	Technology	Assemblies	Lines
Respect Everyone	Voices Off- Level 0 Quiet Hands and feet Hands and feet to self	All are welcome Use quiet voices- Level 2 Use kind words Place trash and tray in appropriate places	Follow agreed upon rules Take turns and share Include everyone Kind words and actions	Quiet Voice Give privacy Wait my turn quietly Respect school property	Plug in to charge Use the correct charger No food or drink	Sit on bottoms Voices off Listen to speaker Celebrate Appropriately Follow adult directions	Voices Off Stay to the right

Act Safely	Facing forward Stay to the right Walk single file Objects to self	Sit with feet on the floor, bottom on bench, face the table Hold tray with both hands Always walk Keep food to self	Follow all game rules Hands and feet to self (no tag/chase) Be aware of surroundings	Wash hands Keep feet on floor Walk in & out quietly Keep floor clean & dry	Use school approved sites Keep passwords private	Enter & exit calmly & quietly All body parts and objects to self	Eyes forward Single File No Running
Make Responsible choices	Follow Directions Quickly Walk with a purpose	Use appropriate signals for permission to leave your seat Take and touch only what you can eat Clean up after yourself	Use Kelso Choices- Try 2 first Follow whistle signals: 1.Safety concern 2.Clean up equipment 3. Line up	Walk directly to and from Return to class quickly Clean up after self Go, Flush, Wash, Leave	Be Gentle Carry like a lunchtray Don't touch the screen Stay on the website that the teacher has assigned	Behave appropriately so all can enjoy the experience Keeps hands to self Take proper care of equipment Return to class with Teacher	Keep hands to self Walk with a purpose Calm body

BEFORE AND AFTER SCHOOL

Students will be allowed to play on the playground starting at 7:35 in the morning. School starts promptly at 8:05. When students have completed the school day, they are to go home. Students are not permitted to play on the playground, as supervision is not available. Children are not to return to school to play on school property until the close of the regular school day, at 3:00 p.m.

LEAVING SCHOOL

Student safety is our number one priority. Students are not permitted to leave the school grounds between arrival and dismissal time. Parents must sign their child out through the school office when they need to take their child from school during school hours.

SCHOOL BUS

We understand providing transportation for your student(s) is not always practical. If your family needs to utilize bus services, please fill out a bus registration form and return it to Mid-Columbia Bus Company or to school. School district transportation behavior guidelines will be sent home with regular bus students. Students who are not regular passengers need written permission from a parent and approval of the La Grande School District to ride the bus. The bus driver is responsible for the safety of all students; therefore, your child will be expected to follow the guidelines. Mid-Columbia Bus Company can be contacted at 541-963-6119.

TOYS

Students may not bring toys to school. Arrangements must be made in advance with the classroom teacher for special projects or sharing.

RECESS

We expect students to participate in daily outdoor recesses as part of the total school program. Students are responsible for wearing appropriate clothes for outside play. Students should be dressed appropriately for the weather conditions. In cold or snowy weather, hats, coats, boots and gloves or mittens are needed every day. During rainy or extremely cold weather, all students will remain indoors. It is expected that children who come to school are well enough to go outside for recess.

PHYSICAL EDUCATION

All children should wear, or have available, appropriate athletic shoes to be used for P.E. days. For safety reasons these shoes should fasten securely with shoe laces or Velcro. Black-soled athletic shoes that leave marks are prohibited from use on the gym floor.

- **A physician's medical excuse is required for a student to be excused from physical education**

INJURIES

Minor injuries will be treated at school by school personnel trained in basic first aid. In case of serious injury to students, parents will be notified as soon as possible. If parents are not available, the alternate contact person will be called. If circumstances warrant, the child will be taken to the hospital. A school representative will accompany the child.

LOST AND FOUND

Please label coats, hats, gloves, shoes, etc. Many good clothes are lost each year and never claimed. Parents are welcome to check the "Lost and Found" area at any time during the year. Periodically, unclaimed items are given to charity.

BICYCLES, SKATEBOARDS, ROLLER BLADES

Children who ride a bicycle to school should have a bike lock and use it each day. All bikes are to be parked properly in the bike racks. Students are not to play around the bike racks during the day. Rollerblades and skateboards may be kept in the classroom coat area. For the safety of all students, riding bikes, skateboards, rollerblades or shoes with rollers are not permitted during school hours on the playground or sidewalks on school property.

TELEPHONE - EMERGENCY USE ONLY

Students must have permission from their teacher or another staff member to use the phone. **Students will not be permitted to use the phone to make after school social arrangements.**

CELL PHONES

The state of Oregon has recently passed legislation requiring schools to keep students from using cell phones while at school. All cell phones are stored securely in backpacks throughout the day. If they are used in class, teachers will take up the phone and turn it into the office. The principal will call parents to discuss phone pick up after school. Smart watches that are being used as cell phones or toys at school will be subject to the above procedures. If you need to contact your student, or the student needs to contact you, phones are available in the office. The expectation is that all students will utilize those methods to communicate from home to school or school to home. Medical devices that control diabetic, hearing or other necessary medical functions are allowed and accommodated through IEP or 504 plans. Should your student have a medical need for such a device, please contact the main office and schedule a meeting.

ELECTRONIC COMMUNICATION DEVICES

District Policy for Students - <http://policy.osba.org/lagrande/J/JFCEB%20R%20G1.PDF>

CAFETERIA PROGRAM

Our district participates in the Federal and State Surplus Commodities Program which requires a balanced meal with minimum standards of nutrition. The main menu items are served to the students, and the students serve their own fruits and vegetables. Students are expected to eat all that they serve themselves. If there are certain foods your child is not allowed to eat, please have your doctor send the list to school.

Milk is served with each school breakfast and lunch and may be purchased separately for children who bring their lunches from home.

2025-2026 Breakfast and Lunch Costs

For the 2025-2026 school year, all students in kindergarten through 12th Grade will receive free meals under the Community Eligibility Provision (CEP) . This will continue for four years. During that time, the following meal costs will be in affect:

BREAKFAST	COST
Kindergarten through 8th grade	Free
9th through 12th grade	Free
Student guest (all grades)	Free
Adult	\$2.75
LUNCH	
Kindergarten through 8th grade	Free
Student guest (through 5th grade)	Free
6th through 8th grade guest	Free
9th through 12th grade	Free
Adult	\$4.75
Extra Milk	\$0.60

Elementary Breakfast / Lunch Menus:

<https://sites.google.com/a/lagrandesd.org/nutrition-services/2011-2012-meal-prices/menus/elementary-school-menus>

EQUAL EDUCATIONAL OPPORTUNITIES

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunities for all students. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status, or handicap.

DISCRIMINATION: Neither the district nor any of its employees shall, on the basis of handicap, exclude a student from any program or service provided by the district. Students will have an equal opportunity to enjoy the full range of services offered by the district. The district will not deny access to any programs or services and will not provide programs or services for the handicapped that are not as effective as those provided for the non-handicapped.

EMERGENCY EVACUATION PROCEDURES

In case of emergency (fire, bomb threat, flood, earthquake, or other circumstance requiring immediate and long term evacuation of students) the following steps will be taken:

- All Island City students will go to the Foursquare Gospel Church - 10300 S. D Street - Island City 541-963-8063.
- Notice to parents will be announced on KCMB 104.7 and KLBM radio - 1450.
- Parents may pick up children from the church as outlined through radio information.

EDUCATION RECORDS

The parent or guardian of a student(s) in attendance or a student 18 years of age has a right to:

- Inspect and review the student's education records
- Request an amendment to those records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights
- Consent to disclosure of personally identifiable information contained in the education except to the extent that the law authorizes record, disclosure without consent
- File with the United States Department of Education a complaint concerning alleged failures by the District to comply with the requirements of federal law
- Obtain a copy of the District policy with regard to student education records at the local school or District office

The District forwards education records requested under OAR 581-21-250 (l), (m), and (p) within 10 days of receiving the request.

SEXUAL HARASSMENT

- The district is committed to maintaining a learning environment that is free of sexual harassment.
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student, or by a student to a member of the staff.
- Any student who is subject to, or knows of, sexual harassment should immediately notify the building principal or the superintendent if the principal is the subject of the complaint. Staff members notified of sexual harassment shall inform the building principal immediately.

- The superintendent will develop a complaint procedure. All complaints will be promptly and thoroughly investigated.
- The La Grande School District will notify parents of a particular school when the district becomes aware a registered predatory sex offender has been registered to live in close proximity to a school.

ADDITIONAL SERVICES

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover the resulting tuition or cost. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and the opportunity to propose other options available within the public school system before the private placement or services are obtained. Therefore, for any regular education, 504, or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in denial of any subsequent reimbursement request.

Complaints

La Grande SD recognizes the necessity for each school to develop and maintain an orderly procedure for resolving student/parent complaints. The following procedures will be followed for handling student/parent complaints within our district.

The complaint will follow the policy of La Grande SD (KL-AR). All complaints will be handled in this manner. Administrators will review and support parents/students regarding what complaint process is most appropriate based on individual circumstances of the case. Student/Parent complaints will, generally, be investigated at the building level and when necessary will be referred to the district process.