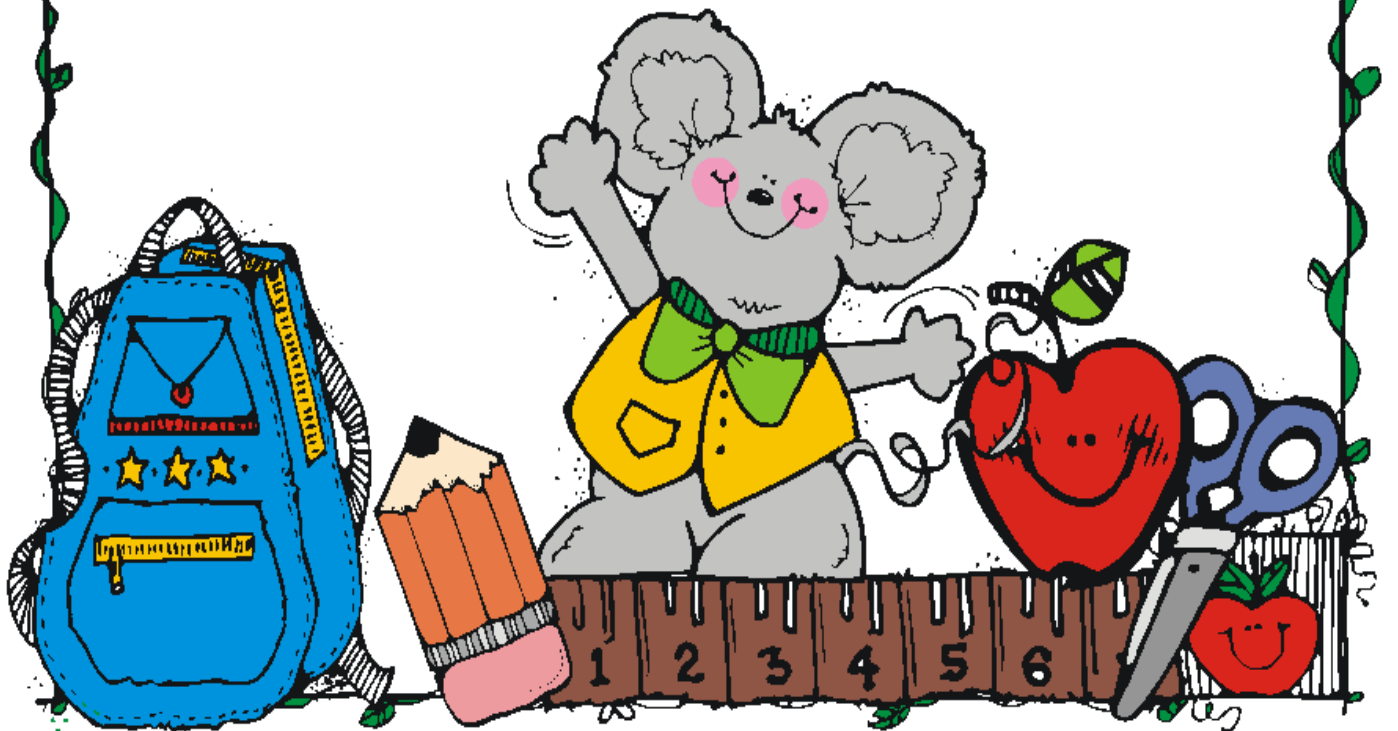


Imbler Elementary Handbook



Message from the Principal

This handbook is to be used as a reference for Imbler Elementary School families throughout the coming year. Please keep it and refer to it as the need arises. Any staff member will be happy to answer questions you might have about school operations.

Situations not covered in this handbook will be handled by the Superintendent in accordance with Imbler School District and state law. It is our intent to keep both parents and students informed about the procedures, policies, and philosophy of this school.

We welcome parents to visit our school and discuss any concerns or ideas they may have. Parents, teachers, and community members working cooperatively for kids will continue to be our goal. We sincerely hope that this handbook will be another tool in fulfilling that goal.

Randy Waite
K-6 Principal/Superintendent

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Imbler Elementary Faculty & Staff

Telephone
Randy Waite

541-534-2311
Superintendent/Principal

Teachers and Support Staff

McKenna Miller
Katie Burreight
Shauna Kretschmer
Jillian Gray
Kacey Robbins
Larry Bennett
Heidi Bowers
Becki McIntosh
Dawn Treat

Tina McCrae
Laura Treat
Talia Whitmore
Shannon Birkmaier
Wendy Crow
Jennifer Goodman
Barry Bowers
Drew Williams

Kindergarten
First Grade
Second Grade
Third Grade
Fourth Grade
Fifth Grade
Sixth Grade
Title 1
Resource Room
Music Director
Para Professional
Para Professional
Para Professional
Para Professional
Elementary Admin Assistant
Media Specialist
Testing Coordinator
Transportation/Maintenance
Supervisor

Custodians

Nate Green (H.S.)
Bonnie Lewis (Elem)

Custodian
Custodian

Cafeteria

Tanya Corta
Bobbi Schwabauer
Michelle Miles

Head Cook
Asst. Cook
Asst. Cook

Rural Health Network

Rheadean Hays
Deena Reed

School Counselor
School Nurse

IMBLER SCHOOL DISTRICT

2023-2024 Approved School Calendar

| August 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
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| November 2023 | | | | | | |
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| December 2023 | | | | | | |
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| January 2024 | | | | | | |
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| February 2024 | | | | | | |
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| March 2024 | | | | | | |
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| April 2024 | | | | | | |
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| May 2024 | | | | | | |
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| June 2024 | | | | | | |
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| July 2024 | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

- Registration
- Inservice - No School
- Employee Planning Day - No School
- Student Full Days

- 7-12 1st Day of School
- Elementary 1st Day of School
- Holiday/Vacation - No School
- End of Quarter

- Enrichment/Intervention Day 8am - 12pm
- Early Release Day - 8am - 12pm
- Parent/Teacher Conferences (Evening)
- P/T Conferences-No School Elementary - Only Evening Conferences for JH/HS

Enrollment

Attendance

The State of Oregon defines someone as chronically absent, if their attendance falls below 90%. Imbler is on a 4-day week, this means to not be considered a chronic absentee a student should miss less than 15 days during the 2023-2024 school year. This equates to less than 4 absences per quarter. Please keep your student home if they are ill, but make attendance a priority. If your student will be gone or is gone for any reason, please call Wendy at 541-534-2311 (you can leave a message) or email her at wendy.crow@imblersd.org Please do this even if you have Dojo'd the teacher as sometimes in the chaos of the morning, the message doesn't get relayed quick enough.

Insurance

Our school has selected the Student Insurance Plan from K&K Insurance to make reliable coverage available to parents. Coverage may be purchased at any time during the school year by visiting www.studentinsurance-kk.com

Registration

The student profile sheet is to be filled out by a parent or guardian and returned to the office by the first day of school. This is a permanent record and will only require updating if information changes. Please make sure the emergency phone number and contact person is different than the listed parent.

Kindergarten or First Grade Enrollment

Parents of Kindergarten or First Grade students, not previously enrolled at Imbler, are required to bring verification of age, completed physical examination form, and a signed Oregon Certificate of Immunization Status form. To be enrolled in Kindergarten, a student must be five years of age before the first day of school. To be enrolled in First Grade, a student must be six before the first day of school, unless he/she has attended a full year of Kindergarten and can pass a readiness test.

Change of Address and/or Telephone

If you move to a new address or change phone numbers, please notify the school office. We must know how to contact you in case of an emergency.

Room Parties

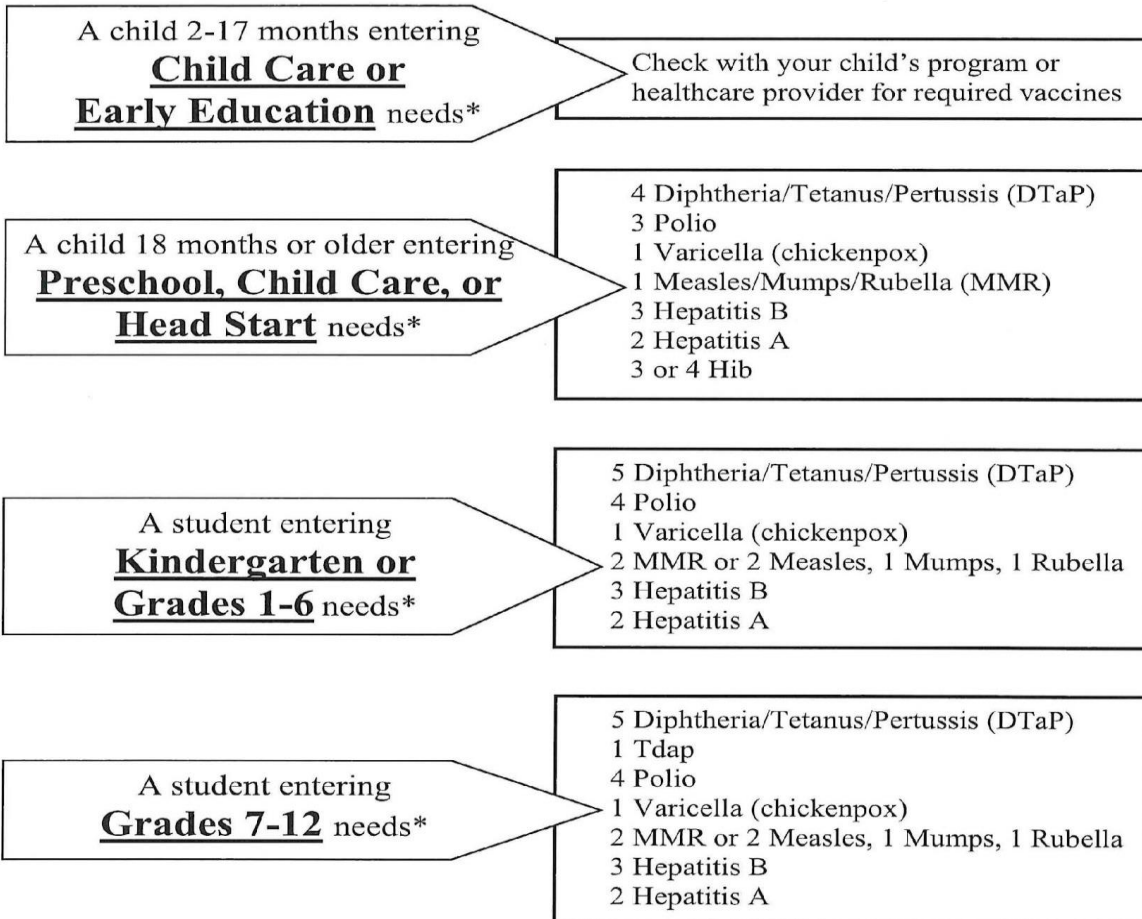
Each classroom may observe Halloween, Christmas, Valentine's Day, and sometimes other occasions. Arrangements are made among room parents, teachers, and students for refreshments. Other parties are not permitted unless authorized by the school. Each student's family may be asked to help with the refreshments for one of the parties. Families and students may opt out of parties. Please communicate with the teacher, if you do not want your child to participate.

Immunization

The law requires immunization of every child, including pre-school, in any Oregon Public School. Out-of-state transfer students have a 30-day grace period in which to provide the required information. The required immunizations are:



Oregon law requires the following shots for school and child care attendance*



**At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details.* 1/2023

THE LAW SPECIFICALLY PROHIBITS THE SCHOOL TO ENROLL STUDENTS WHO HAVE NOT COMPLETED THE IMMUNIZATION REQUIREMENTS.

Guidance and Counseling

The effort is being made to help every student make a satisfactory adjustment to school, to meet their problems, and to plan a suitable program for themselves.

The purpose of guidance in school is fourfold:

1. To assist all students to know their own capabilities, their weaknesses, and to help them develop their potential ability by wise use of time, and by a well-planned program to fit their individual needs.
2. To assist all students to meet their individual problems and to make wholesome satisfactory adjustments.
3. To help all students develop wholesome relationships in school and worthwhile community interests and activities.
4. To develop leadership, which will extend into adult participation in worthwhile community interests and activities.

We encourage all students to participate in an activity (clubs, student government, sports, etc.). To be more effective, we feel all students should avail themselves of personal interviews, and we urge parents to encourage their children to make use of such assistance. The Imbler Counseling program for K-6 students is provided by the Rural Health Network.

Elementary Dress Code

The following guidelines are in effect for regular school attendance:

1. Grooming habits shall be consistent in keeping with health, sanitary, and safety practices. Students should be clean and well groomed. Grooming habits shall not disrupt the teaching/learning process. Clothes should be in good taste and should reflect the image of Imbler School
2. When a student is participating in special activities, grooming habits shall not disrupt the performance or constitute a health threat to the individual or other students.
3. Provisions for dress in special activities should arise directly out of the needs of the activity.
4. Hats (of any kind) and bandana type headwear is prohibited inside any Imbler School District building at ALL times.
- 5.. Clothing that is questionable or deemed disruptive by a staff member with slogans, drawings, advertisements, obscene or questionable remarks, trade-marks, politically provocative, transparent and certain styles will not be permitted.

OTHER CONSIDERATIONS IN DRESS CODE:

6. **Tops:** Tank tops with large sleeve holes, cut-off tops, halter tops and spaghetti strap shirts, low cut tops, transparent tops and tops that show undergarments, are not allowed for school attendance and activities. Student's midriff and back must be covered.
7. **Pants, Skirts & Shorts:** Pajama style pants will not be allowed. No low riding pants that reveal a student's undergarment. Tights should not disrupt the learning process, Shorts or skirts must be hemmed and be mid-thigh length below the student fingertips when their arms are extended down to sides. No shorts or pants with holes above the fingertip length will be allowed. Shorts may be worn year round with the awareness of the weather. All students will be required to participate in recess and other activities with no exceptions because of clothing. In the winter months especially, please send your student with proper clothes for the weather outside.
8. **Shoes:** Slippers will not be allowed. Flip flops are not advised during regular school days and it is advised that sandals have a back strap for safety reasons. All students must have tennis shoes for PE.

DRESS CODE MAY BE ALTERED DURING A SPIRIT DAY. i.e. Hat Day, Pajama Day, Etc.

Play Equipment

1. Children are not to be on top of horizontal bars.
2. Children are not to swing by knees on trapeze bar.
3. Don't push or pull other children on equipment.
4. No twisting or swinging sideways on swings.
5. Only one child to a swing.
6. No climbing posts of swing sets.
7. No jumping out of swings.

General

1. Tackling each other during any game is not allowed
2. Always keep your hands and feet to yourself.
3. Throwing snowballs, rocks, sand and similar objects can be dangerous.
These activities are not allowed.
4. Fighting of any kind is unsafe and not permitted. This includes wrestling while hanging from the bars and pushing or shoving while on each other's shoulders.
5. The soda machines in the High School may be used only after the High School dismissal bell has rung. DO NOT bang on locked doors

to be let in.

6. Skateboards, rollerblades, or similar type toys are not allowed on school premises at any time, this includes after school hours.
7. Electronic games are not allowed during school hours.
8. No remote controlled toys.
9. iPod's, MP3 type devices are prohibited. They will be confiscated by a staff member and will be returned to the student at the end of the day. Further violations will result in Administration confiscation until the end of the year.
10. In general, trading cards, playing cards, toys or devices not related to school learning are a disruption to the educational process, they should not be in cafeteria or at recess. Please keep them at home.
11. Running allowed in outside areas only.
12. Tennis shoes are a requirement for your child's P.E. class and for rainy days when the children must stay indoors. All children in the gym without tennis shoes will be sidelined. Socks instead of tennis shoes will not be allowed due to the extra risk of injury.

Students at Recess/Cold Weather

All students should be properly dressed for the weather conditions at the time. Because of the different duties of teachers, we cannot assume the responsibility of students left in the classroom; therefore, all students will be outside during recess unless one has a doctor's excuse.

Damage of School Property by Pupil

1. No Pupil shall steal or damage any school property.
2. A pupil who violates subsection (1) of this section may be punished, suspended, or expelled.
3. In the event of student damage, the parents of a pupil who violates subsection (1) of this section are liable for the amount of damages as determined by the administration. If the administration brings a successful action for the recovery of such damages, the parents are liable for the costs. This rule includes textbooks, windows, chromebooks, headphones, athletic equipment, vandalism, vehicles, etc. (ORS 339.260)

Discipline, Suspension and Expulsion

Condition Descriptions

1. All students in our schools deserve reasonable safeguards in the consideration of all matters affecting their social life. Careful attention must be given to procedures and methods whereby fairness and consistency in discipline shall be assured for each student.
2. Special problems that arise in conducting school programs free from disruption and from the kinds of distractions which impedes the learning of any student may make it necessary to adjust the formal learning environment for a period of time.
3. Teachers and administrators need discretionary powers in invoking disciplinary actions and procedures, and in maintaining a climate conducive to learning and protection of life and property.

Rights

1. Fair treatment for each student shall protect him/her from arbitrary and unreasonable decisions.
2. All decisions affecting students shall be based on careful and sound investigation of the facts.
3. All students shall be appraised of the school rules and procedures by which schools are governed and the process by which discipline may be involved.

Responsibilities

1. Students shall comply with the rules for government of schools, pursue the prescribed course of study, and shall submit to the lawful authority of teachers or school officials.
2. The following type of conduct shall make the student liable for discipline, suspension, or expulsion:
 - a. Disregard for attendance procedures adopted by the School Board.
 - b. Insubordination, willful disobedience, or open defiance of school authority.
 - c. The possession or use of alcohol, illegal drugs, and/or narcotics in any form on or about the school premises or at any school activity.
 - d. Assaults, fights, extortion, setting fires, setting off false alarms, bomb threats, vandalism, forgery, theft, threats of harm, and other such acts.
 - e. Profane language and/or indecent gestures.

- f. Persistent, disruptive, or abusive conduct that deprives other students of the right to learn.
- g. Willful or malicious damage of furniture, buildings, fences, trees, or other parts of the school property, including cutting, marking, or defacing the same in any manner.
- h. Carrying dangerous instruments, guns, or having the same in lockers or desks.
- i. Possession and/or use of firecrackers and smoke bombs or other illegal fireworks.
- j. Tobacco on the school grounds or at school functions or activities.
- k. Other violations: A student shall not repeatedly fail to comply with directions from teachers or other authorized school personnel.
- l. Discipline for a minor infraction may be handled without going through all the steps of formal procedures. In some cases, a written record shall be maintained in the student's file.
- m. Other forms of behavior disruptive to the educational process.

Explanation of Possible Disciplinary Actions

In-School Disciplinary Action

Detention: A teacher may keep a student for detention before school or during the noon hour with time to eat lunch and after school with prior arrangements with parents.

1. No talking except when recognized by a detention supervisor.
2. Students will remain seated in chairs as arranged by the detention supervisor.
3. The detention supervisor will record the time the student arrives and the time he/she leaves.
4. No eating or drinking during detention.
5. Students may use detention for silent studying only.

In-School Suspension

In-School suspension is suspension of a refractory student during which the student spends time in an assigned place studying by himself or working at an assigned task such as washing windows, picking up paper, etc.

When the administrator decides that detention is not appropriate, he/she may assign the student alternative activities to consequent behavior.

Out-of-School Suspension

1. Suspension temporarily takes away the privilege of attending school or school activities from a student for a period not to exceed ten (10) calendar days. In special circumstances, a suspension may be continued until some specific pending action occurs, such as a court hearing, a physical or mental examination, or an expulsion hearing or incarceration by court action. Suspensions are made by the principal and are not to be used in lieu of an expulsion. The student shall be given oral or written notice of the charges against him, and if he denies them, an explanation of the evidence the authorities have shall be presented. The student would then have an opportunity to present his/her version. Generally, this notice and hearing will precede the student's suspension. If prior notice and hearing are not feasible, as where the student's presence threatens people or property or threatens disruption of the academic process thus justifying immediate removal from school, this notice and hearing shall follow as soon as practical.
2. Notification of the suspension and the reason therefore shall be given by telephone or letter as soon as practical to the parents or guardian. Upon suspension, the student will be sent home unless it is deemed by the administrator advisable to hold the student until the end of the school day. The suspending official will promptly notify the student and parents or guardian by phone or mail of the suspension, the duration thereof, the conditions for reinstatement, and right to a conference with the principal.
3. Should a parent or guardian desire a conference, a request for such shall be made to the principal. When a student has been suspended for three major offenses in one year, he or she will be considered for expulsion from the school as a habitual discipline problem. A letter will be sent home to the parents after each suspension which will inform the parent of the seriousness of the situation and solicit parental cooperation of an active nature. A full report will be made to the Board of Education at their regular monthly meeting. (This is not to be interpreted that cases may not be considered for expulsion after one or two suspensions.)
4. Major offenses are: cheating, smoking, drinking, drugs, theft, serious threats, inappropriate dress, fighting, destruction of property, defiance of teacher, excessive tardiness, truancy, assault or other serious offenses deemed disruptive to the educational process.

Expulsion

Hearing the accuser:

Staff complaints - students should hear directly from the teacher or staff member the specific complaint or description of unacceptable behavior when the student desires.

Student complaints - it is recognized that a school official as a public officer shall not be examined as to communications made to him in official confidence, when the public interest would suffer by such disclosure. For this reason, in recognition of the special jeopardy in which the student witnesses may be placed, and the possible traumatic effects of adversary proceedings conducted by attorneys, police officers, or court officials, the complaining student may not be required to face the accused, nor have his identity revealed. When it is determined that the student should not face the accused, the school official then becomes the official complainant.

1. Expulsion denies the privilege of attendance at any district school or school activities for the remainder of the current semester unless such semester ends within such a short period of time that the expulsion would be too short to be effective. In the event expulsion is recommended by the student's principal or the representative, the student may or may not be suspended pending a hearing on expulsion. In either event, the principal shall arrange with school district superintendent for a time and place of hearing. Such notice shall be delivered personally to the student and the student shall acknowledge receipt thereof. If the student is not readily available for service of such notice, the same may be mailed to the student by certified mail with return receipt and also by regular mail with receipt. Such notice shall cite the charge or charges and the specific acts that support them. The notice shall state a recommendation of either expulsion without suspension or suspension pending a hearing for possible expulsion, and the right of the student and parents or guardian to representation. The written notice shall be mailed to the parents or guardian prior to the hearing or expulsion.
2. Unless otherwise provided by the District School Board, the school Superintendent or his designated representative shall act as the hearing or review officer, and shall maintain control over and conduct the hearing or review. In case of foreign language differences or other serious communication handicaps, the hearing officer shall provide a translator. The student, or parents or guardian, or their representative, who may be an attorney, shall be given the right to present their version as to the charges and to make such showing by way of oral testimony, affidavits, or exhibits. They shall be permitted to hear the evidence presented against the student.

3. The hearing officer will conduct the hearing and be in control over it. He will determine the facts of the case on the evidence presented at the hearings. This may include the relevant past history and records of the student. Strict rules of evidence shall not apply to the proceedings. The hearing officer will, as soon as practical, submit to the School Board his findings of the facts and whether or not the student charged is guilty of the conduct alleged. He should also include his decision of disciplinary action, if any and the duration of any expulsion. His decision will be made available in identical form to the School Board, the student, and the parents or guardian.
4. Thereafter, the School Board will review the findings and may affirm, modify, or reverse the decision of the hearing officer, notifying the student and parents or guardian by certified mail of its decision.
5. Following expulsion of the pupil, the School Board shall propose alternative programs of instruction or counseling or both for the pupil.
6. The student and parents shall have the right to waive such hearings. By doing so, they will be agreeing to abide by the lawful findings of the review officer, who will review the student's records and make such an investigation as he deems appropriate, including interviewing the student if he/she sees fit.

The review officer will be the person who would otherwise have acted as the hearing officer. If the student and parents or guardian desire to waive such a hearing, they have the right to do so by submitting a written waiver to the principal.

Referred Back to Home District

All out of district students attending Imbler Charter School, must sign a behavior and attendance contract. Failure to meet the expectations of the contract, can result in the student being referred back to their home district. Essentially, ending their enrollment at Imbler Charter School.

Bus Riding Suspension

Safety is number one on a bus. All bus riders must follow the bus drivers and the bus rules. Failure to follow these rules, may result in loss of bus privileges for a time period. In the event a student loses bus privileges because of behavior, it will be the responsibility of the parent/guardian to make sure their student gets to school on time.

Records

This is to inform you that in the event we should receive notice that your child has been enrolled in another school, we shall send the progress and behavior records to the new school in 7-10 days, after giving you the option of reviewing the records.

At any time prior to the transfer of the records, you may inspect the records. Your request to inspect progress records will be granted within 16 working hours of your request. More time will be required between a request to inspect the behavioral records and compliance therewith, but in no case will it exceed 45 days. The school principal will inform you of the specific arrangements regarding inspection.

Should you desire to challenge the accuracy or appropriateness of the records, a hearing will be arranged within 45 days of your request. The building principal will inform you of the specific arrangements for your hearing. Both informal and/or formal hearings may be requested. You have a right to enter a statement in the record regarding the contents.

You may have a copy of any portion of the record should you desire. The actual cost of reproduction will be charged to you.

When your child reaches age 18 or is attending a post-secondary institution, the rights to inspect and challenge the records shall be accorded only to your child.

Daily Time Schedule

School begins at 8:05 a.m. Doors will be opened at 8:00 a.m. and we ask that students do not arrive before 7:35 a.m. Students eating breakfast may go to the cafeteria beginning at 7:35 a.m. and upon finishing need to return outside until the 7:57 a.m. bell rings.

Grades K-2 dismiss at 3:20 p.m. and grades 3rd-6th dismiss at 3:25 p.m. Friday enrichment days will begin at 8:00 a.m. and typically end at 12:00 noon unless otherwise specified.

All students are instructed to go home directly after school. There is no student supervision at this time. Any changes from the regular transportation arrangements should be made in writing or by notifying the office. This would include requests to get off the bus at a different location, to stay at school or to be picked up, etc.

After-School Programs

Imbler Elementary may offer some after school programs. If offered, students will sign up to attend one of these programs. Bus transportation will be provided in the event we offer an after school program. This does not include athletics or other activities that have normally occurred.

Enrichment Day

Imbler Elementary will have 8 enrichment days on Friday's this year. Enrichment days will have activities for kids and will be highly encouraged. Normal enrichment days will be 8-12 noon for students. Some activities will last longer and transportation will be provided. We would like all to participate, and the activities will hopefully be engaging and fun. We will have parents let us know if their child is participating early in the week of the enrichment day. This is so we can plan for activities and we plan on feeding the kids Brunch on those days. This Brunch will be free of charge. Some activities will have a small cost, i.e. Ski Day, etc.

Cafeteria Program

Our district participates in the Federal and State Surplus Commodities program which requires two balanced meals with minimum standards of nutrition. Our school takes part in the "Offer vs. Serve" program, which requires each student to choose at least three of the food items offered to them that fall into the nutritional categories. We do try to encourage the students to eat all they have chosen from the salad bar. If there are certain foods which your child is not allowed to eat, please have your doctor send the list to school. USDA and the State of Oregon are equal opportunity providers and employers.

Guidelines

1. Sit quietly while eating.
2. Pick up after yourself and check table and floor.
3. You must be excused by your teacher or cafeteria supervisor when you are finished.
4. Please don't be wasteful with your food. Eat what you take.
5. Be courteous to the kitchen helpers and each other, and say "please" and "thank you".
6. Students are not allowed to be in the kitchen area unless otherwise approved by the building principal.
7. Food is to be eaten in the lunch room & not taken out to classrooms unless approved by the building principal or staff member.

School lunches are not served on Friday enrichment days unless otherwise scheduled. Breakfast is served every day school is in session. The cafeteria opens at 7:35 a.m. for those wishing to eat.

Milk is available for children who bring their lunch and is served with each hot lunch and breakfast. Parents are welcome to eat with their children when visiting school. Please call the office ahead of your visit at 541-534-2311.

Lunch and/or breakfast money is collected at the H.S. & Elementary offices. We encourage you to purchase for at least five days at a time. Charging lunch and/or breakfast is an ***EMERGENCY SERVICE ONLY***. Students will only be allowed to charge to their own name. They will be allowed only one charge per day with a \$10.00 household charge limit.

Lunch & Breakfast Pricing

| | | | |
|--|----------------------------|-------------------------|-----------------------------|
| <u>Elementary K-6</u> 1-day | <u>Breakfast</u> \$1.85 | <u>Lunch</u> \$ 2.50 | <u>Milk/Juice</u> \$.40 |
| <u>Jr. High & High School</u> 1-day | \$1.85 | \$ 3.00 | \$.40 |
| <u>Adult</u> 1-day | \$1.85 | \$ 3.75 | \$.40 |
| <u>Qualifying Reduced Prices</u> 1-day | \$.30 | \$.40 | \$.40 |

Imbler School District #11
Breakfast/Lunch Cost Schedule
2023-2024

Below is a list of the number of breakfast & lunches for each month per student. Please use this chart to keep your students account current. *Students are only allowed to charge in an emergency situation only with a maximum of a \$10.00 household charge limit.* Adults may enjoy meals with their student(s) at a cost of \$1.85 per breakfast and \$3.75 per lunch. All meals include a milk or water (juice upon availability). If your student would like to purchase milk or juice with a cold lunch or an extra with their meal, the cost is \$.40 per item. Water is available during each meal time at no charge. Breakfast begins at 7:35 a.m.

| Month | Lunch Days Each Month | Reduced Lunch K-12 \$0.00 | Regular Lunch K-6 \$2.50 | Regular Lunch 7-12 \$3.00 | Breakfast Days Each Month | Reduced Breakfast K-12 \$0.00 | Regular Breakfast K-12 \$1.85 |
|------------------|---------------------------------------|------------------------------------|-----------------------------------|------------------------------------|--|--|--|
| August | 8 | | \$20.00 | \$24.00 | 8 | | \$14.80 |
| September | 15 | | \$37.50 | \$45.00 | 15 | | \$27.75 |
| October | 17 | | \$42.50 | \$51.00 | 17 | | \$31.45 |
| November | 16 | | \$40.00 | \$48.00 | 17 | | \$31.45 |
| December | 11 | | \$27.50 | \$33.00 | 11 | | \$20.35 |
| January | 17 | | \$42.50 | \$51.00 | 17 | | \$31.45 |
| February | 16 | | \$40.00 | \$48.00 | 17 | | \$31.45 |
| March | 12 | | \$30.00 | \$36.00 | 12 | | \$22.20 |
| April | 18 | | \$45.00 | \$54.00 | 18 | | \$33.30 |
| May | 18 | | \$45.00 | \$54.00 | 18 | | \$33.30 |
| Totals | 148 | | \$370.00 | \$444.00 | 150 | | \$277.50 |

The Federal Government has issued an announcement that all families that qualify for “reduced” status will not be charged for breakfast and/or during the 2023-24 school year. All families are required to complete a new free or reduced application each school year. If you feel you may qualify for the Free or Reduced program and have not completed an application please contact the school office. Applications are available at each school office or you may complete an online application which will automatically be forwarded to the school. The online address is <https://www.ode.state.or.us/apps/frlapp>. Updated 06/16/23

Absences & Tardies

Every absence requires a parental excuse. With the move to the 4-day week, attendance will be very important. The State of Oregon considers a student chronically absent if their attendance falls below 90%. This translates to only 15 days per year or about 4 days per quarter. Please keep your student home if they are ill, but take attendance very seriously. After any absence of three or more days due to a communicable disease, a re-admit slip from a doctor or the County Health Nurse is required. The district encourages students to be on time to class. The Elementary (K-6) doors are open for class at 8:00 a.m. daily. Students are considered tardy after 8:05 a.m. Four unexcused tardies per quarter will result in detention or suspension from school. Further tardies during the quarter will result in detention or suspension from school. Detention will be served for 15 minutes during a recess time. Students who are sick or miss school for vacations, etc. will be given the homework they missed *after they return to school*.

Out of District Students

Out of district students will be required to sign the out of district agreement and be in good standing with the school. This will be reviewed every semester.

Closed Campus

Students are not permitted to leave the school grounds between arrival and dismissal hours without permission from their parents, teachers or the principal. Parents or Guardians requesting to remove their child from school grounds during school hours will be required to come into the school office and check out the student prior to leaving the school grounds.

Illness & Communicable Diseases

The Imbler School District has a “nit-free” policy which requires immediate removal from school if head lice or nits are found on a student. Re-admission requires that the School Nurse or Staff Member examine the student prior to re-admission. Students must be lice and nit free prior to re-admission. If a child comes to school then he/she should be well enough to participate in the total school program such as recess time outside. If your student has the following symptoms it is an Oregon State Law that they remain at home until symptoms are no longer visible...

- Fever
- Vomiting
- Stiff neck or headache with fever
- Any rash with or without fever
- Diarrhea
- Skin lesions that are “weepy” (Fluid or pus-pilled)
- Colored drainage from eyes
- Brown/Green drainage from nose with fever
- Difficulty breathing or shortness of breath; serious, sustained cough
- Symptoms or complaints that prevent the child from participating in his/her usual activities such as persistent cough, with or without a fever

Lost & Found

Please label your student's coats, hats, gloves, rubber boots, tennis shoes, etc. Many clothes are lost or not claimed each year because students do not recognize their own belongings. A lost and found department is maintained at the office and students are encouraged to check it periodically. We donate clothes, shoes, etc., to charity each year with items not claimed.

Bicycles

It is recommended that a child who rides a bicycle to school be provided with a lock and be directed to use it. The school cannot be held responsible for lost or stolen bicycles. No bicycle riding will be allowed on the playground before school, after school or during lunch time at school.

Telephone, Cell Phone & Device Use

The office telephone is for school business only and students should request to use it only in case of an emergency. **STUDENTS MUST HAVE PERMISSION FROM THEIR CLASSROOM TEACHER.** No elementary students will be allowed to use the high school telephone during school hours. Cell phones and smart watch devices are not allowed during school hours. Students are allowed to have them at school outside of school hours. During school hours, 8:00 a.m. to 3:25 p.m., the device needs to be put away and turned off. If your student has a smartwatch you should be able to program it to "quiet time" or disabled so the device does not ring and cannot be used during these times. During the school hours if you need to get a message to your student or your student needs to get ahold of you, please call the school office at 541-534-2311. Devices will be confiscated for the remainder of the day if a student is using it in any way during the school hours. Further violation will result in school suspension.

Transfers

If you are moving out of the school district, notify the office as soon as possible of your new mailing and physical address. At the time of withdrawal you have the option of reviewing your student's records before they are transferred to the new school. All fees & fines will need to be paid in full prior to checkout.

Notification in Case of Injury

In case of serious injury to a student, parents will be notified as soon as possible. If parents are not available, the person indicated on the parental permission card will be called. In case the above cannot be contacted, the child will be taken to the doctor listed or the hospital. Minor injuries may be treated at school using first-aid treatment.

Field Trips

Teachers make planned trips to various places of educational value during the year. All students will be given notes to take home telling what is planned each time there is a trip.

Student Visitors

Only students who are enrolled in the class will be permitted to attend during regular class. Out of town visitors may, with the principal's permission, visit for not more than one hour. We do not allow day long visitations.

Parent/Community Visitors

Parents and other community members are always welcome in our school. However, when a classroom observation is planned, advance notice is required. Both the principal and teacher must be contacted prior to a classroom observation.

Questions and concerns regarding instructional programs, student discipline, grading, and classroom materials will not be handled while the teacher is responsible for student instruction or supervision. Those issues must be discussed when the parties involved can devote full attention to the concern. Parents may request a conference with the teacher outside of class instruction time.

We request all school visitors stop by the office when entering the building.

School Buses

We encourage you to read and discuss these rules with your child:

1. Students who are not regular passengers but need to ride the bus to a *family emergency* must obtain permission through the school office. All students will require a signed bus note from the school office.
2. Regular bus students must have written permission to leave the bus at a different stop than the regular departure point.
3. If students fail to comply with the school bus rules disciplinary action may be taken.

School Bus Rules

Students are expected to conduct themselves in an orderly manner and are under the authority of the bus driver while riding to and from school. Persistent misconduct shall be grounds for denial of transportation privileges. If you wish too have your son or daughter leave the bus other than at home or school your written request will be honored after presentation to the office, principal and/or the bus driver.

State Board of Education Regulations Governing Pupils Riding School Buses:

1. Pupils being transported are under the authority of the bus driver.
2. Pupils shall be on time for the bus, both morning and afternoon.
3. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
4. Pupils shall remain seated while the bus is in motion.
5. Pupils may be assigned seats by the bus driver.
6. Pupils must have written permission from the office or parent/guardian to depart from the bus at any other stop then the students regular stop.
7. Pupils shall not open or close windows without permission of the driver. Pupils shall not extend their hands, arms or heads out of the windows.
8. Pupils shall converse in normal tones. Loud or vulgar language is prohibited
9. Pupils shall keep the bus clean and must refrain from damaging it.
10. Pupils shall be courteous to the bus driver, fellow pupils and passersby.
11. Fighting, wrestling or boisterous activity is prohibited on the bus.
12. Pupils shall use the emergency door only in case of emergency.
13. Pupils shall not bring **animals, firearms, weapons, or other potentially hazardous material** on the bus.
14. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Medication

Medication cannot be dispensed at school without proper **authorization from a medical doctor and written permission from parents.** If your child needs to take a medication at school, please contact the school secretary to obtain a copy of the procedures to be followed and the correct form to be completed. All medication must be in the original prescription bottle or over-the-counter container. If the above procedures are not followed the medication will be sent home and not administered to the student. The Imbler Schools do not provide any medications of any kind for students.

Directory Information

Directory information means those items of personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released. The following categories are designated as directory information and may be released to the public through appropriate procedures: Student's name, address, telephone number, photograph, date and place of birth, participation in officially recognized sports and activities, weight and height of athletic team members, dates of attendance, degrees or awards received, most recent previous school or program attended. Directory information will only be released with administrative direction and will not be given over the telephone except in health and safety emergencies. Directory information considered by the District to be detrimental will not be released. Parents or guardians of students in attendance and students 18 years of age may request in writing that any or all categories of Directory Information be excluded from release. Such written request must be received within 15 days of receipt of this annual notification and be made to the principal.

Equal Educational Opportunities

Every student of Imbler School District will be given equal educational opportunities regardless of age, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability or geographic location.

Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the District. The District will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance and extracurricular activities.

Discrimination

The District or any of its employees shall not, 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.

Hazing/Harassment/Intimidation/Cyber Bullying

Hazing, harassment, intimidation or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion. Staff whose behavior is found to be in

violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or School Board.

Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices commission, as provided by OAR 584-020-0041.

Media Center

The school media center is a part of the instructional program. It is used for research, study and recreational reading. The school media center is not a social center. Limited quiet, businesslike conversation is acceptable, but not loud talk and laughter. The hours of the media center are 8:00 a.m. to 4:00 p.m. Monday - Thursday, and 8:00 a.m. to 12:00 noon on Friday. The following regulations are to be observed:

1. All materials taken from the library must be properly checked out at the desk.
2. A selection of magazines are available for one week check-out.
3. The media center is provided for student study and research. Please show the proper courtesy and respect by avoiding disturbances.
4. No food or drinks are allowed in the media center.
5. There is a \$5.00 fine for any damage or removal of a barcode from materials.
6. Lost or severely damaged books: the student will be responsible for the cost of the book plus a \$5.00 processing fee.