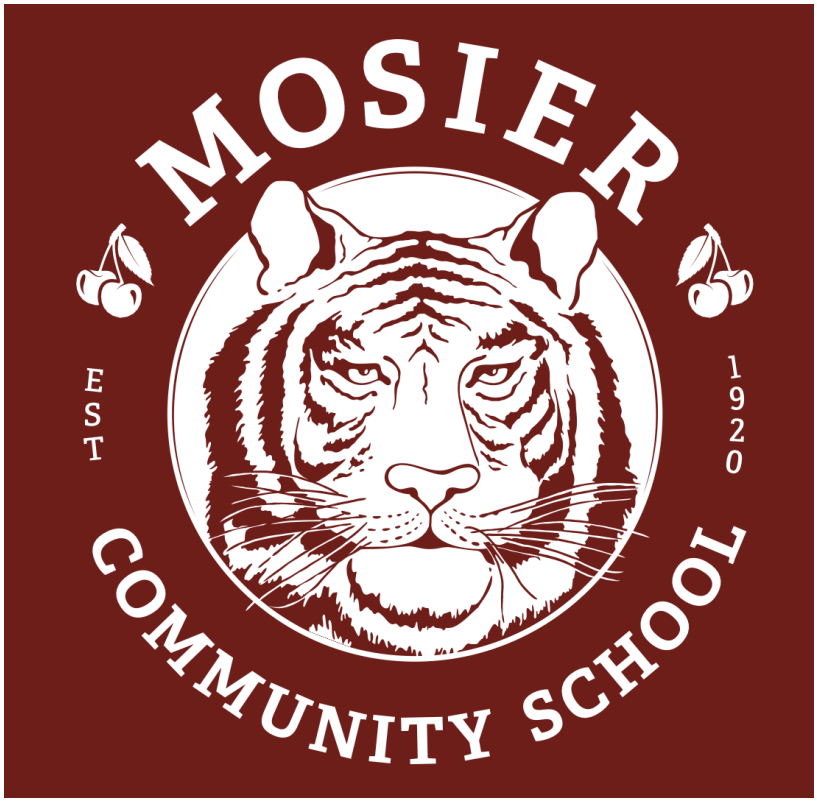


Mosier Community School Parent-Student Handbook 2025-2026

EXPLORE * IMAGINE * EXCEL
Fostering Independent Learning and Citizenship,
In Partnership with, and for the Benefit of our Mosier Community

PREFACE

The material covered within this student-parent handbook is intended as a method of communicating to students and parents regarding general school information, rules, and procedures and is not intended to either enlarge or diminish Board policy, administrative regulation, or collective bargaining agreements. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or collective bargaining agreements.

NON-DISCRIMINATION STATEMENTS

The school prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran's status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates.

The school prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered to students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The executive director shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act and Americans with Disabilities Act Amendments Act (ADA), Section 504 of the Rehabilitation Act, Title VI and Title VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The school will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the school's office and available on the home page of the school's website.

The school prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing, and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

For employment applications, employment interview processes, and/or employment information and assistance contact the executive director at (541) 478-3321

Section 504 Coordinator: Jen Langley, 1204 1st Ave., PO Box 307, Mosier, Oregon 97040, Phone (541) 478-3321

Title II Coordinator: Michelle Dawkins, 1204 1st Ave., PO Box 307, Mosier, Oregon 97040, Phone (541) 478-3321

Title IX Coordinator: Michelle Dawkins, 1204 1st Ave., PO Box 307, Mosier, Oregon 97040, Phone (541) 478-3321



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CORE VALUES of MOSIER COMMUNITY SCHOOL
Adopted by the MCS Board of Directors on December 4, 2019

Multi-age Learning Environment
We believe students in multi-age environments are able to visualize a path of progression which allows them to explore their next steps of learning at their own developmental pace. This leads to an ever-expanding horizon which is not limited to age or grade expectations.

Flexible Skill Level Core Instruction
We support the value of differentiated instruction for all learners. We assess student abilities regularly to ascertain continued growth and to determine whether current placement is appropriate. We believe that students learn best when they are placed in small groups determined by ability.

Relationships
We foster supportive relationships to build a safe, engaging, and inclusive school community in which all students have a sense of belonging. Students are encouraged to collaborate and compromise to reach consensus. Respecting and promoting citizenship, confidentiality, and individual dignity is essential for creating positive relationships.

Rigor
We set high expectations of growth for all students to develop academic excellence, and achieve their maximum potential. We continually monitor and adjust the educational instruction to incorporate new learning.

Relevance
Multi-disciplinary learning allows students to create connections, find significance, and prepare for future challenges. Integrated learning allows students to make connections between multiple subjects which will encompass the arts, sciences and core curriculum. Thematic units, in conjunction with, place-based and inquiry-based learning creates relevance for students and encourages differentiated learning. We believe in learning subjects in depth to enhance student success in educational challenges.

Recognition of Success
We value and honor individual growth and achievement in educational excellence as vehicles to acknowledge and motivate learners. Recognition is a step toward developing intrinsic learning patterns.

Wellness
We develop strong, healthy minds and bodies. We choose to teach and develop healthy social and emotional behaviors within the school community. Good nutrition, exercise and balanced mental health are important values for students and adults, which we believe to be a foundation for educational success.

Supportive Community
We seek to work collaboratively and respectively within the school and our local community. We support Mosier Community School by embracing the Core Values and using them to guide our educational practice, learning, and growth. We value and encourage participation from our local community.

GENERAL SCHOOL INFORMATION

Contact Information:	Mosier Community School P. O. Box 307 1204 1st Avenue Mosier, OR 97040 Phone: (541) 478-3321 Fax: (541) 478-2536
School Office Hours:	Monday – Friday 7:00am - 3:00pm
School Hours:	Monday - Friday 7:30am - 2:15pm
Website Address:	www.mosier.k12.or.us
General Email:	mosierschools@nwasco.k12.or.us
Sponsoring School District:	North Wasco County School District 3632 West 10th Street The Dalles, OR 97058 Phone: (541) 506-3420
MCS Board of Directors:	Chair Emily Stranz - emily.stranz@nwasco.k12.or.us Vice-Chair Giulia Good-Stefani - goodg@nwasco.k12.or.us Secretary Maria Mourou - mouroum@nwasco.k12.or.us Treasurer - Evelia Lachino - lachinoe@nwasco.k12.or.us McKenna McKee - mckenna.mckee@nwasco.k12.or.us Dan Watson - watsond@nwasco.k12.or.us Tiffany Stranz - tiffany.stranz@nwasco.k12.or.us

ABOUT

MOSIER COMMUNITY SCHOOL

Explore * Imagine * Excel

Mission
We will foster independent learning and citizenship in partnership with and for the benefit of our Mosier community. Students will become global citizens who analyze their world in a critical and equitable manner, while respecting the richness and diversity of all living things.

MOSIER COMMUNITY SCHOOL STAFF DIRECTORY

Administration:

Michelle Dawkins	Executive Director
Jen Langley	Assistant Principal
Daphne Flud	Office Secretary
Daun King	Operations Manager

Faculty Members:

Becca Lindley	Preschool Lead Teacher
Fern Johnson	K/1st Grade
Billi Frasier	K/1st Grade
Mary Ellen Holmes	2/3rd Grade
Lisa Godard	2/3rd Grade
Ann Marie Goodman	4/5th Grade
Sarah Grace Bendinger	4/5th Grade/Curriculum Lead
Janet Baker	K-3 Literacy Teacher
Corenne Stewart	Title 1 Reading Assistant
Melina Hogue	Middle School Math/Social Science
Savannah Rogan	Middle School ELA/Social Science
Ashlie Sorestad	Middle School Science/Social Science
Margit Elken	English Language Development
Lisa Stevenson	Social and Emotional Student Support Specialist
Rosemary Lanci	K-8 Physical Education
Nathan Stranz	K-8 Music
Kathy Mahn	Special Education Teacher
JoAnne Breckterfield	Resource Room Assistant
Dina Terry	Resource Room Assistant
Ashley Broneske	Educational Assistant

Ramona Mittelstadt	Educational Assistant
Kristina Fulton	Educational Assistant
Dale Kennedy	Educational Assistant/Campus Monitor
Brittny Fisher	Educational Assistant
Ana Sonato	Preschool Assistant Teacher
Mitch Leslie	Head of Maintenance
Richard Giunchigliani	Head Cook

MOSIER COMMUNITY SCHOOL POLICY STATEMENTS

Mosier Community School Board Policies Link

ADMISSION AND ENROLLMENT

As per the admissions process defined by Oregon State Law, Mosier Community School will not make any distinction in regard to disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Admission will be offered publicly to Pre Kindergarten through 8th grade students.

We invite all families to carefully review the Core Values of Mosier Community School and enroll their children if the parents share the values of our school and support the school's mission.

Mosier Community School strives to keep our class sizes small to maximize the educational benefit that each student receives. Vacancies exist whenever the number of students enrolled in a class is below that class capacity. Our enrollment priority is as follows:

1. Students residing in Mosier
2. Siblings of students currently enrolled
3. Student residing in North Wasco School District
4. Students residing out of district

ALCOHOL, TOBACCO AND OTHER DRUGS

The possession, selling, and/or use of alcohol, tobacco, and other drugs is strictly prohibited. This includes substance abuse and drug paraphernalia. This prohibition applies during the regular school day and/or at any school-related activity, regardless of time or location, and while being transported on school/district-provided transportation. Students in violation of the school's alcohol, tobacco, and other drugs policy will be subject to disciplinary action and may be reported to law enforcement officials. (Policy JFCG/JFCH/JFCI)

ARRIVAL AND DEPARTURES

Coming into School with your Child

If you need to come into school with your child, please park in the middle rows of the parking lot, not on the outside edges. You can also park west of the school on the street.

Changing Transportation Plans

Please send a note to school or email the office and your child's teacher, whenever there is a change regarding your child's transportation, or when he/she is to go home with a friend. Unless we have a

note from the parent, with the current date, children will not be allowed to change the way they usually go home. This policy ensures that your instructions are carried out.

Car Line Drop Off and Pick Up
In order to make student drop off and pick up as safe and efficient as possible, please observe the following procedures:

1. When you turn onto 1st Avenue, stay in line.
2. Do not pass anyone or double park.
3. Move slowly forward to pull up along the south side of the school.
4. The first 3 or 4 cars will drop off their students, pull forward, turn into the parking lot, and drive through and out onto 1st Avenue.
5. The next 3 or 4 cars pull up and repeat #3.

Supervision Before School
The school doors open at 7:00 am and school begins at 7:30am.

Supervision After School
At this time, the school does not offer after-school daycare.

Walkers
Children younger than second grade are encouraged to be accompanied by an older sibling or an adult. Please give your child guidance about safety. Instruct them on crossing at corners, walking on the left side of the road, and "looking both ways" for oncoming vehicles before crossing. All walkers must enter and exit the property through the main gate at the back of the school.

ATTENDANCE
All children between the ages of 6 and 18 years who have not completed the 12th grade are required to regularly attend a public full-time school during the entire school term. (2) All children five years of age who have been enrolled in a public school are required to attend regularly the public school while enrolled in the public school. School staff will monitor and may report violations of the state compulsory attendance law, ORS.339.010. (Policy JEA)

Per the Oregon State Department of Education, if a student is absent (excused or unexcused) for ten (10) consecutive days from school, they will be dropped from enrollment on the eleventh day. Parents/guardians will need to re-enroll their child/children.

Students who are late or absent, parents/guardians must call or email the school to excuse them.

To get the most from their schooling, students should be in school all day, every day. Please note that being tardy and being picked up from school early both negatively impact instructional time and are monitored.

An unexcused absence, tardy, or early pick-up would be any situation in which the school has not been notified. Parents/guardians need to sign your student out in the office if picked up before dismissal time at the end of the school day.

When an illness or emergency arises that makes it necessary for a student to be absent, tardy, or picked up early the following procedures must be observed:

1. Call or email the school to report the absence or tardy by 8:00 am.
2. For early pick up please call the school by 11:00 am to ensure we have your student ready for the appointed time of pick up.
3. Upon return, please send a written note with your student that contains the following information:
   - Student's full name
   - Date(s) of absence or tardy
   - Reason for absence or tardy
   - Signature of parent/guardian
   - Date the explanation was written

Students who have been out for an extended period of time (5 days or more) may be required to bring a doctor's excuse upon their return.

WHEN SHOULD I KEEP MY STUDENT HOME? (PLEASE REFER TO THE **STUDENT ILLNESS SECTION on page 30)**

BULLYING
Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.(Policy JFCF)

- *CYBERBULLYING*
  The school prohibits any form of harassment, including harassment through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. (Policy JFCF-AR)

BIRTHDAY CELEBRATIONS

Guidelines for Birthday Celebrations

At Mosier Community School, we value celebrating students' birthdays in a way that is inclusive, safe, and aligned with our commitment to health and wellness. To ensure all students can participate and enjoy these special moments, we have implemented the following policy for birthday celebrations:

1. **No Food Treats**
   - Food treats, including cupcakes, candy, and other edible items, are not permitted for birthday celebrations. This policy helps to prioritize student health, accommodate allergies, and maintain a focus on learning.
2. **Classroom Celebrations**
   - Teachers may recognize birthdays in a simple, meaningful way, such as singing "Happy Birthday," allowing the birthday student to choose a special classroom job for the day, or wearing a birthday crown or badge.

- Celebrations will be kept brief to ensure minimal disruption to instructional time.
- We also recognize birthdays at our school wide monthly Tiger Rally

By following this policy, we can create a positive and inclusive environment for all students while celebrating the joy of birthdays. Thank you for your cooperation and understanding.

CAFETERIA EXPECTATIONS

Students may select their own seat, if appropriate.

- Students may speak softly while eating
- All students shall keep their hands and feet in their own personal space
- Food and drink shall remain in the cafeteria
- Food is not to be shared with others
- Students are to clean their area and trays before they are excused
- Students are respectful of other students, cooks, servers and all cafeteria volunteers

Home Lunches

- Healthy lunches are recommended that include juice or another healthy beverage instead of soda, and energy drinks.

CELL PHONES AND SMART WATCHES

In order to maintain a focused and productive learning environment, Mosier Community School has established the following policy regarding the use of cell phones by students.(Policy JFCEB)

The cell phone policy is designed to:

- Minimize distractions during instructional time.
- Promote a positive and focused learning environment.
- Ensure that students are fully engaged in their educational experience

Policy Details:

1. *Prohibition of Cell Phones*
   - Cell phones are not permitted in classrooms, hallways, or other areas where academic instruction is taking place. This includes both during school hours and in any extended care programs.
2. *During School Hours (7:00 am to 3:00 pm)*
   - Students must keep their cell phones turned off and stored in the teacher lockbox from the time they arrive at school until the end of the school day. This applies to all school-related activities, including recess, lunchtime and after school clubs.
3. *Emergency Situations:*
   - If a student needs to make an emergency call, they must go to the main office where staff can assist with the call. Students are not permitted to make personal calls during school hours.
4. *Violation of Policy:*
   - If a cell phone is visible or used during prohibited times, the student will be asked to put it away. If it happens again it will be taken to the office for safekeeping by a staff member. The cell phone will be returned to the student at the end of the day.
5. *Repeated Offenses:*

    - After a second violation, a parent/guardian will be required to meet with school administration to discuss the repeated infractions. Further disciplinary actions may be taken if the problem persists.
6. *Special Circumstances:*
    - Exceptions to this policy may be made for students with specific medical needs or other extenuating circumstances. Parents/guardians must submit a written request to the school administration for approval.

COMPUTER USE

Students may be permitted to use the school's electronic communications system to conduct business related to the instructional needs of the school or to conduct research related to education consistent with the school's mission or goals. Personal use of school computers, including email access, is strictly prohibited.

The school's electronic communications system meets the following federal Children's Internet Protection Act requirements(Policy IIBGA, IIBGA-AR:

1. Technology protection measures have been installed and are in continuous operation to protect against internet access by both adults and students to visual depictions that are obscene, child pornography, or with respect to the use of the computers by students, harmful to students;
2. The online activities of all computers are monitored by Go Guardian and something similar;
3. Access by students to inappropriate content on the internet is denied;
4. Procedures are in place to help ensure the safety and security of students when using any and all forms of electronic communications;
5. Unauthorized access, including so-called "hacking" and other unlawful activities by students online, is prohibited;
6. Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
7. Measures designed to restrict students' access to materials harmful to students have been installed. Any attempt to circumvent these safeguards, such as the use of proxy sites, is prohibited.
8. The school retains ownership and control of its computers, hardware, software, and data at all times.

Files and other information, including e-mail, sent or received, generated, or stored on NWASCO district servers are not private and may be subject to monitoring. By using the NWASCO district provided system, individuals consent to have that use monitored by authorized personnel.

Students who violate Board policy, administrative regulation, including general system user prohibitions, shall be subject to discipline up to and including expulsion and/or revocation of NWASCO district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

For more information, please refer to the Appropriate Use Contract provided in your student registration packet.

CONCERNS
If there are concerns about school policies, parents may submit suggestions or constructive comments to the executive director. Suggestions and constructive comments are welcome and will be considered when the annual Handbook revisions are made.

Mosier Community School recognizes the value of the observations, perspectives, and ideas of students and parents at the school, as well as the importance of being accountable to the parents for the educational program of their children. An important element of the accountability process is to provide an avenue for parent suggestions and concerns that both satisfies the parents and improves the operation of the school. A procedure for soliciting and responding to parent suggestions and concerns is outlined below. (Policy KL-AR(1))

The first element of the parent/guardian concerns process is to establish appropriate avenues for expression to allow the right people to respond to and deal with the issues raised.

The following is the sequence that all parents should follow for submitting a concern or suggestion:

1. *Teacher appointments*. If the concern is regarding specifics of the classroom, the teacher or staff member should be contacted directly for an appointment. We recommend that parents/guardians work directly with the teacher to resolve any issues for which teachers are responsible. Parents/guardians choosing this avenue should be careful to respect the time and privacy of the teacher. In all communications, we ask that parents and staff model the code of conduct that we are teaching our children. Be Kind. Be Responsible. Be Safe. Teachers may be contacted through the school office or via email to set an appointment. It is best to do this as soon as possible to resolve a current issue of concern.

2. *Assistant Principal or Executive Director appointments*. If the concern is regarding a specific area of the school or if the parent/guardian has been unable to address the concern by working directly with the teacher regarding classroom issues, the assistant principal or executive director may be contacted for an appointment. Parents choosing this avenue should be mindful of the time and privacy of the assistant principal and executive director. If the concern regards a teacher or classroom issue, the school administrator may also involve the teacher in the meeting. Parents/guardians may contact the school office requesting an appointment.

If an issue remains unresolved, the school's Grievance Policy (KL-AR(1)) must be used and the steps followed in the order given.

PARENT/GUARDIAN CONCERNS:
Any difficulty involving a child with a particular teacher/staff member should always be discussed with that person first or the executive director. If the matter is unresolved, then please consult the complaint policy to assure that the correct procedures are being followed. (Policy KL-AR(1), KL)

In accordance with our Mosier Community School Core Value:
"Creating and maintaining strong, positive relationships is a central focus of our time and energy. We believe in collaboration and compromise to reach consensus. Respecting and promoting confidentiality, citizenship and dignity are essential for creating positive relationships."

We ask that parents/guardians take the following into consideration:

- **Contact** the appropriate person at school as soon as possible when an issue arises.
- **Confine** the discussion of the issue to the people involved. Discussing the problem with other parents or staff members that are not involved will not resolve the situation and often aggravates the situation. Many times, as the "story" circulates, the details start changing and the facts may be altered.
- **Honor** confidentiality of the names of students, parents/guardians and staff members. Reputations have sometimes been ruined by people repeating information that later turned out to not be accurate. Remember that it is very challenging and sometimes impossible to retract the damage that misinformation, misunderstandings, or gossip can cause.
- It is important that we **model** appropriate problem solving behavior for our children.
- We ask that you learn both sides of the story before forming an opinion and **use facts** rather than emotion to make decisions.
- Be **respectful** in all exchanges with students, parents/guardains and staff.

SCHOOL PERSONNEL COMPLAINTS
Initiating a Complaint: Step One- Any member of the public who wishes to express a complaint should discuss the matter with the school employee involved (teacher, counselor, assistant principal, secretary, etc.). It is the intent of the school to solve problems and address all complaints as close as possible to their origin.

The Executive Director : Step Two- If the complainant is unable to resolve a problem or concern at step one, within ten (10) working days of the meeting with the employee, the complainant may file a written, signed complaint with the executive director. The executive director shall evaluate the complaint and render a decision within ten (10) working days after receiving the complaint.

The Board: Step Three- If the complainant is dissatisfied with the executive director's findings and conclusion, the complainant may appeal the decision to the Board within 10 working days of receiving the executive director's decision. The Board may hold a hearing to review the findings and conclusion of the executive director/principal, to hear the complainant and to take such other evidence as it deems appropriate. All parties involved may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues.

If the Board chooses not to hear the complaint, the administrator's decision is final.

The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The complainant shall be informed in writing or in electronic form of the Board's decision within 20 working days from the hearing of the appeal to the Board. The Board's decision will address each allegation in the complaint and contain reasons for the Board's decision. (Policy KL-AR)

DISCRIMINATION ON THE BASIS OF SEX COMPLAINTS
A student and/or parent/guardian with a complaint regarding possible discrimination of a student on the basis of sex should contact the assistant principal or executive director. (Policy AC-AR)

EDUCATION STANDARDS COMPLAINT
Any resident of the Mosier or parent/guardian of a student attending the school may make an appeal or complaint alleging violation of the school's compliance with an educational standard as provided by the State Board of Education. The complainant should first discuss the nature of the alleged

violation with the individual involved. If the complainant wishes to pursue the matter further, they will be provided, upon request, a copy of all applicable school procedures.

INSTRUCTIONAL MATERIALS COMPLAINTS
Complaints by students or parents/guardians about instructional materials should be directed to the building assistant principal or executive director. Should the student or parent/guardian, following initial efforts at informal resolution of the complaint, desire to file a formal complaint, they may do so with the assistant principal or executive director. All formal complaints must be signed by the complainant. The complainant may appeal to the assistant principal or executive director's decision with the Board.

STUDENTS WITH DISABILITIES COMPLAINTS
A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the school's services, activities or programs to a student, should be directed to the assistant principal or executive director and/or the Special Education Teacher/Case Manager. (Policy AC-AR)

SEXUAL HARASSMENT/BULLYING COMPLAINTS
Mosier Community School is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the public charter school. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment. Mosier Community School processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106.

See Appendix E Sexual harassment/bullying by staff and students is strictly prohibited in the school. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when:

- The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting the student;
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational environment;

Bullying of students means the systematic targeting of another student verbally and/or physically when:

- The conduct or communication has the purpose or effect of intimidating and or harassing the student in a systematic manner;
- Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting the student;
- The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance; or creates an intimidating, offensive or hostile educational environment;

Relevant factors to be considered when investigating sexual harassment/bullying complaints will include, but not limited to, did the individual view the conduct/environment as hostile; was it reasonable to view the conduct/environment as hostile; the nature of the conduct; how often did the

conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser/bully was in a position of power over the alleged victim; number of individuals involved; age of the alleged harasser; where the harassment/bullying occurred; and other incidents at the school involving the same student(s).

The assistant principal and executive director have the responsibility to investigate any allegation concerning sexual harassment and bullying. Complaints regarding sexual harassment or bullying should be made in writing to the assistant principal and executive director.

CONFERENCES

Regular conferences are scheduled annually in the Fall and Spring to review student progress. The purpose of the conference is to provide an up-to-date evaluation of the student's work, discuss with caregivers ways to assist their children and give caregivers an opportunity to ask questions. caregivers or teachers may request an additional conference at any time.

CONDUCT AND BEHAVIOR EXPECTATIONS

- Mosier Community School believes in promoting positive student behavior.
- We believe that teaching, reinforcing and modeling the 3-Bs System
    - Be Kind
    - Be Safe
    - Be Responsible
- Classroom approach is essential to our MCS core value of Relationships.
- Classroom teachers use the Responsive Classroom approach to build community, and academic & social-emotional skills as a foundation for the MCS Student Code of Conduct.

Discipline in the school is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments.(Policy JG, JFC, JFCF)

DISCIPLINE PROCEDURES

The methods employed in enforcing the rules of the school involve professional judgment. The following factors will be considered:

- Consistency from day to day, student to student, and teacher to teacher
- Nature of the offense
- The age and past pattern or behavior of the student
- Effectiveness
- Effect of the misconduct on the educational environment

This can be, but is not limited to the following:

- Verbal warning
- Written warning
- Short removal from the group or activity
- Conference with teacher, assistant principal, or executive director
- Loss of recess
- Phone call to parents/guardians
- School service
- Natural consequence, such as being asked to walk down the hall again after running
- Written Behavior Referral

- In-School Suspension, Out of School Suspension, or Expulsion

FOR EXCEPTIONAL MISCONDUCT
Administrators may impose a short-term or long-term suspension for violation of these rules even if another form of corrective action has not previously been imposed upon the student for the conduct of the same nature, ORS.339.250.
These actions could include, but are not limited to:

- Weapons
- Bomb Threats
- Drugs/Alcohol/Tobacco
- Vandalism
- False Alarms
- Fireworks/FireCracker
- Theft
- Criminal Trespass
- Physical Assault, Harassment, Intimidation and/or Bullying
- Threats of violence or harm to others
- Bias, verbal or written, based on a person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin (Policy ACB)

WEAPONS
The possession of any weapon, replica weapon, device, instrument, material or substance which is considered detrimental to the educational process of the school setting, or which may be used to disrupt or endanger people in that setting, shall be prohibited. Such weapons or objects shall be seized by the school administration. The student may be suspended and/or expelled. (Policy JFCJ)

Weapons may also include, but are not limited to, the following: firearms, stun guns, tasers, knives, metal knuckles, straight razors, bats, clubs, noxious, irritating, or poisonous gasses, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, parents, staff members, and patrons.

Knives of all types including pocket knives are to be left at home.

Replicas of weapons and fireworks are also prohibited by board policy (Policy JFCJ)

The Gun-Free School Act requires schools to follow a process involving the executive director of any student who is determined to have brought a firearm to school. (Policy JFCJ)

DISCIPLINE OF STUDENTS WITH DISABILITIES
When a student is served by an individualized education plan (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability. (Policy JGDA/JGEA)

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change of placement is needed. The school may not suspend for more than 10 days or expel a disabled student or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for no more than 45 calendar days in a school year for a drug or weapon violation as provided in school procedures. Additionally, the school may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, 'injurious behavior' is defined as behavior that is substantially likely to result in injury to the student or to others.

DRESS CODE

At Mosier Community School, we believe that a student's attire should promote a positive and respectful learning environment. The dress code is designed to ensure that students are comfortable, safe, and focused on their education. The following guidelines outline the appropriate attire for students in grades K-8.

The following procedures will be followed for a student wearing attire that does not meet the Clothing and Accessory Guidelines:

- *First Offense: Students will receive a warning and be asked to change into appropriate attire if available. Parents/guardians will be notified.*
- *Repeated Offenses: Continued violations will result in a meeting with parents/guardians to discuss the dress code and possible further actions, which may include additional disciplinary measures.*

Clothing and Accessory Dos	Clothing and Accessory Don't
• Clothes must cover all underwear, stomach, and buttocks while participating in any and all school processes and activities. • Tops must have straps and fabric on the front, back, and sides of the body. • Eyes and ears must be visible to staff. • Students are strongly encouraged to practice good hygiene habits. • We are a fragrance-free building due to allergies and asthma of students and staff • Keep backpacks, purses, bags, blankets, and etc. in your locker.	• Clothing may not expose any underwear, stomach, and/or buttocks. • Clothing may not have images, logos, or words that promote or suggest: ○ The use of alcohol, tobacco, marijuana, or other controlled substances. ○ Pornography, nudity, or sexual behavior. ○ Gang symbols, color, and affiliation. ○ Violence or the use of weapons. ○ Vulgar language or gestures.

	• Hoodies, and coats draped off the head may not be worn while inside the building. • Clothing accessories (studs, chains, etc.) must not hang from clothing, or cause potential injury to other students. • Clothing may not promote hate speech targeting individuals or groups of people based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

Special Considerations:

- Religious or Medical Exceptions: Students who require dress code exceptions for religious or medical reasons must submit a written request to the school administration for review and approval.
- Spirit Days and Dress-Up Days: On designated spirit or themed dress-up days, students are encouraged to participate in a manner that aligns with the day's theme while still adhering to the basic principles of the dress code.

Dressing for Outdoor Weather:

- Students are outside as much as possible, even during cold and rainy weather.
- Students should be prepared with coats, hats, gloves, and proper footwear to ensure they remain comfortable throughout the school day.

EMERGENCY MEDICAL TREATMENT

A student who becomes ill or is injured at school must notify their teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents/guardians according to information provided on emergency forms and submitted by parents/guardians to the school. Parents/Guardian are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents/guardians or to another person as directed by parents/guardians on the student's emergency form.

EMERGENCY SCHOOL CLOSURE INFORMATION

In case of hazardous or emergency conditions, Mosier Community School or NWASCO may alter school and transportation schedules, as are appropriate to the particular condition. Such alterations include the closure of the school, delayed openings of school, and early dismissal of students. These decisions will be made by 6 AM.

Parents/Guardians that are signed up for Parent Square will receive timely and frequent updates.

Information about school closures and delays can be found at:

- www.nwasco.k12.or.us
- www.flashalert.net
- Parent Square
- KACI- AM 1300
- KYYT- FM 102.3 (Y102)
- KODL- AM 1440
- KIHR- AM 1340 (Hood River)

If schools operate, but parents/guardians believe that conditions are not safe for their students, student absences will be excused with a parent note or phone call.

Occasionally, the Mosier area will experience a severe weather change while children are at school. Usually, these storms occur with sufficient warning so the following precautions can be taken:

1. Alert staff. Staff will begin emergency parent notification to either pick up their children or to assure that walkers are going to a supervised home.
2. Send students home if time and conditions permit.
3. Only students who are on the "List of students with permission to walk home from school" will be allowed to walk home.
4. Radio stations will be contacted.

Please bear in mind that under adverse conditions the phone lines get jammed and it is very difficult to receive or make telephone calls. It is important to have a pre-arranged plan made with your child. The Emergency Dismissal Form for emergency situations is very important and needs to be completed and then returned to school. We use this form to determine where to send children when school is dismissed early due to an emergency.

FIELD TRIPS/STUDIES

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered 'in-school' while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor.

Written Permission

Written permission is necessary for any student to participate in the field study. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls from the office are accepted in place of the written form. Parents/guardians are asked to note carefully all arrangements for field studies. Appropriate dress is required for field studies as stipulated by the teacher. Teachers may provide specific instructions on dress for the comfort and safety of the students.

Use of buses

When a bus is used, all students must ride on the bus. Siblings, who are not part of the class, will not be allowed to ride on a school bus. The teacher will determine the appropriate number of chaperones.

FLAG SALUTE
Students will be provided an opportunity to salute the United States flag at least once weekly by reciting The Pledge of Allegiance.

FUNDRAISING
Student organizations, clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising events. An application for permission must be made to the assistant principal or office secretary at least 10 days before the event, which once approved, will require the executive director's approval. All funds raised or collected by or for the school-approved student groups will be received, deposited, and accounted for in accordance with Oregon law and applicable to school policy and procedures. All such funds will be expended for the purpose of supporting the school's programs.

GUM
To keep our schools and playgrounds clean, no gum chewing is allowed on school campuses. Exceptions may be made during specific state testing times, as indicated in an IEP or 504 plan and only at the direction and supervision of the classroom teacher

HOUSELESS STUDENTS
Mosier Community School provides a 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 remain in their school of origin for the duration of their homelessness or until the end of any academic year in which they move to permanent housing(ESSA).

Transportation to the student's school of origin will be provided, at the request of the parent/guardian, or in the case of an unaccompanied student, at the request of the school/district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the assistant principal or executive director.

HOMEWORK
Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Daily reading at home is encouraged.

IMMUNIZATION
A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or the health department. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as they have met the immunization requirements. Parents/guardians will be notified of the reason for the exclusion. A hearing will be afforded upon request.

INSURANCE
At the beginning of the school year, the school will make available to students and parents/guardians a low-cost student accident insurance program. Parents/guardians are responsible for paying premiums (if coverage is desired) and for submitting claims through the school office. The school shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

LOST AND FOUND
Any articles found in the school or on school grounds should be turned in to the school office. Mosier Community School has a designated Lost and Found area to claim personal items. Unclaimed articles will be disposed of or donated to charity at the end of each trimester.

MEDIA ACCESS TO STUDENTS
Media representatives may interview and photograph students involved in instructional programs and school activities if parents have signed the Permission to Publish document included in the student registration packet.

MEDICATION AT SCHOOL
Parents must fill out a Medication Permission Form available in the school office.

A medication permission and administration form/log needs to be initiated by the administrator of medications at the time of administration. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration the student need to take medication and to inform in writing of any changes in medication instructions. (Policy JHCD, JHCD-AR)

Definition
Medication means any prescription or over-the-counter medication including, but not limited to: eye, ear, and nose drops; inhalants; medicated ointment and lotions; aspirin; cough drops; and antacids. Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary.

School Administered Medications
Requests for the school to administer medication shall be made by the parent in writing.

Written instructions from the physician are required for all requests to administer prescription medication. Such instructions must include the following information:

- Name of the student
- Name of the medication
- Dosage
- Route
- Frequency of administration
- Any special instructions

A prescription label meets the requirements for written instructions from the physician, if the information above is included.

An Authorization for Medication form must be completed. Written instructions from the parent, which include the information above, are required for all requests to administer non-prescription medication.

All medication to be administered by the school is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the school. .

NUTRITION and SCHOOL BREAKFAST and LUNCH
Mosier Community School is committed to our Core Value of Wellness. In an effort to model healthy eating practices, the school chooses to serve fruit snacks at break, healthy breakfasts, and healthy lunches. We ask that parents send only nutritious snacks to school for any classroom celebrations and activities and that you follow our commitment to wellness when you send lunches with your child. There are many sites on the internet that provide ideas and recipes for healthy lunches and snacks. (Policy EFA)

Food Service Program

Breakfast and Lunch
Healthy breakfasts and lunches are served daily in the school cafeteria. Mosier Community School offers breakfast and lunch to all students at no charge.(Policy EFAA, EFAA-AR) Milk is also offered to those students who wish to bring their own lunch, for a small fee.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete the AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or
2. **fax:**
   (833) 256-1665 or (202) 690-7442; or
3. **email:**
   Program.Intake@usda.gov

This Institution is an Equal Opportunity Provider.

PARENT-TEACHER ORGANIZATIONS/ASSOCIATIONS
Consider joining Mosier Community School's parent/teacher organization. Our group, MCS Tiger's Den, holds monthly business meetings and helps plan for important school events.

Please check with your school office or school website/calendar and/or newsletter for information on meeting dates/times and other related information. Your help and support are always appreciated.

PETS/ANIMALS
Animals are not allowed on school grounds during school hours or events unless the animal is a service animal or authorized by the executive director. (Policy ING, ING-AR)

PICTURES
Student pictures are taken each Fall and class pictures are taken in the Spring. Please see the school calendar for this year's dates. Information concerning prices and packages will be sent home the week prior to picture day. Please note that students should be dressed appropriately according to the Dress Code. Parents are not required to purchase any pictures.

PROGRESS REPORTS
Written progress reports are issued at the end of each trimester. (See school calendar) Progress reports are not intended to provide a complete evaluation of a child's progress. They are a tool to communicate to students and their families the progress made during the school year.

We encourage caregivers to discuss these progress reports with their child and to work cooperatively with your child's teacher to help achieve their highest potential. If any student's work or progress report warrants concern, caregivers are encouraged to make an appointment with the teacher. Any questions regarding student progress should be addressed directly to the student's teacher

PROMOTION, RETENTION, AND PLACEMENT OF STUDENTS
Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives.

In retaining or promoting a student, the school will consider not only the student's academic achievement and needs but the student's age, their social and emotional maturity and needs and the wishes of the student's parents.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental/guardian input will be requested and considered. (OAR 581.022, IKE-AR)

RECESS

Guidelines for Recess

The playground will be an environment where children play and interact in a safe, responsible, and respectful manner.

General expectations for students:

- Use appropriate language at all times
- No throwing sticks, stones, bark chips, snow or any other objects
- Keep hands and feet to yourself
- Respect every child's personal space
- Always play in sight of the duty staff
- Always walk when entering the playground
- Try to avoid walking through ongoing games
- Staff on duty have the final say on questions of safety and rules
- Students may reenter the building by notifying an adult who will provide them with a pass
- Running is allowed only on grassy areas
- Please do not bring food or personal toys onto the playground

General expectations for equipment and games:

- Any student may join any game at any time
- Running games may be played only on grassy areas
- Soccer and football may be played only on the fields
- Use game equipment for its intended purpose
- Follow safety rules for each piece of equipment (rings, slides, toy structure, swings, etc.)

The consequences for inappropriate behavior will follow the MCS Discipline Plan.

Children need to have physical activity throughout the school day to maximize learning. In all but the most extreme weather, students will be outside for recess. Decisions to keep students inside will be made based on health and safety concerns.

A general standard is that schools will hold outdoor recess unless the following:

- A steady or heavy rainfall
- The wind chill factor falls below 30 degrees
- The overall temperature is below 30 degrees
- The playground is too icy or snow-packed

With this standard in mind, students must bring and wear clothing and shoes appropriate for inclement weather. All students at school are expected to participate in recess.

Children well enough to be in school, as judged by the parent/guardian, but needing restrictions from activities (including outside play) must have a statement from a physician. Exceptions may be made by the assistant principal or executive director.

RECORDS AND STUDENT INFORMATION

State law, OAR 581021-0390, requires schools to maintain records on each student including birth date, subjects taken, grades, attendance, etc. Should your student enroll in another school, an official record will be sent to the school upon request. Prior to the withdrawal of your student from school, you have a right to see your student's records and have a hearing to challenge the content of the record according to school policy. Any hearing must be held prior to the actual withdrawal of your student.

Education records are those records maintained by the school that are directly related to a student. The primary reason for keeping and maintaining educational records for students is to help the individual student in their educational development by providing pertinent information for students, teachers, and parents/guardians.

It is the policy of the school to keep student education records and to conform with the state and federal laws and regulations.

The information contained below shall serve as the school's annual notice to parents of minors of their rights, the location, and school officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use under the Federal Education Rights and Protection Act (FERPA). All-access and release of education records with and without a parent/guardian and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without a parent/guardian authorization or as otherwise provided by Board policy, JOB, and state laws,OAR 581-021-0250, OAR 581-021-0270, and OAR 581-0210400.

Permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of school entry;
- Name of school(s) previously attended;
- Progress reports or report cards;
- Attendance;
- Date of withdrawal from school;
- Social security number;
- Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

SOCIAL SECURITY NUMBERS
The provision of the student's social security number is voluntary and will be included as part of the permanent record only as provided by the eligible student or parent/guardian.

TRANSFER OF EDUCATION RECORDS
The school shall transfer originals of all requested student education records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

The school shall retain a copy of the education records that are to be transferred in accordance with the applicable Oregon Administrative Rules. Records requested by another school district to determine the student's progress may not be withheld.

REQUEST FOR EDUCATION RECORDS (Policy JOB)
The school shall, within 10 days of a student seeking initial enrollment in or services from the school, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education records.

ACCESS/RELEASE OF EDUCATION RECORDS
FERPA mandates that schools provide access to student records for both parents or guardians of a student under 18, regardless of their marital status. The only exception is when the school is provided with a court order, state statute, or legally-binding documents (e.g., related to divorce, separation, or custody) that specifically revoke these rights.

Parents/guardians of a minor may inspect and review education records by submitting a written request to the school assistant principal or executive director indicating which records they would like to inspect and state the reason for the inspection.(Policy KAB-AR) The written request will be added as part of the permanent record. Any copies of education records by parents/guardians must be made 24 hours in advance to the school office and a fee may apply.

PROVISIONS FOR HEARING TO CHALLENGE CONTENT OF EDUCATION RECORDS
Parents/guardians of a minor may inspect and review the student's education record and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

If the school refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parent/guardian shall make a request for a hearing in which the objections are specified in writing to the assistant principal or executive director;
2. The assistant principal or executive director shall establish a date and location for the hearing agreeable to both parties;
3. The hearings panel shall consist of the following:
    a. The assistant principal or executive director;
    b. A member chosen by the parent/guardian;
    c. A disinterested, qualified third party appointed by the executive director.
4. The hearing shall be private. Persons other than the student, parent or guardians, witnesses and counsel shall not be admitted. An individual who does not have a direct interest in the

outcome of the hearing shall preside over the panel. They shall hear evidence from the staff and from the parents/guardians to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents.

DIRECTORY INFORMATION
Directory Information includes items of personally identifiable information contained in a student education record, which is not generally considered harmful or an invasion of privacy if released.(Policy JOA) The following categories are designated as directory information. This directory information may be released to the public through appropriate procedures:

- Student's name
- Student's address
- Student's telephone listing
- Student's photograph
- Date and place of birth
- Participation in officially recognized sports and activities
- Dates of attendance
- Degrees or awards received
- Most recent or previous school or program attended
- Electronic address

The school will develop regulations for maintenance, access, and release of education records as well as for preserving confidentiality and for challenging the content of those records.

Records requested by another school district to determine a student's appropriate placement may not be withheld. The school shall give full rights to education records to either parent/guardian unless the school has been provided legal evidence that specifically revokes these rights. However, once the student reaches age 18 those rights transfer to the student.

NOTICE
The school will give annual notice, through the Student-Parent Handbook, to parents of students in attendance. The notice shall identify the types of information considered to be directory information and the district's option to release such information. Such notice will be given prior to the release of directory information.

EXCLUSIONS
Exclusions from any or all directory categories named as directory information must be submitted in writing to the assistant principal or executive director by the parent/guardian, student 18 years of age or emancipated student within 15 days of annual public notice or enrollment, whichever comes first.

Directory information shall be released only at the direction of the assistant principal or executive director. Information will not be released if the school feels that its release would be detrimental to the student.

Information will not be given over the phone except in health or safety emergencies.

PERSONALLY IDENTIFIABLE INFORMATION

Personally identifiable information includes, but is not limited to: (Policy JOB)

- Student's name, if excluded from directory information, as requested by the student/parent in writing;
- Name of the student's parent(s) or other family members
- Address of the student or student's family, if excluded from directory information, as requested by the student/parent in writing;
- Personal identifier such as student's social security number;
- A list of personal characteristics that would make the student's identity easily traceable;
- Other information that would make the student's identity easily traceable.

Personally identifiable information will not be released without prior written and dated consent of the parent/guardian or the eligible student. Notice of and/or request for release of personally identifiable information shall specify the records to be disclosed, the purpose of disclosure and the identification of the person(s) to whom the disclosure is to be made.

The school may disclose personally identifiable information without prior consent under the conditions listed in School Policy IGBAB/JO-AR: Education Records Management.

RELIGIOUS BELIEFS AND CUSTOMS

It is the policy of Mosier Community School to foster mutual understanding and respect for the rights of all individuals regarding their beliefs. Mosier Community School recognizes that the school should reflect the diverse population of society, that communities participate in a variety of religious beliefs and customs, and that there exists a constitutional separation of church and state.

Mosier Community School also realizes the school's responsibility to advance student's knowledge and understanding of the role diverse religious heritage has played in the social, cultural, and historical development of civilization. Therefore, school personnel shall be sensitive to and respectful of religious beliefs and customs and not promote any religious view, and students and staff will demonstrate consideration for each other's views regarding religion.

SPECIAL PROGRAMS

School programs and service options, including after-school/extracurricular options will be developed and based on sound educational practices and principles.

ENGLISH LANGUAGE LEARNERS

Mosier Community School in partnership with North Wasco County School District provides instruction for English Language Learners (ELL) and Limited English Proficient (LEP) students. Our program goals are:

- ELL students will show progress according to the English Language Proficiency Assessment (ELPA) proficiency levels, OSAS scores, and classroom performance.
- ELL students will attain proficiency and be exited from the program within five to seven years.
- The school will be a culturally inclusive environment for ELL students.
- ELL students will be encouraged to achieve high standards.

The curriculum used is research-based, implemented according to best practices, and tailored to students' individual needs, learning style, and proficiency level. The initial identification of English Language Learners is made using the Home Language Survey, which every parent completes at the time of enrollment. The secretary and any necessary translator will provide help in filling out these

forms to ensure accurate responses. A detailed description of the ELL program is contained in the NWASCO ELL District Plan, which is located on the NWASCO district website.

STUDENTS WITH DISABILITIES
The school provides special programs and services for students with disabilities. A parent/guardian or student with questions should contact the assistant principal or executive director.

TITLE 1 SERVICES
Mosier Community School is a Title 1 School with school-wide programs designed to raise the achievement of low-achieving students by improving instruction throughout the entire school, thus using Title 1 funds to serve all children.

INTERVENTION
Mosier Community School (MCS) is committed to each student learning to read proficiently on or before grade 3. To help our students that need extra support to achieve this goal, MCS has a Student Success Team (SST). Our team will identify students that need support through progress monitoring. Once identified the team will develop a plan to support each student. These plans will ensure that students are given the opportunity to take advantage of support to be successful.

The plan may include:
- Specific areas of concern
- Interventions
- Plans for student monitoring
- Evaluation on student progress
- Parent and student conferences
- Additional assistive programs
- Referrals to appropriate special teams, such as: Special Education, 504 and English as a Second Language

TALENTED AND GIFTED
The school serves academically talented and intellectually gifted students in grades K-8, including talented and gifted (TAG) students from such special populations as ethnic monitories, the economically disadvantaged, the culturally different, the underachieving gifted, and students with disabilities. Multi-age classrooms help support students that are identified as TAG by using a continuous progress model.

STUDENT ILLNESS

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. When a child is too sick to go outside to recess or participate in physical education, that child is too sick to be at school.

WHEN SHOULD I KEEP MY STUDENT HOME?

If your student has symptoms/diagnosed illness:
- Fever greater than 100.4 orally.
- Rash or rash with fever-new or sudden onset; rash with drainage.
- Vomiting within 24 hours
- Cough: deep, barking, congested, or producing colored mucus.

- Strep Throat diagnosed by a physician

Please provide written instructions to the school, from the doctor following an illness of two or more weeks, surgery, medication needs, or other changes in health status.

STUDENTS MAY RETURN TO SCHOOL WHEN:
- Temperature below 100.4 (orally) for a minimum of 24 hours without the use of fever-reducing medication
- Rash disappears or a doctor's release
- Cough is improving
- No vomiting or diarrhea in the past 24 hours

Please follow the Attendance procedure when calling in about a student's illness. If there is a health condition which school personnel should be aware of, please contact the school office staff.

A student is considered too ill to remain at school if the student has had the following symptoms at school:
- fever of 100 or higher
- vomiting, diarrhea
- persistent cough, etc.

Parents/guardians or emergency contact are asked to immediately take the student home to ensure the health of the student.

Communicable Diseases
Parents of a student with a communicable or contagious disease are asked to contact the Executive Director or Assistant Principal, so that other students who have been exposed to the disease can be alerted.

A student with certain diseases is not allowed to come to school while the disease is contagious, which include Covid-19, chickenpox, mumps, whooping cough, measles, German measles, scabies, staph infections, strep infections, tuberculosis, Hepatitis A, Hepatitis B, ringworm (body, scalp) and the "flu". Parents with questions should contact the school office.

Immunizations
Mosier Community School requires that all students entering school for the first time, including:
- A) students transferring from inside the United States;
- B) students transferring from a school outside the United States;
- C) all students initially enrolling in kindergarten or first grade;
- D) all students age 5-18 enrolling from a home-school setting, must provide a signed certificate of immunization or a religious and/or medication exemption prior to enrollment.

You may obtain immunizations for your child from: your family physician or Wasco Sherman Public Health Department, 419 East 7th Street, The Dalles OR 97058, Phone 541-506-2600.

Injuries
Parents will be informed immediately when a student has sustained a serious injury. If a parent or other emergency contact cannot be reached, school personnel will determine what action needs to be taken. In the case of a serious injury, the school will immediately call 911 for emergency assistance.

TELEPHONE USAGE

The school phone for student use may:

- Be used for emergency use only (not to call a friend or see if you can go to someone else's house)
- Not to be used during class time unless the teacher directs the student to do so
- Permission must be granted by office staff

THREATS

Student conduct that tends to threaten or intimidate and disrupt the educational environment, whether on or off school property, will not be tolerated. The school prohibits student violence of any form. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student also may not use electronic equipment belonging to the student or the school to threaten, harass or intimidate another. Additionally, false threats, including false threats to school property will not be tolerated. (Policy JFCM)

Students in violation of the school's threats policy will be subject to discipline, may have a safety assessment to determine risk conducted and may be subject to civil or criminal liability.

TOBACCO-FREE ENVIRONMENT

Student possession, use, sale, including any smoking device is strictly prohibited. Any form of promotion or advertisement related to tobacco is also strictly prohibited. (Policy IGAEB)

TOYS AND PERSONAL ITEMS

Toys, including balls, cards, fidget spinners and other electronic devices or any item that disrupts the education process are not to be brought to school. Frequently, these items are a source of class disturbance and theft. If they come to school, they will be confiscated and brought to the office where a parent can pick them up.

The school and district are not responsible if an electronic device or toy brought to school is lost, stolen or damaged.

TRANSPORTATION OF STUDENTS (BUS EXPECTATIONS)

Families may find more information about NWASCO transportation at:
NWASCO TRANSPORTATION

A student being transported on NWASCO district-provided transportation is required to comply with the Student Conduct on School Buses. Any student who fails to comply with the Student Conduct on School Buses may be denied transportation services and shall be subject to disciplinary action.

Changes in Student Destination

When there is a change in the way the student is transported home or a change in their destination after school, a note **MUST** be given to your child's bus driver. Include in the note the date and where specifically the child is to go that day.

STUDENT CONDUCT ON SCHOOL BUSES
Each year the school will include the transportation rules and disciplinary procedures in the student/parent handbook.

While riding the bus, students will:

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

In addition, the following are local regulations which will ensure a safe ride for all:

- Large, bulky items (i.e., musical instruments) which cannot be safely held on the student's lap and/or extended above the lower window sill in the under storage area or behind the modesty panel or securely fastened on the floor in designated areas shall not be transported on a school bus;
- Students shall ride only on their designated bus;
- Students shall not deface private property or cause problems at their designated bus stop;
- Tape recorders, portable radios, or other devices capable of transmitting sound shall not be operated on a bus;
- Items lost on a school bus will be held by the driver for three days, whereupon they will be turned in to the lost and found at the transportation office;
- Students shall wait six feet back from the curb, where possible, from the edge of road or other loading area, and shall not proceed toward the bus until the driver opens the door;
- Pushing, shoving, crowding shall not be tolerated by the driver while loading and unloading. Students waiting to board the bus which has students unloading shall wait until students are off;

- Permission to ride on a one-time basis may be granted to students who normally do not ride when seating is available and the student has a note from their parent;
- Students shall not possess, use, distribute or sell tobacco, alcohol or unlawful drugs at any time while on school or district property while participating in school-sponsored activities or while being transported on district vehicles.

STUDENTS WHO VIOLATE BUS RULES OF CONDUCT MAY BE DENIED THE USE OF DISTRICT TRANSPORTATION

DISCIPLINARY PROCEDURES FOR VIOLATIONS OF TRANSPORTATION RULES (EEACC-AR)

1. First Citation- Warning:
   The driver verbally re-states behavior expectations and issues a warning citation.
   The driver may assign students to a specific seat.

2. Second Citation:
   The student may be suspended for up to two (2) days from the bus and a conference arranged by the assistant principal or executive director will be held with the student. Paperwork notification will be sent to the parent/guardian.

3. Third Citation of the Year:
   The student receives a bus suspension for up to 10 days and will not be able to ride the bus until a conference, arranged by the assistant principal or executive director has been held with the students, the parent/guardian, assistant principal or executive director, and if available, the bus driver. At this time a behavior contract will be made with the student. Further violations of bus regulations will be considered a severe violation.

4. Severe Violations:
   Any severe violation may result in the immediate suspension of the student for a minimum of ten (10) days, and up to a one-year expulsion. There will be a hearing at this time, arranged by the school, involving the student, the parent, assistant principal or executive director, and the director of transportation.

5. In all instances, the appeal process may be used if the student and/or parent/guardian desires. All citations must be signed by the parents/guardians before the student will be allowed to ride the bus again.

VIDEO/MOVIE POLICY

All movies must have a direct connection between the content of the video and the curriculum goals of the class. Teachers are encouraged to show a short clip related to curriculum content rather than the entire movie.

All movies must be previewed. “PG” Rated movies may not be shown in the classroom or given as an extra credit assignment unless the parent/guardian have been notified in writing at least three calendar days prior to the showing of the movie. The name of the movie must be disclosed, a brief description of the plot, how the content is connected to the classroom and why the movie is rated “PG”.

Written notification must be returned to the teacher if a student is not to view the movie. If an assignment related to the movie is planned, the student must be given an alternate assignment of equal value, weight and time.

No movies above a "PG" rating can be shown in an elementary school.

"NR" (Not-Rated) movies must be previewed by the teacher before classroom showing. Inappropriate language and/or scenes are not approved for student viewing.

VIDEO SURVEILLANCE

The school has a responsibility to maintain order and safety on school buses and in school buildings. Electronic surveillance systems are valuable for monitoring activity on school property and in school buses in furtherance of protecting the health, welfare and safety of its students and staff.
Video surveillance may occur on any school property or on any transportation vehicle. The use of video surveillance shall be supervised and controlled by the building administrators. The use of video recordings from surveillance equipment shall be subject to procedures concerning confidentiality of student records.

VOLUNTEERING/VISITING SCHOOL

Mosier School's educational program is enriched by the participation of volunteers. Volunteers are not only welcome, but they are crucial to our school's success. Mosier Community School encourages every parent, guardian and family members to take a special interest in the lives of Mosier Community School students. We want everyone to volunteer! Various committees are formed throughout the year to meet the needs of our school and students. We welcome your participation on these committees as they are formed.

The volunteers benefit not only from helping, but also by becoming a real part of their student's school. We think you will love it! If you have an hour or two each week, an open day, or for the working parent some time at home to do paperwork, we can use your help.

***All volunteers must complete the school Volunteer Forms annually.**

All volunteers shall be subject to a criminal records check conducted by the Oregon Department of Education. This form is available at the school office and volunteers must be approved, prior to volunteering. To ensure the safety and welfare of students, that instruction is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the main office upon entering school property.

Requests to visit the school or specific classroom while in session need to be made to the assistant principal or executive director 24 hours prior to the requested date. The assistant principal or executive director will approve or deny the request as appropriate.

WATER BOTTLES

Students are encouraged to bring their own water bottle to school. These water bottles should be used to store and carry water throughout the day. Water bottles should not be used to carry beverages other than water.

ADDITIONAL INFORMATION

Administrator Privilege:
The Executive Director has the right to carry out or amend any aspect of the Mosier Community School Parent and Student Handbook with or without notice..

Handbook Changes:
The Parent and Student Handbook will be reviewed annually for updates and revisions for the upcoming school year. It is strongly recommended that at the beginning of each school year, families review the Handbook and become familiar with the information.

Thank you for taking the time to review this handbook.
Should you have any questions, please contact the office at 541-478-3321.

Parents, don't let your child get left behind!

School Year 2024-2025



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

A child 2-17 months entering **Child Care or Early Education** needs*	Check with your child's program or healthcare provider for required vaccines
A child 18 months or older entering **Preschool, Child Care, or Head Start** needs*	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A student entering **Kindergarten or Grades 1-6** needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering **Grades 7-12** needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A

**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.* 2/2024

¡Padres no dejen que sus hijos se queden atrás!

Año Escolar 2024-2025



La ley de Oregon requiere que sus niños hayan recibido estas vacunas para que puedan asistir a las escuelas y guarderías.*

Niños de 2-17 meses entrando a la **Pre-escuela o Guardería** necesitan*	Consulte con el programa o proveedor de atención médica de su hijo para las vacunas requeridas
Niños de 18 meses y más entrando a la **Pre-escuela, Guardería o Head Start** necesitan*	4 Difteria, Tétano y Tos Ferina (DTaP) 3 Polio 1 Varicela (Chickenpox) 1 Sarampión, Paperas y Rubéola (MMR) 3 Hepatitis B 2 Hepatitis A 3 o 4 Hemofilus Influenza Tipo B (Hib)
Niños entrando a **Kinder (Jardín de Niños) o Grados 1-6** necesitan*	5 Difteria, Tétano y Tos Ferina (DTaP) 4 Polio 1 Varicela (Chickenpox) 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola 3 Hepatitis B 2 Hepatitis A
Niños entrando a **Grados 7-12** necesitan*	5 Difteria, Tétano y Tos Ferina (DTaP) 1 Tdap 4 Polio 1 Varicela (Chickenpox) 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola 3 Hepatitis B 2 Hepatitis A

* Entre todas las edades y grados escolares, las dosis requeridas varían dependiendo de la edad de su niño y cuándo fue vacunado la última vez. Otras vacunas tal vez sean recomendadas. También tenemos excepciones disponibles. Por favor verifique con su escuela, guardería o proveedor de salud para estos detalles.

2/2024

Community School
P.O. Box 307 - 1204 1st Ave., Mosier, Oregon 97040
Phone: (541) 478-3321 Fax: (541) 478-2536

MOSIER COMMUNITY SCHOOL PARENT-STUDENT-EDUCATOR

COMPACT AS A PARENT/GUARDIAN, I WILL DO MY PERSONAL BEST TO…

- Start each day right; a calm beginning at home makes the school day much better;
- Encourage your student to eat well balanced meals;
- Sleep is crucial for your child's success in school. Develop good routines to help your child;
- Provide a home environment that encourages my student to learn;
- Encourage and provide support so that all homework can be completed;
- Communicate regularly with my student's teacher;
- Support the school in developing positive behaviors;
- Talk with my student about their school activities every day;
- Encourage my student to read at home for pleasure;
- Monitor my student's 'screen time' at home (T.V., and computer/game devices.)
- See that my student attends school regularly and is on time.

AS A STUDENT, I WILL DO MY PERSONAL BEST TO…

- Believe that I can and will learn;
- Attend school regularly and on time;
- Follow school rules and expectations;
- Respect myself and others;
- Talk to my parents and teachers;
- Come to school prepared and with my homework completed;
- Complete work assignments on-line, in-class, or in other formats when assigned
- Ask for help when I need it.

AS AN EDUCATOR, I WILL DO MY PERSONAL BEST TO…

- Be a positive role model who helps students develop a love of learning;
- Teach interesting, meaningful and challenging lessons;
- Be fair and understanding;
- Have patience and show respect;
- Provide a caring and safe environment;
- Enforce rules and expectations equitably;
- Help each student reach their fullest potential;
- Communicate with families about their student;
- Demonstrate professional behavior;
- Provide high quality curriculum and instruction;
- Promote education in the community.

A signed copy is kept in the students cum file at the school.



Community School
P.O. Box 307 - 1204 1st Ave., Mosier, Oregon 97040
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Receipt and Acknowledgement of the Parent and Student Handbook
2024-25

I acknowledge that I have received and read the Mosier Community School Parent and Student Handbook for the 2024-25 school year.
I understand that it is my responsibility to be familiar with this handbook.

_____ _____
Parent/Guardian Signature Date

My student(s) are:

_____ _____
Student Name (Print) Teacher

_____ _____
Student Name (Print) Teacher

_____ _____
Student Name (Print) Teacher