

Seaside School District

Elementary School Handbook

Gearhart and The Heights Elementary Schools

2016-17



SEASIDE SCHOOL DISTRICT

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Dear Seaside School District Families:

Welcome to our school district! The purpose of this handbook is to acquaint you with the people, programs, and policies of Gearhart Elementary School and The Heights Elementary School. Topics are listed in alphabetical order so that you'll be able to locate information quickly.

Our schools are outstanding because of our professional, caring staff members, and because parents really understand the importance of--and care deeply about--their children's education. It is essential that families and teachers work closely together so that each child receives the maximum benefit of our combined efforts.

You are encouraged to visit your child's school. We have a very active parent-teacher organizations and a well-organized volunteer program in the school. We realize that not all parents are able to volunteer in their child's classroom, but if you can then you, your child, and the school will receive great benefits from your contribution. If you aren't able to volunteer in the classroom regularly, you could instead volunteer on field trips, at special events, or during parties. When parents play an active part in their children's education, the results are higher academic achievement, improved attendance, improved behavior, increased motivation, a positive attitude, and ultimately greater success!

If you have questions about your child's progress, feel free to make an appointment with your child's teacher. Our elementary school district counselor and our district's school nurse are also available for consultation as needed. In addition, if you have questions or concerns that we can address, please feel free to give your principal a call. Call the school office to set up appointments with any of these people who play an important part in your child's education.

We want your child to be successful here in the Seaside School District. We look forward to working with you and your child.

Sincerely,

John McAndrews, Principal
The Heights Elementary School

Juliann Wozniak, Principal
Gearhart Elementary School

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DISTRICT CALENDAR

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ADDRESS CHANGE

Any change of address, telephone number, or emergency information should be given to the office for your child's records. All personal information and phone numbers will be kept in strict confidence.

ASBESTOS

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and by developing a management plan for the control of this substance.

The management plan is available for public inspection in the district office.

The District Head Custodian serves as the district's asbestos program manager and may be reached for additional information at 503-738-5591.

ATTENDANCE

Attendance and punctuality are important. The ability to be present and on time are good habits to reinforce at an early age. Students who are consistently late miss important elements of instruction.

If a student is going to be absent due to illness or other unexpected event, the parent should call the school early in the morning.

A written excuse for an absence must come with the student to school upon his/her return after an absence. These notes are saved as part of the public record.

Please make appointments for after school hours whenever possible. Please plan vacations during regularly scheduled school breaks.

If it is necessary for a student to keep a health care appointment during school hours, he/she must bring a note from home. If a student is late to school, he or she is to check in at the office with the parent prior to going to class.

Students who are absent ten consecutive days will be dropped from the roll. Excessive or questionable absenteeism or tardiness will result in contact by our school district's nurse or the regional truant officer for a mandatory meeting or possible citation or other action. A student's parents may be contacted if their child's absenteeism is averaging more than one absence per month (Example: a student who has been in school five months with six or more absences).

Students who have been absent during the school day are not eligible to take part in school activities or programs later that day or evening.

BACKPACK PROGRAM

The Backpack Program provides children with food to take home over the weekends and when school is not in session. The nutritious, child-friendly, and easy to prepare food is provided at no cost to any family that requests it. It is discreetly distributed to children on the last day before the weekend. The empty backpack needs to be returned the following Monday so it can be refilled for

the next weekend. Please contact the school secretary if you are interested in receiving a backpack or if you are interested in helping to distribute the backpacks to families.

BICYCLES:

Please have your child observe the following regulations if he/she rides a bike to school:

1. Students are required by law to wear a helmet.
2. Ride on the sidewalk if there is one. If not, ride on the right hand side of the street with the traffic.
3. Only one child to a bike unless the bicycle is built for two.
4. Ride single-file on bikes. Dismount when crossing the street to enter the school grounds.
5. Walk bicycles on school grounds.
6. Park and lock bikes at the school bike rack.
7. If you are going to allow your child to ride his/her bike to school, he/she needs to have a written note on file in the office indicating your permission.

Kindergarten students are urged not to ride bicycles to school. It is very hard for young children to ride their bikes safely to school and carry backpacks, etc.

BIRTHDAY PARTIES at School:

When your child has a birthday during the school year, please feel free to bring commercially prepared healthy treats to the classroom after checking with the classroom teacher as to the best time for the treats. We believe it is important to emphasize good health and to help students learn healthy eating habits. While there is a time and place for sweets, 25 birthdays per class per year is a lot of extra sweets. Please ask if you have questions or need ideas.

- Frozen Fruit Bars (always a great choice!)
- Fresh fruit slices (apples, oranges, bananas)
- Snack mixes of cereal and dried fruit with a small amount of nuts and seeds (but make sure students do not have allergies)
- Raisins and other dried fruit
- Fresh vegetables
- Fruit juice and vegetable juice (at least 50 percent full strength and bottled water)
- Crackers or healthier cookies, such as fig bars or ginger snaps
- Pretzels
- Bread products (bread sticks, rolls, bagels, pita bread) with emphasis on whole grain products
- Ready-to-eat, low-sugar cereal
- Granola bars made with unsaturated fat and zero trans fats
- Low-fat or skim milk
- Low fat or nonfat yogurt
- Canned fruits

BIRTHDAY PARTIES OUT OF SCHOOL:

If your child is inviting some students to an outside-of-school party, please do not allow him or her to **bring invitations to school to pass out to those students invited to the party. This invariably causes**

hurt feelings. Please teach your child to be sensitive to the feelings of those not invited to the party and either hand-deliver the invitations outside of school or mail them. We will be happy to help you with the addresses for students invited to the party if necessary. We will address them for you and then send them so that we don't give out confidential information about our students.

If you choose to invite all the students in the class or in the grade level, then the invitations may be handed out at school.

CELL PHONES

Students may have cell phones at school; however, they may not be turned on at any time during the school day. Cell phones must stay in the students' backpacks. Students who violate this school policy will have their cell phones kept in the office until a parent can pick them up.

CHECK-IN AND CHECK-OUT PROCEDURES:

It is important that parents come to the office first with their children when they arrive after 8:00 AM or send a note explaining the reason for the tardiness.

Parents need to sign their children out of school anytime they take them from school during the school day. This is necessary for your child's protection as well as for the protection of the school.

Again, for safety, when you come to the office mid-day to pick up your child, a staff member will go get your child from class or the playground. Many staff members do not recognize all the parents, so this will avoid any unnecessary problems in getting your child.

If you come to pick up your child, you will need to use the front doors near the office. All other exterior entrances to the buildings will be locked during the school day. Anyone coming into the buildings will need to come through the front doors.

At the end of the day, parents are asked to pick up/checkout their children in the cafeteria. This helps us control the crowd of children leaving and parents coming. We want each child to go home with the right person.

CHILD FIND:

The Seaside School District is responsible to locate any student from birth through 21 years of age that may have a disability or require special education. If you suspect your child may have a disability, please contact your building principal or Jeremy Catt, Director of Special Services, at 738-5591.

The Seaside School District does not discriminate on the basis of age, sex, race, religion or national origin in its employment practice and in the operation of its education programs or activities.

COMPLAINTS:

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. Seaside School District does not discriminate on the basis of race, religion, color, national origin,

disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Parents, guardians and citizens are encouraged contact an appropriate school or district administrator to address issues of concern. Consulting this handbook, the district's *Student Rights and Responsibilities Guide* or the district's policy manual may be helpful in clarifying a concern. If a parent, guardian or citizen is not satisfied with response of the district the following information may be helpful in addressing the situation.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call, toll free (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

COUNSELING:

Children in the elementary grades participate in regular school guidance lessons and activities during the school year. These activities often come in the form of class meetings. In addition, students may participate in a team effort composed of counselor, child and parent, or a meeting between just the counselor and child.

The purpose of counseling is to help children understand themselves better and to be able to function appropriately both academically and socially.

Requests for individual or group counseling services may be made by a parent, student, or staff.

CUMULATIVE RECORDS:

Cumulative records are maintained for every pupil. If a child is moving to another school, the cumulative records will be sent to the other school directly after a parent has registered the student at the new school and has signed a release for the transfer of that information.

CURRICULUM:

General Education: The curriculum is not the same for all grade levels, but in general it includes: Literacy/language arts (reading instruction, literature, writing, conventions, speaking), handwriting, mathematics, science, social studies, health, physical education, art and music. Children are also given time to select and check out library books to read either at school or at home.

English Language Learners: All students complete a Home Language Survey at the beginning of the year. If appropriate, students may be evaluated for proficiency in the English Language and if necessary, offered instruction in that area.

Talented and Gifted: Students who meet district/state qualifications for Talented and Gifted will have their academic needs met in the regular classroom through differentiated instruction.

Special Needs: Some students who have gone through an evaluation process may qualify for specialized instruction.

Title 1: Some students who have gone through an assessment process may qualify for intervention services in math or reading through the Title 1 program.

CYBER COMMUNICATIONS

Students who engage in electronic communications—whether on-campus or off-campus—that creates a disruption to the school environment can and will be subject to disciplinary measures.

DIPLOMA OPTIONS FOR HIGH SCHOOL GRADUATION

It's never too early to be thinking about your child's future. Seaside High School has five graduation awards:

1. **The Honors Diploma:** Standard diploma with acknowledgment from the Oregon Department of Education that the student has maintained a superior grade point average of 3.5 or above based on the eleventh term accumulative grade report.
2. **The Standard Diploma:** Student meets all attendance, competence, and credit requirements.
3. **The Modified Diploma, Extended Diploma or Alternative Certificate** may be awarded to students who have demonstrated the *inability* to meet the full set of academic content standards and who have a documented history of being unable to do so, or students with a medical condition that creates a barrier to achievement. For specific information on each of these diploma options, please contact Seaside High School or Seaside School District Special Services.

DISCIPLINE and BEHAVIOR:

In order for there to be a good atmosphere for education, it is necessary that students display appropriate behavior. Student self-discipline is a high priority in our schools. Each student has the right to learn, and each teacher has the right to teach in a safe and supportive environment. Each student will be aware of the positive and negative consequences of his/her behavior. The goal of discipline is to encourage greater learning as well as stronger character, responsibility and self-discipline. To achieve this we will provide a school environment that focuses on the following:

- Be Safe
- Be Respectful
- Be Responsible

The following five expectations are necessary throughout the entire school day including on the playground, coming to school, and leaving school.

1. Respect rights and feeling of others.
2. Respect school property and the property of others.
3. Respect the authority of those who are in charge.
4. Be responsible for your own actions and wellness.
5. Be responsible for your own safety and the safety of others.

See your school's section of the handbook for more information about discipline and behavior.

DRESS CODE:

The appearance of a student is primarily the responsibility of the student and the parents; however, dress and grooming should be in good taste and not such that it would disrupt the teacher/learning process or create a safety and/or health hazard.

Clothing which is not appropriate for school wear includes, but is not limited to: halter tops, undershirts, shirts with offensive language or language which promotes drug or alcohol use, clothing which exposes the midriff. Shoes are encouraged for PE days (rather than shoes with heels or flip-flops). Tank tops must have a least 1.5 inch straps and fit to maintain modesty. Gang, alcohol, tobacco and drug related articles or styles, such as sagging pants, will not be permitted.

Children who arrive at school wearing makeup will be asked to wash it off before attending class. Students should remember to dress appropriately on P.E. days. They should wear shoes that will give adequate support and clothing that will allow them to participate fully.

Additional information regarding appropriate school dress can be found in the *Student Rights and Responsibilities Guide*.

Note to parents: For safety reasons, children, males or females, should not wear hats in the building. If you have concerns about this school policy, please give your principal a call.

EARLY DISMISSAL (EMERGENCY):

The procedure for emergencies created by storms, power failure or other situations will depend on existing circumstances. For information check the district website, TV and local radio stations: KCYS, KCBZ, KSWB 840 AM, KAST 1370 AM, KVAS 1230 AM, KKEE 94.3 FM, and KMUN 91.9 FM.

Parents should inform their children of their plans for each day and give them instructions about how to respond if they arrive at home before parents arrive home.

The school welcomes notes from parents regarding changes in their plans for the day that might affect their child in an emergency.

EARLY RELEASE WEDNESDAYS:

On Wednesdays, the school day ends at 1:30 PM. All bus routes are bumped up one hour also. (This means, that if your child's bus normally drops your child off at your stop at 3:20 PM, then your child will be dropped off at 2:20 PM on Wednesdays).

Staff members use the Early Release time to share and review student performance data and for staff development regarding research-based instruction. The school day is lengthened the other four days per week by one half hour each day in order to maintain educational time.

++Note: The first Wednesday of the school year is a full day (goes to 2:30 PM) but all other Wednesdays go to 1:30 PM after that.

EMERGENCY CONTACT INFORMATION for Parents:

If any of your emergency contact information changes throughout the year, please let us know as soon as possible so that we may contact you in case of emergency.

EMERGENCY DRILLS:

Students will be required to evacuate the school building on a regular basis in order to be prepared for a fire, explosion, or evacuation made necessary by an earthquake/tsunami warning. We always evacuate to our Staging Area.

Teachers will instruct students on which exit to use from their classroom. All students will leave the building through the designated exit in single file. There will be no running or talking during a drill. Students will return to the classroom when the appropriate signal is given.

Fire or Explosion Drills: We practice fire drills once a month. Students leave by the exit and meet up in the Staging Area.

Earthquake Drills/Tsunami Evacuation Drills: We practice Earthquake evacuation drills together with Tsunami Evacuation Drills three times per year. Students also receive 30 minutes of earthquake safety during the other months of the year

Lockdown Drills: We practice lockdown drills three times per year.

EMERGENCY SITUATIONS:

School Closure Due To Severe Weather Conditions: In the morning listen to our local radio stations for information about delays or closures. During school hours, advance warning of storms will be broadcast by local radio stations. If the superintendent decides to send students home early, the principal will prepare the students and staff for emergency transportation. If it is decided that all or part of the student body should remain in school until the threatening period is over, they will be moved away from windows and will wait in safer parts of the building.

Closure of school during the school day necessitates that all parents have on file with the school office current phone numbers and names of authorized people who can transport and care for their children if parents cannot be reached. School staff members will make the best decisions possible about students given the existing circumstances.

Bomb Threat Procedures: The school will be evacuated. The city police chief, fire chief, and the superintendent of schools will be notified. Buildings will be searched by the principal and emergency officials to determine if it is safe. When the "all clear" signal is given, children and staff will return to their classes.

Tsunami Alerts: We will automatically evacuate in the event of any earthquake. Also, each city has a tsunami warning signal: Each city will sound a three-minute blast of the siren. The tone will start low, go high, and stay high for the full three minutes.

Short-Term Tsunami: The estimated time of arrival of the wave(s) will not provide sufficient time to carry out the long-term plan of action. Therefore, all students and school personnel should go rapidly to the evacuation area and remain there until the all-clear is sounded.

Long-Term Tsunami: The estimated height of a tsunami generated a great distance away (for example Alaska, or Japan) would not typically require us to evacuate the school. We plan for everything, however, so we would be prepared to evacuate. If parents or guardians arrive for their children, they must check them out with the teacher.

If we evacuate the school for a long-term tsunami threat, there will be a sign placed on the school entrance telling parents where we have gone.

Earthquake: During an earthquake, all people within the school will seek cover under desks or heavy tables, staying away from windows. All people outside the building will move a safe distance away from any structures or overhead wires or poles. Immediately after the quake has ceased everyone will evacuate to the tsunami evacuation area. A tsunami generated from a local, offshore earthquake could reach the local shoreline minutes after the first shock. Students will remain in tsunami evacuation area until official clarification that no tsunami resulted from the earthquake. If there is no tsunami, everyone will return to school after the buildings have been inspected and the all-clear has sounded.

EXCEPTIONAL CHILDREN PROGRAMS:

Our district provides services for exceptional children. Under I.D.E.A. children with learning disabilities or physical impairments are provided with individual educational programs. See the **Child Find** section in this handbook.

Classroom teachers will extend the learning opportunities for those students identified as academically talented or intellectually gifted (TAG).

FAMILIES IN NEED:

With the current economy, it is not uncommon for families to have difficulties in meeting all the needs of their children. Some parents may not be aware that our school district and our supporters can frequently help students who are in need. We can help connect families with agencies who provide glasses, clothing, and other student and family needs. Please feel free to contact the principal for more information about these agencies.

FIELD TRIPS:

Field trips within our community and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement aspects of the classroom curriculum and to introduce students to the resources of our area. Students must have indicated on their registration paperwork (on file in the school office) that their child has permission

to participate in Clatsop County field trips. All field trips outside of Clatsop County require a separate signed permission slip by parents. Parents will receive notices of field trips well in advance of the scheduled trip date. Parents are encouraged to attend field trip outings with their children. Please make other arrangements for childcare for your child's siblings. We appreciate having great parent chaperones; with few exceptions, parent chaperones should plan on riding the bus with students.

GOING HOME AT THE END OF THE SCHOOL DAY:

Each student will have a PRIMARY DESTINATION and METHOD of TRANSPORTATION after school:

- The destination may be: home, childcare center, neighbor's house or other.
- The method of transportation may be: parent/guardian pickup at school, other designated person to pick up at school, ride the bus, walk, or bike.

If a student is going somewhere other than the PRIMARY DESTINATION or doing something other than the PRIMARY METHOD of TRANSPORTATION, then he/she needs to bring a note from the parent to the office on the morning of the change.

Students who will be riding the same bus but need to get off at a stop other than the regular stop are considered changing their PRIMARY DESTINATION, and they also need to bring a note from their parent. In order to avoid confusion, we will not accept transportation changes after 1:00 PM daily or 12:00 PM on Wednesdays.

A note from the parent should be easy to read and include the following information:

- **First and Last name of the student and grade/teacher**
- **Name of the Destination (Person and Place)**
- **Destination Address**
- **Date**
- **Parent Signature**

Any student leaving the school grounds in a manner other than the usual way (the primary destination and/or method) needs to bring a note to the office from the parent so that we know this arrangement has parental approval.

HEALTH:

Sick children should not be in school. With the number of students in school, it is difficult to maintain good health standards without your cooperation. In general, please send a student to school only if 24 hours have passed since he/she last vomited. Please see that your child gets his or her immunizations when they are needed. Another preventive measure you can teach your children at home is good old-fashioned hand washing - soap, water and at least 30 seconds of friction, to help prevent the spread of communicable diseases. Also, teach your child to cough in his/her elbow rather than hand. Please be sure your child receives his/her immunizations when they are needed.

Additional health-related information is found in the appendix of this handbook.

HEAD LICE:

If you discover your child has head lice at home, please call the secretary if you need information on how to get rid of them and to alert us so we can check your child's fellow students. After treatment, school personnel will need to check the student before he/she comes back to school.

HOMEWORK:

The amount of work taken home will vary with each student according to his/her ability to organize and complete work during regular school hours. Some may seldom need to take school work home. Parents can help students who need to do work at home by doing the following:

1. Provide a study location, complete with needed supplies, as free as possible from interfering conditions.
2. Influence students to adopt and follow a regular study schedule.
3. Encourage students to keep up their assignments and not to allow book reports and special papers or projects to drag along only to pile up at the end of the grading period.
4. Balance a student's time so that a proper amount is devoted to study, family, school and community.
5. Take an active interest in the student's progress in school.
6. Contact your child's teacher for assistance in caring for problems relating to homework.
7. Encourage your student to read for pleasure every day of the week.

INSURANCE:

At the beginning of the school year, the district will make available to students and parents a voluntary, low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the district office.

KINDERGARTEN:

Regular Kindergarten hours are 8:00 AM-2:30 PM daily and 8:00 AM-1:30 PM on Wednesdays.

All kindergarten students will receive a developmental screening during Multiphasic Clinic in the fall. This screening is sponsored by the school district.

Our Kindergarten is an academic program. Children are taught basic handwriting, math, and reading skills. Many students can read well by the end of the year.

Students will also paint, cut, paste, etc., to develop large motor skills. The teacher will read to them often in order to give them an opportunity to learn to enjoy books. They will learn poems, rhymes, etc., which will help them learn to read.

Kindergarten Round-Up is held yearly the third week of April. This is the time for parents to pre-register students who will be entering Kindergarten the following September. Children must be 5 years of age on or before September 1 of each year in order to start school in the fall.

LEAVING THE SCHOOL GROUNDS:

Children are not allowed to leave the school grounds during the school day without permission from their parent, teacher, and principal.

Students are not allowed to go home with another student without PRIOR WRITTEN PERMISSION from the parent and such permission is presented to the office in the morning.

LOST AND FOUND:

All coats, jackets, sweaters, sweat shirts, lunch pails and any other items that might be lost through the school year should have some identification in them. We have a Lost and Found container at the school. You are welcome to check it at any time if your child has lost an item. Twice each year we donate the Lost and Found accumulation to charity. Please check Lost and Found.

MEALS AT SCHOOL:

Breakfast and lunch are offered to each student each day at no charge due to the federal meal program at our school. Lunches may be purchased daily, weekly, or monthly. Students bringing their lunch may purchase milk. We discourage students from bringing candy, sugary drinks (like soda) for lunches or snack.

If a parent wishes to order a lunch, we must have the information in the office by 9:00 A.M. so we can order extra lunches from the high school. Adult lunches are **\$3.85** and breakfasts for adults are **\$1.55**. The USDA and this institution are equal opportunity providers and employers.

MEDICATION AT SCHOOL:

The school district recognizes that it may be necessary for some students to take medicines during school hours when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or nonprescription medication at school with the following provisions:

All requests for district staff to administer medication to a student must be made by the parent in writing each school year. You may use the form on Page 22.

1. All requests must include written instructions including the name of the student, name of the medication, route (i.e. oral, inhaler), dosage, frequency of administration and any other special instructions.
2. Written instructions for prescription medications must be made by the physician. A prescription label prepared by a pharmacist will be deemed sufficient for the written instructions only if it contains all of the required information listed in #2. Any changes must be made by the physician in writing.
3. Written instructions for nonprescription medications will be made by the parent and must include all of the information listed in #2. Any changes must be made in writing.
4. All medications are to be submitted in its original container. Prescription medicines are to be fully labeled by the pharmacist. Nonprescription medicines are to have the student's name affixed to the container.
5. All medication is to be brought to and returned from the school by the parent.
6. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medicine.

7. All medication will be kept in a locked container and all doses of medication administered will be documented.
8. Self-medication for students in grades K-8 is not allowed except for medicines that must be with the student for emergency access. The necessary permission forms and instructions must be in place and the district health specialist must make an assessment and protocol plan.
9. The district reserves the right to reject a request to administer medications when taking such medication during school hours is not necessary for the student to remain in school.

NEWSLETTER:

Your student will bring home a copy of the school newsletter. This publication will keep you informed about activities and special events. We also email the newsletter. In order to be sure you receive this by email, please let us know of any email address changes.

OPEN HOUSE:

Gearhart School: Open House will be held in the early fall. Please see parent newsletters for dates/times.

The Heights Elementary School: Open House is typically held in the early fall. Please call the office for information.

OUT OF AREA ATTENDANCE:

This year the boundaries for each of our elementary schools are:

Arch Cape north to Avenue A Street in Seaside – The Heights Elementary School

Broadway Street in Seaside north to Par Road in Warrenton – Gearhart Elementary School

The “Flex Zone” is the area in which residents may be attending either school depending on class size at each grade level. This year the Flex Zone is Broadway Street north to 10th Street in Seaside.

Parents who live in one school zone, but who would like their child to attend the other school must make their request in writing to:

Dr. Sheila Roley, Superintendent
Seaside School District
1801 S. Franklin
Seaside, OR 97138

This request system is repeated each year and decisions are based on class size and require good attendance by the student.

PARENT CONFERENCES:

Each parent will be asked to come to school at a scheduled time for a Parent-Teacher Conference in the fall and spring. Some parents may be asked to come for additional conferences. Parents may

request a conference with their child's teacher during the school year as well. Please make every effort to attend the conferences concerning your child.

PARENT TEACHER ORGANIZATIONS:

The parent-teacher organization is a very important part of the total school program. Its members work hard to support teachers and students by funding enrichment opportunities throughout the year. To function effectively, the program needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved. See your school's section of the handbook for more information.

PERSONAL BELONGINGS:

All jackets, lunch pails, or any other items that might be lost through the school year, should have some identification on or in them. Many of the students' jackets are exactly the same and cannot be identified unless they are marked. Please check our Lost and Found bin if you are missing items.

Students are not to bring personal toys or entertainment devices to school. These items serve as distractions to the learning process, and there is always the chance they will be damaged or end up missing.

PETS:

Students must seek permission from the principal in order to bring a pet to show the class. Parents should transport the pet to and from school as pets will not be transported on the bus at any time. The pet will arrive immediately before the presentation, and taken home immediately after being shown. If a child is bitten/scratched at school, the owner is liable.

RELEASE OF INFORMATION/School Directory

The Seaside School District has identified and may release the following information about a student to news organizations: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height, members of athletic teams, dates of attendance, degrees and awards received, honor roll, school photographs, and the most recent previous educational agency or institution attended by the student.

A parent may, by written notice to the school, prevent the school from releasing any or all directory information relating to his/her child. See the school registration form for specific information.

REPORT CARD SYSTEM:

Report cards are issued every 12 weeks, approximately in December, March, and June. Parents who have questions about their child's report card are encouraged to call the school. See also PARENT CONFERENCES in this handbook.

SCHEDULE of the DAY:

Students may be dropped off at school in the morning after 7:30 AM. Students should not arrive at school prior to 7:30 AM. We do not have staff members available to supervise your children until that time.

Students will be dismissed at 2:30 PM (1:30 PM on Wednesdays). Please note that students are not allowed on the playground prior to the start of school. All students need to report to the cafeteria and wait there to be dismissed to their class. (Please see KINDERGARTEN for specific information for that grade level.)

SCHOOL BUS/TRANSPORTATION REGULATIONS:

Parents who would like to know the bus routes can find them on the school district website (www.seaside.k12.or.us). Call Transportation Director Anna Borges for more information, 503-738-7150.

The following regulations will govern student conduct on school buses and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved assistance guide animals, on the bus;
7. Students will remain seated while bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through bus windows;
11. Students will have written permission to leave the bus other than at home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of driver;
14. Students will keep the bus clean, and must refrain from damaging it;
15. Students will be courteous to the driver, to fellow student and passersby;
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses;
17. Students will respond appropriately to coaches, teachers, and chaperons who are responsible for maintaining order during activities and field trips.

*Bus drivers provide students with verbal warnings when they are misbehaving on the bus; however, after having been warned, and if the misbehavior persists, the driver will issue a written report describing the misconduct to the Director of Transportation and the building principal.

It is the principal's responsibility to counsel with the student and to notify parents of misbehavior. This is accomplished by written letter to the parents or a telephone call, when possible. In the event a student receives two or more written reports from a driver or drivers, the student may forfeit the privilege of school district transportation. If the incident is severe, the student may forfeit privileges immediately.

Students will be transported home by their regular bus unless we have written permission from their parents for them to do otherwise. Please send a note with your child if he/she is to ride home with

another child or adult. We cannot release your child to another adult without your written permission.

Bus routes and pickup/dropoff times will be available on the school district website the week before school begins in the fall (www.seaside.k12.or.us)

The first week or so of school, the bus times will be approximate until all variables are worked out for the bus runs. Parents should plan to have children at the bus stop at least five minutes prior to the time listed in the schedule.

Finally, the Board of Directors, as part of the District's ongoing program to improve student discipline and ensure the health welfare and safety of all those riding school transportation vehicles, authorizes the use of video cameras on any school vehicles.

Parents wishing more detailed information are asked to call the transportation department at 738-7150. The Transportation Supervisor is Anna Borges.

SCHOOL PHOTOS:

School pictures are an optional purchase. Information concerning school pictures will be sent home with students prior to picture day. Pictures are to be paid for at the time photos are taken.

STUDENT SEARCHES

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a school policy, a School Board or a law.

Searches will not be excessively intrusive in light of the age, gender, or maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district.

Items found which are evidence of a violation of school policy or law may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

For more information, see the Seaside School District's *Rights and Responsibilities Handbook*.

SKATEBOARDS, BIKES, SCOOTERS AND IN-LINE SKATES:

Students are not to ride skateboards, bikes, scooters, hee-ies, or in-line skates on school grounds during school hours or on the way to or from school. If these are used for transportation to school, students need to get off and walk once they are on the school grounds. A student may transport a skateboard on the school bus with special permission from the principal. The skateboard will be checked with the driver, who will store it safely. Students may store skateboards on which they ride to school in the office.

When your child uses any of these modes of transportation, please see that he/she is wearing all the appropriate and legal safety gear.

SUPPLIES:

A supply list is sent home with each child at the end of the school year in order to allow parents to take advantage of summer bargains. The supply list can also be found at local stores and on the school district website at www.seaside.k12.or.us

TARDIES:

Arriving to school before the bell is an important habit to develop. Students who arrive late to school in the morning must bring a note from their parent/guardian to the office. Students must check in at the office if they arrive late to school.

TELEPHONE USE:

Students are not to use the office or classroom telephones except with their teacher's or the secretary's permission. Permission to go home with a classmate is not an emergency and will not be accepted verbally over the phone. Please arrange to send a note with your child if he/she is changing from the normal daily release routine.

VISITING SCHOOL:

Throughout the year, parents are invited to attend a variety of school programs. Please watch the school newsletter and classroom notes for information about special events.

Parents are also welcome to observe in their child's classroom. Please schedule your observation with the principal. Observations require 24 hours notice, and may be scheduled for up to one hour, once a week. For more information, please ask to see our parent observation guidelines.

While teachers are available for conference by appointment, the principal may be contacted any time during the school day. It may be necessary to make an appointment with the principal if he/she is unavailable during the time you would like to meet.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office and sign in before going to any other part of the school. Visitors will wear an identifying badge while they are in the school building. The badges are located by the sign-in sheet.

We do not permit juvenile visitors to visit the school at any time during the school day without permission from the principal. If a juvenile visitor is allowed to come, he/she must be accompanied by their parent.

VOLUNTEERS IN THE CLASSROOM:

We love parent volunteers in our school!

Teachers organize parent volunteers for their own classrooms. Teachers depend on parent volunteers to assist with reading and math instruction as well as with other special projects and activities. If you have an hour a week you could regularly give to your child's classroom, the teacher would really appreciate the help. We know our parent volunteers are very important to the success of our overall program.

WITHDRAWAL OF STUDENT - NOTIFICATION OF RIGHTS:

This is your notification that we will send your child's transcripts/cum file to your child's new school after we receive official notification that your student has enrolled in that institution. Prior to the withdrawal of your child from our district, you have a right to see your child's student records and to a hearing to challenge the content of the record. Your request for a hearing must allow ten days between the request and the hearing. You may receive a copy of the record to be transferred if you desire. Any hearing must be held prior to the actual withdrawal of your child. For more information, please see the Seaside School District's *Rights and Responsibilities Handbook*.

BEHAVIOR PROGRAM:

Our schools utilize the PBIS program. This stands for Positive Intervention Behavior Supports. It's a fancy name for saying that we view our roles as teachers not only in academics, but also in social and emotional growth of our students. We use a research-based system for rewarding students when they make growth behaviorally. Then entire school is involved in setting goals, and celebrating our ability to be safe, to be respectful, and to be responsible.

WHEN SHOULD I KEEP MY CHILD HOME?

PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL. If your child is ill 2or his/her fever is higher than 100, you should contact your health care provider for advice. If you need help in finding a health care provider, you may call your local health department or State of Oregon Health Plan (503-378-2422).

Some students have medical conditions which can become life threatening when exposed to: measles, chicken pox/shingles, Fifth's disease, Rubella and hepatitis. If your child is diagnosed during the school year with any of these diseases, please call immediately to our office.

See—Guidelines for Keeping Child Home From School (next page)

Guidelines for Keeping Your Child Home From School:

STUDENT'S SYMPTOMS OR DIAGNOSED ILLNESS:	STUDENT MAY RETURN TO SCHOOL WHEN:
Fever greater than 100 (orally)	Temperature below 100 (orally) for minimum of 24 hours without use of Tylenol or other fever-reducing-medication
Rash or rash with fever-new or sudden onset	Rash disappears. Written or phone consent from doctor to school nurse.
Brown, gray, tan or yellow drainage from eyes, nose, or any other part of the body.	Discharge must be gone or student must have been on antibiotics 48 hours & have written or phone consent from doctor or school nurse.
Vomiting	Symptom-free for 24 hours.
Diarrhea: 3 loose or watery stools per day, continuing for 3 days or more.	Symptom-free for 24 hours.
Cough: Deep, barking, congested, or productive of colored mucous.	Symptom-free or student must have been on antibiotic for 48 hours and have written or phone consent from doctor to school nurse.
White, clay colored, or bloody stool.	Symptom-free or written/phone consent from doctor to school nurse.
Yellow color of skin and/or eyes	Symptom-free or written/phone consent from doctor to school nurse.
Brown or bloody urine.	Symptom free or written/phone consent from doctor to school nurse.
Stiff neck.	Symptom-free or written/phone consent from doctor to school nurse.
Unusually sleepy, lethargic or grumpy.	Symptom-free.
Strep throat diagnosed by M.D.	Must have been on antibiotics for 24 hours and have written/phone consent from doctor to school nurse. If no antibiotic given, call school nurse before sending child to school.
After an illness of two or more weeks, surgery	Written instructions from the doctor and parent regarding or other change in health status. Medication or special health needs must be provided to the school nurse.

**SEASIDE SCHOOL DISTRICT #10
GEARHART – SEASIDE – CANNON BEACH**

Medication Requests

All of the following information must be provided in order for students to receive medication at school. All medications must be in the original container, fully labeled and brought to and from school by the parent.

Student Name _____

Name and dosage of medication _____

Route medicine is to be given (oral, inhaler, eye drops) _____

Frequency medication is given _____

Time doses are to be given at school _____

Purpose of medicine _____

Adverse reactions _____

Duration of therapy: Starting date _____ Ending date _____

Special instructions

Physician's Signature _____ **Date** _____

****Required for all prescription medicines.** Prescription label prepared by pharmacist will suffice if it contains all of the information listed above.*

I hereby give my permission for my child to receive this medication at school. I absolve the school personnel of any liability resulting from my child's taking this medication at school.

Parent's Signature _____ **Date** _____

Gearhart Elementary School
Policies and Procedures and Information for Families
Principal, Juliann Wozniak

DROP OFF AND PICK UP:

Morning Drop Off—Our parking lot is a very busy place in the morning. For the safety of students and staff we ask that you try to adhere to the following safety procedures:

- If you plan to walk your student inside the building, please use the inner lane to enter the parking lot and find a parking space. Please watch for drivers and buses as you work your way toward the main doors.

- If you plan to drop your student off, please use the outer lane and circle all the way around until you are directly in front of the main door before letting your student out of the car. Please remain in the outer lane until you exit the parking lot. It is important that students be dropped off near the front doors to avoid having students work their way through a busy parking lot, as drivers may have a hard time seeing them.

RELEASE AT THE END OF THE DAY: If you are not able to pick up your child, you should send only someone that you have included on your emergency pickup list (on the registration form). We will not be able to release your child to someone who is not on your emergency pickup list. If a person who picks up your child is not known to our staff, we may ask to see identification.

BREAKFAST PROGRAM:

At GES, breakfast is served every morning starting at 7:30 AM so that students are able to begin class at 8:00 AM. If you are dropping your child off in the morning and you would like your child to eat breakfast, please make sure your child arrives to school on time so that he/she has adequate time to eat before class begins.

GEARHART ELEMENTARY SCHOOL SCHEDULE:8

Following is our typical schedule each day:

7:30 AM—Buses/parents begin dropping off students at school.

7:30 AM—Breakfast begins.

8:00 AM—School begins for grades K-5th

2:30 PM—School is out for all students K-5th

*Note: On Wednesdays all students Grades K-5 are released at 1:30 PM

Gearhart School Staff Members 2016-17

Principal	Juliann Wozniak
Head Secretary	Debbie Hillman
Custodians	Greg Ordway (Head) Krista Brown (Evening)
Kindergarten Teachers	Tonja Johnson Molly Albright
First Grade Teachers	Tracey Wright KellyAnn Pinkstaff
Second Grade Teachers	Ami Hirsch Emily Downes
Third Grade Teachers	Chuck Albright Danielle Reese
Fourth Grade Teachers	Sena Berquist Lori Simonsen
Fifth Grade Teachers	Dan King Erica Acton
English Language Development (ELD) Teacher	Eva Hague
Music Teacher	Danny Taylor
Physical Education Teacher	Brian Sigler
Special Education Teachers	Laura Smith Jennifer Glasson
Title I Teacher	Warren Danielson
Title I Assistant	Paula Schmidt
Cafeteria	Rebecca Ray
Library Assistant	Laura Stewart
ELD Assistant	Berenise Gaona Lopez
Instructional Assistants	Margi Laird Lisa Sanders Jennifer Siems Michelle Lee Kim Chesnut Juliet Davis Mary Foust Bjorg Spiliotes Angela Dilley

The Heights Elementary School
Policies and Procedures and Information for Families
Principal, John McAndrews

DROP OFF AND PICK UP:

Morning Drop Off—If you drive or walk your child to school in the morning, please enter the building through the cafeteria.

Afternoon Pickup—If you come to school to pick up your child, please come in to the cafeteria. If this is your normal routine, you do not need to sign your child out. If it is out of the ordinary, then you will need to sign your child out.

RELEASE AT THE END OF THE DAY: If you are not able to pick up your child, you should send only someone that you have included on your emergency pickup list (on the registration form). We will not be able to release your child to someone who is not on your emergency pickup list. If a person who picks up your child is not known to our staff, we may ask to see identification.

BREAKFAST PROGRAM:

At THES, we serve breakfast every morning to any student who requests one. This program is free to students, but paid for by the federal government. We begin breakfast at 7:30 AM so that students are able to begin class at 8:00 AM. If you are dropping your child off in the morning and you would like your child to have breakfast, please make sure your child arrives here on time so that he/she doesn't miss academic time.

SCHOOL SCHEDULE:

Following is our typical schedule each day:

7:30 AM—Breakfast begins.

7:45 AM—Buses begin dropping off students at school.

8:00 AM—School begins for grades K-5

2:30 PM—School is out for grade K-5

*Note: On Wednesdays-all students Grades K-5 are released at 1:30 PM

**Seaside Heights Elementary School Staff
2016-17**

Principal:	John McAndrews
Kindergarten:	Betsy Mahoney, Michelle Matson, Erin Miller/Renee Kujala
First Grade:	Cate Blakesley, Erica Hiatt, Elaine Kiefer
Second Grade:	Jenny Edwards, Lynette Litwin, Elizabeth Mullen
Third Grade:	Luke Miller, Amy Spunaugle, Toni Paino
Fourth Grade:	Kenna Walker, Dan Van Nortwick, Hannah Carr
Fifth Grade:	Laurie Dougherty, John Meyer, Sarah Collins
Title I:2	Sharon Cochran, Ann Brown
Special Education:	Sue Stacy
Special Needs:	Tammy Bowles
Counselor:	Sherrill Kelso McDowell
Music:	Danny Taylor
PE:	Brian Sigler
English Language:	Suzy Roehr
District Health Specialist	Carolyn Wells
Speech Language Pathologist:	Nena Hurd, Margie Nielson
Secretaries:	Jan Robison (Head), Kirstin Whitlock
Custodians:	Keith Davis (Head), Dan Voorheis(Evening)
Title I Assistants:	Katie Saso, Kevin Rainey
Special Education Assistants:	Tracey Carr, Michelle Townsend,
Special Needs Assistants:	Laura Coddington, Annette Campbell, Sarah Leavitt
Library Assistant:	Maureen Ogilvie
Educational Assistant:	Summer Purnell, Heidi Roberts, Sabrina Resa, Shannon Hostetler, Jen Ensign, Jason Lambert
Food Service:	Julie Nelson, Jody Surmeyer
English Language Assistant:	Karen Viveros, Marcos Villegas