

2018-2019

Philomath Elementary School



**Parent/Student
Handbook**

239 South 16th Street
Philomath, Oregon 97370
541-929-3253 (Phone)
541-929-8703 (Attendance)
541-929-3281 (Fax)

<http://www.philomath.k12.or.us/schools/pes/>



PHILOMATH ELEMENTARY SCHOOL

Susan Halliday, Principal

Mike McDonough, Dean of Students

Dear Students and Families:

We would like to take the opportunity to welcome you to a new school year! Because the elementary school years are so important to a child's growth and development, students need support to attend school daily; allow growth through making mistakes; and loving the challenges and magic of learning.

It is our intent for the Student Handbook to help set a positive climate at Philomath Elementary School. This document is the product of much thought on the part of our students and staff. It forms the foundation for instructional and activity planning. Please take time to review this document together.

This handbook is a method of communicating with students and parents regarding general school and district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained in this document may therefore be superseded by such Board policy, administrative regulation, or negotiated agreement. Also any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

We have made no attempt to list every conceivable rule because, as always, we expect common sense and conscience to be a major guide. During the school year, we hope to maintain a feeling of cooperation and mutual trust as well as to provide the best educational experience possible. We appreciate your commitment to this shared effort.

Sincerely,

Philomath Elementary School Staff

Philomath School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, or age in providing education or access to benefits of education services, activities, and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Superintendent Melissa Goff has been designated to coordinate compliance with these legal requirements and may be contacted at the Philomath School District Office for additional information and/or compliance issues.

239 South 16th Street

Phone 541-929-3253
Attendance 541-929-8703
Fax 541-929-3281

Philomath, Oregon 97370

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Philomath Elementary School Mission Statement

Together we nurture, respect, and challenge all individuals to become responsible, independent, life-long learners.

Philomath School District General Information

Telephone Numbers

District Office.....541-929-3169
Blodgett Elementary School....541-453-4101
Clemens Primary School.....541-929-2082
Kings Valley Charter School....541-929-2134
Philomath High School.....541-929-3211
Philomath Middle School.....541-929-3167
Philomath Elementary School 541-929-3253
 Attendance Line.....541-929-8703
Mid-Columbia Bus Company....541-929-5474

School Board

Melissa Goff.....	Superintendent	Jim Kildea.....	Board Member
Shelly Brown.....	Board Member	Shelley Niemann..	Board Member
Greg Gerding.....	Board Member	Rick Wells.....	Board Member

The Philomath School Board encourages citizens to attend Board Meetings. Meetings are held at 7:00pm on the third Thursday of each month in the Philomath School District Board Room.

Philomath Elementary School General Information

School Leadership Team:

Principal.....Susan Halliday
Dean of Students.....Mike McDonough
Counselor.....Jill Williams
Office Manager.....Molly Crocker
Registrar.....Amber French

Telephone Numbers:

Philomath Elementary School.....541-929-3253
 Attendance Line.....541-929-8703

School Hours:

Office Hours 7:30am – 4:00pm
Class Hours 8:15am – 2:50pm (Monday-Thursday)
 8:15am – 12:15pm (Friday)

ARRIVAL & DEPARTURE

It is important that your child not be at school during times when there are no adults on duty to supervise. Children should not arrive at school before **7:45 a.m.** and students arriving between 7:45 and 8:05 may report to one of the following areas:

- Multipurpose Room (Available for breakfast and/or socializing) OR
- Front of School.

In colder weather, the PES Library will be opened during this time in the morning for studying, reading, and/or quiet visiting. This opportunity will be announced to students when available.

School begins each day at 8:15am. Students arriving after that time are tardy and must check in at the office before reporting to their classroom.

Students should go home (or to planned destination) upon dismissal each day. No students are allowed to remain on school grounds unless directly supervised by an adult. Those students who are waiting for rides after the buses leave will be required to wait in the office where there is adequate supervision.

If your child is going anywhere other than home at the end of the school day, we ask that you write a note and send it to school with your child. We will not allow children to change their after-school plans without permission from the parent. Social arrangements should be made before your child comes to school in the morning.

No student will be released to anyone other than individuals listed on the student's registration information without the permission of the parent or guardian.

Drop-Off/ Pick-Up:

When dropping-off or picking-up your child, please follow these guidelines for the health and safety of all.

Drop-Off:

- Students are to be dropped off in front of the school each morning.
- From Applegate, turn south onto 16th Street. Turn into the parking lot, dropping your child off at the curb in front of the school.
- Please do not leave your car unattended during drop-off time.
- If you park in the lot, please use the crosswalks to navigate your way into the school.

Pick-Up:

- Due to the line-up of buses in front of the school, parent pick-up takes place to the west of the school on South 16th Street.
- Please remain in your car to keep the traffic flow moving for the most efficient pick-up.
- Students may only be picked up on the school side of the street; students may not cross the street to get into a car.
- Students must wait until their ride is by the school; students may not walk into the gravel area, near the school field and Public Works.

ATTENDANCE

If a student is absent or tardy, it is the **parent's responsibility** to contact the school to verify the reason.

PLEASE CALL THE ATTENDANCE OFFICE @ 541-929-8703 BEFORE 8:30AM

(After 8:30am, please call the PES Office @ 541-929-3253)

If a family does not have access to a telephone, a note explaining the absence will be required by the office when the student returns to school.

When calling in or sending a note regarding student absence, please indicate the reason for the absence.

If no explanation is given, the absence will remain unexcused.

Consequences for unexcused absences and tardies are designated in ORS 339.065.

(Oregon Compulsory School Attendance Law).

Excused Absence/Tardies

Examples include the following:

- Illness or health-related issue;
- Family emergency;
- Doctor/ Dentist appointment;
- Pre-Arranged family vacation or family event, such as a wedding or a funeral.

Unexcused Absence/Tardies

Examples include the following:

- Oversleeping;
- Refusal to go to school;
- Babysitting;
- Missing the bus or car malfunction;
- Shopping and/or haircut appointments;
- Birthdays, family visiting, or other celebrations;
- Family vacation, hunting or fishing excursions not approved in advance by the principal.

Prearranged Absences

- If it is necessary to be absent from school, a parent must contact the school prior to the absence. Vacations need to be prearranged through administrators with a written note. The **student and family** are responsible for obtaining assignments before departure and turning in the completed work in a reasonable period of time.
- Students going to high school/middle school events (such as state games, etc.) must **prearrange** this absence with a note giving written permission from a parent/guardian. Students will not be allowed to leave school with arrangements made by phone. Notes will be accepted in the office the morning of the game **until 9:00 a.m.**
- In cases of excused absences where the teacher feels that a student's progress in class is being hindered by the absences, the teacher may initiate a referral to the school office for assistance. In the event of prolonged absences or excessive absences, the administration and/or counselor can request a written statement from a doctor.

Late Arrival or Early Departure:

When a student arrives late to school, the student must check-in with the school office prior to going to class. The student will be given a tardy slip to give to their teacher upon arrival to class.

When parents request that their child be released during the school day, a note should be sent to the office giving the date and time the student is to be dismissed. The school supports student involvement in the maximum amount of classroom time. If calling the school to pick up a student early, the office will not call the student out of class until a parent, guardian, or other approved adult comes to the office to sign the student out of school.

Students must check in and/or out in the office whenever they arrive late or leave early.

Message Delivery:

If parents need to get a message or have something delivered to a student, please make sure the message is to the school office prior to 2:15pm (Monday-Thursday) each school day (no later than 11:45am on Friday). This allows time to ensure that messages can get to students prior to the end of the school day. Messages phoned in after that time may not get to students before the end of the school day.

Excessive Absences:

Any more than the equivalent of eight (8) unexcused half-day absences in a month will result in a referral for further evaluation and possible citation. Once a student reaches 15 days absent (*excused or unexcused*) the student will be required to have a note from the doctor validating the illness each time the student misses school. Parents will be notified when this is necessary.

Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion and/or ineligibility to participate in school activities.

Child Find

Oregon and Federal statutes guarantee that all school-age children have the right to a free, appropriate public education. It is the Philomath School Districts' effort to locate, identify, and evaluate students between the ages of 0 through 21 who are not enrolled in school and may be in need of special education services. If you know of such a child, please call the Philomath School District Office at 541-929-3169.

AFTER SCHOOL PROGRAMS

Philomath Elementary School families have access to the STARS After-School Program, located at Clemens Primary School, and to the Clemens Clubhouse After-School program, located at PYAC. Both programs are open until 6:00pm each evening. Detailed information about these programs, as well as youth athletic programs, is available by calling the Philomath Youth Activities Club directly (541-929-4040).

BICYCLES/SKATEBOARDS/ SCOOTERS/ROLLERBLADES

Children who ride a bicycle to school should wear a helmet and have a bike lock to use each day. Students should park their bikes in the bike rack provided. Riding skateboards, bicycles, scooters, and rollerblades on school grounds during school hours is not permitted.

BIRTHDAY PARTIES / DELIVERIES AT SCHOOL

Birthday Parties: Parents may bring treats for the class to celebrate their child's birthday. Arrangements for birthday treats must be made with the classroom teacher in advance of the birthday. Any treats provided, including prepared fruit, must be store-bought; homemade goodies are not allowed.

Gift Deliveries at School: Deliveries are often made to the school office of balloons, flowers, and gifts for students. The school would prefer that such items be left at home for celebrations when at all possible. Any such deliveries stay in the office until the end of the school day to avoid disrupting the classroom. Also, please remember that balloons and/or glass containers are not allowed on the school bus.

Message Deliveries at School: If parents need to get a message delivered to a student, please make sure the message is to the school office prior to 2:15pm (Monday-Thursday) each school day (no later than 11:45am on Friday). This allows time to ensure that messages can get to students prior to the end of the school day. Messages phoned in after that time may not get to students before the end of the school day.

BUS TRANSPORTATION

Bus transportation will be provided for elementary school students who live more than one mile from school, or less if there is a safety issue. In accordance with district policy, students are not to get off the bus at points other than their designated stops. Students are not to ride the bus for purposes other than transportation to and from school. Exceptions may be made with the principal's approval of a parent's written request. Students being transported are under the authority of the bus driver. Rules governing students riding school buses are posted in the bus and are for the safety and welfare of all passengers. Any questions regarding bus schedules should be addressed to Mid-Columbia Bus Company @ 541-929-5474.

CHILD CUSTODY

We strive to enforce court ordered custody agreements when we are made aware that one exists. Please provide the school office with any court documents regarding child custody or school issues.

CLASS AND GRADE ASSIGNMENT

The principal, with recommendation from teachers and input from parents, will assign students to grades and teachers in order to provide the best program for the student and to maintain balance of programs in the school. Final placement decisions are made by the principal.

COMMUNICATION

Communication from School:

Ongoing communication will come to you from the school in the following formats:

- Ongoing communication from classroom teachers;
- Monthly newsletter – The Falcon—sent electronically (sent with student to those without e-mail access); and
- Principal’s Updates, sent electronically bi-weekly.

We encourage families to read these communications to keep current on school and district activities. If you would prefer a hard-copy of the Falcon Newsletter, please contact the school office.

Communication with Staff:

Parents may contact staff members by e-mail or by phone. Be advised that staff members often don't have time during the school day to check e-mail. If the message is time sensitive, communicating with the school office is best. You may email staff members using this format:

firstname.lastname@philomath.k12.or.us

It is very important that teachers have uninterrupted instructional planning time to prepare curriculum, assessments, grade papers, plan for student learning, set up programs, etc. To help reduced unplanned interruptions, we ask that parents schedule time in advance to meet with a teacher. Of course, emergencies do exist and teachers will be available as needed.

COMPUTER NETWORK AND INTERNET USE

The school board has adopted policies that define both the purpose of providing Internet access at our schools and the responsibility of the school as a result of providing such access to students. These policies define student rights as well as unacceptable uses of the district network. Students should expect very limited privacy related to their personal files on the network and to the records of their online activity. Students who misuse the network are subject to a range of disciplinary actions as well as legal actions, depending upon the nature of the misuse.

During the online registration process, parents signed an Acceptable Use Agreement. Your child will be reviewing these same guidelines and signing the same agreement within the first month of school.

If parents DO NOT want their child to have access to the internet, please contact the school office.

CONFERENCES

Parent-teacher conferences are an important opportunity for parents to partner with our school. Parents are strongly encouraged to attend. The school offers formal conference time on two occasions each year—once in late October/ early November and again in April. For informal conferences, you are welcome to schedule with teachers and/or administrators at other times during the year.

DONATIONS

Donations of general school supplies, those used by everyone from students to office staff, are greatly appreciated. Cash donations may be made directly to Philomath Elementary School or the Philomath School District.

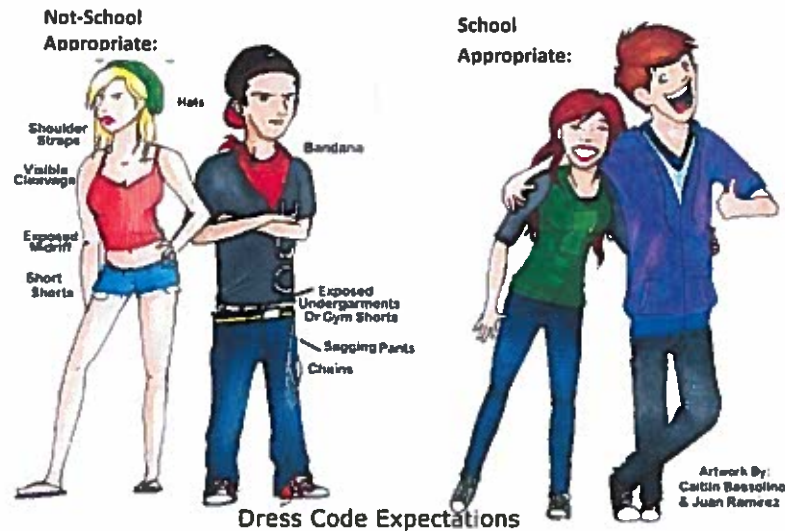
DRESS CODE

An appropriate learning environment in school is important to the satisfactory progress of all students. This fact places major emphasis upon developing an environment where the teaching-learning process will flourish with as few hindrances as possible. Dress or grooming, whether in school or out, is the responsibility of the student and his/her parent(s). When dress and grooming disrupts or directly interferes with the learning process for individual students, staff members, and/or other students, or endangers the health or safety of members of the school community, it becomes a disciplinary matter. Examples of inappropriate dress include, however are not limited to:

- o Clothing with offensive images, inappropriate language, and/or promoting alcohol, drugs, tobacco, sex, or gangs.
- o Shorts and skirts – as a general rule, mid-thigh shorts and skirts are acceptable. Anything shorter may require a change of clothing.
- o Garments must cover underclothing. Pants must be pulled up high enough and shirts/tops must meet pants or skirts when standing in a relaxed position.
- o Shirts/tops must cover the chest. Students may not wear off the shoulder, deep-cut arm hole, racerback, or spaghetti strap tops.
- o Shoes without a back (e.g., flip-flop sandals and slides) are not allowed during PE and recess time. If worn to school, other shoes must be brought for use during PE and recess.
- o Wearing hats—or any form of head covering—inside the school during regular school hours (7:45am – 2:50pm) is not permitted. The exception allows hats to be worn on specially designed Spirit Days. Hats may be worn outside the school building at any time.
- o Bandanas of any color are not permitted in school or on school grounds.

The final determination of the appropriateness of attire is the responsibility of the Principal.

Students who wear inappropriate clothing will be asked to change clothes or phone home for replacement clothing. Students wearing jewelry, makeup, or accessories that are distracting or disruptive will be asked to remove them.



DRILLS

Throughout the school year, the school will practice three types of drills.

- ***Earthquake:***

1. A series of short rings on the bell system will signal the beginning of an earthquake drill.
2. At this signal, all people who are indoors should take cover under desks or tables, stand in doorways, or move near an interior wall. All people who are outdoors should move away from all buildings and power lines. Please try to protect your head, neck, and back throughout this time.
3. After the warning series, the fire siren may sound to evacuate the school. Leave the school in an orderly manner in accordance with the Emergency Exit procedures.
4. Return to class when all is clear, designated by three rings of the school bell.

- ***Fire:***

1. The fire alarm will signal the beginning of a fire drill.
2. At this signal, walk quickly and quietly out of the school. Your teacher will lead this exit.
3. As you leave, be sure that classroom doors are closed and lights are turned out.
4. Know your primary and secondary escape route.
5. Remain outside until the signal is given to return.

- *Secure Lock Down:*
 1. Upon hearing the designated signal, all people are to proceed to the nearest classroom.
 2. Staff members are to lock each classroom door, close window blinds, and turn off lights. Remember... Lock, Lights, and Out of Sight!
 3. All individuals are to remain quiet and stay away from windows and doors.
 4. If you are outdoors, go to the nearest shelter.
 5. Instructions will be given at the end of the drill regarding return to appropriate classrooms.

EARLY RELEASE

All Philomath schools release students early each Friday to support professional learning for our staff members.

EMERGENCY INFORMATION

It is essential to let the school office know if your address or your home or work phone numbers change during the school year, or if emergency contact information changes. This information is needed when we must contact you about your child's success and/or needs at school.

EMERGENCY SCHOOL CLOSURE

Certain conditions may require that we dismiss school early. If students will not be able to reach home safely, they will be cared for at the school until arrangements can be made to safely return them to their homes. All parents will be notified of any emergency dismissals.

Our first concern is always the welfare and safety of our students. Please check the Philomath School District website or listen for local radio station announcements regarding school closures or changes in schedules.

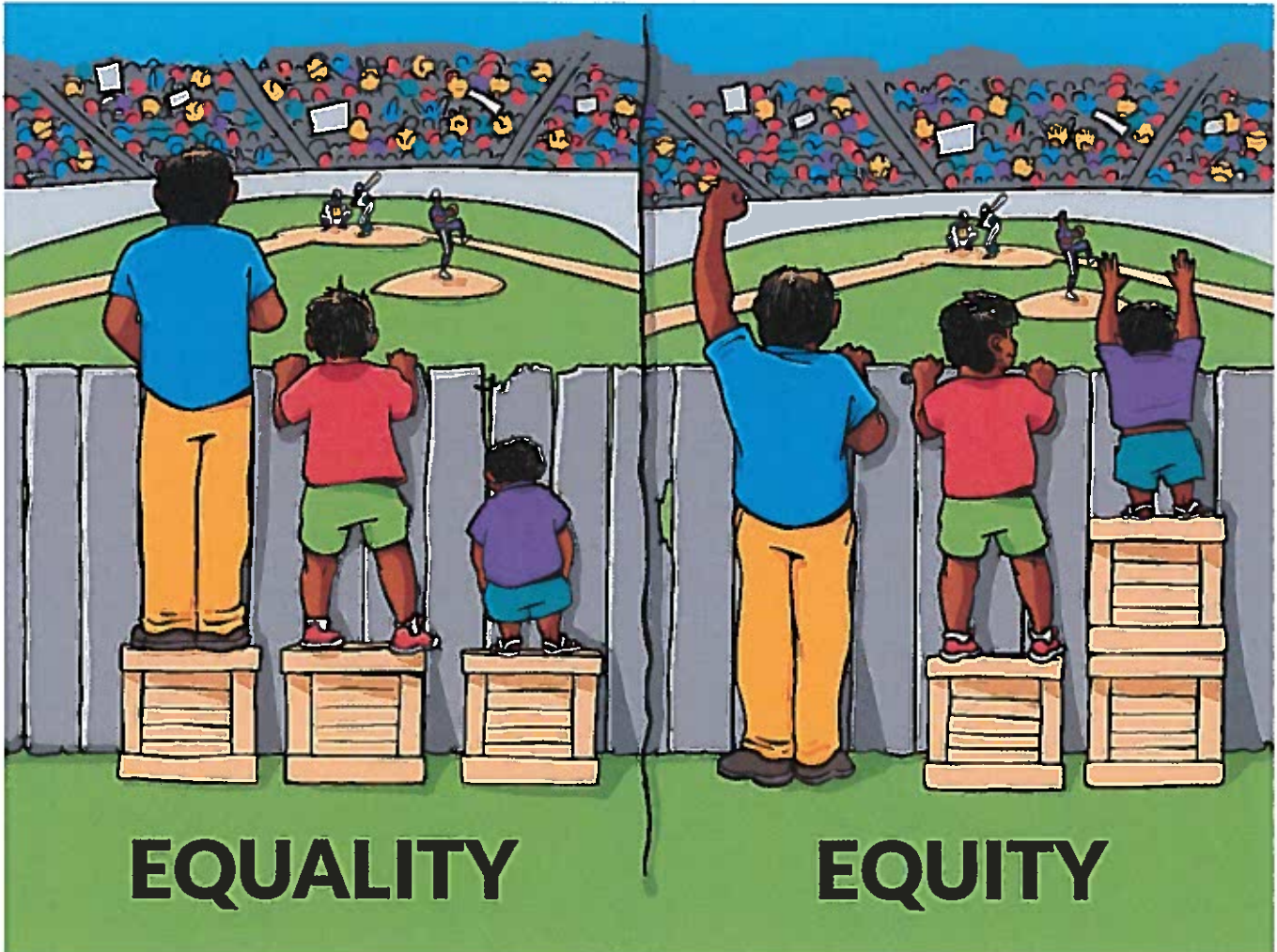
To receive a text or e-mail message in case of school closure, register for FlashAlert messages at <http://www.flashalert.net/news.html?id=1587>

In order to assist with any school closures, please be sure of the following:

- Be sure that the school has current telephone numbers for your home and work.
- Be sure to discuss plans with your child once he/she arrives home.
- Since the school must call all parents in the case of an emergency closure, please limit any calls you make to the school office during this time. Phone lines must be free for outgoing calls.
- Parents picking up any students from school will need to check them out through the school office.

EQUITY

Philomath Elementary School believes in providing equitable supports for all students. Educational equity is a measure of achievement, fairness, and opportunity in education designed to provide a strong foundation for a community that is fair and thriving. In short, all students are provided with what they need to be successful.



FIELD TRIPS

Field trips are part of your child's school experiences. Teachers carefully plan field trips to enhance the curriculum and plan lessons around those experiences. Students are expected to participate in these educational opportunities.

Parents will be notified of every field trip prior to its occurrence. For each field trip, including walking trips, parent permission must be given for your child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. Parent volunteers on field trips must be on the Philomath School District list of approved volunteers. Student participation on field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations.

If parents will be driving and transporting students, they must fill out an insurance declaration form and sign a "Volunteer Auto Use Permit." The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system. Children under six years of age or weighing less than 60 pounds must use a child safety system (booster seat). The child safety system must elevate the child so that a safety belt or safety harness properly fits the child and meets the minimum standards and specifications of law. Children weighing at least 60 pounds and at least six years old may use a standard seat belt.

FOOD SERVICE

The Philomath School District contracts with the Corvallis School District to provide breakfast and lunch services to our students. Meal prices for the 2018-2019 school year are as follows:

Meal	Full Price	Reduced Price	Free Price
Breakfast	\$1.50	\$0.00	\$0.00
Lunch	\$2.50	\$0.00	\$0.00
Milk Only	\$0.50		

Applications for free- or reduced-price meals must be completed each year. All students from a family can be included on one form.

School lunch payments are based on a debit system. Money needs to be in a student’s account prior to eating. Please send money in an envelope with the student’s name on it. Envelopes can be placed in the Lunch Box, located near the office. All money sent will be credited to the student’s account.

Applications for free or reduced price meals are sent home with all students at the beginning of the year or may be obtained from the school office. Information is confidential.

FOOD, DRINK, GUM, CANDY & SNACKS

Though gum, candy, and unhealthy snacks are discouraged, we do encourage students to show responsibility by disposing of gum, wrappers, etc. in proper receptacles. Food or drinks may be consumed only in the multipurpose room (cafeteria) before school and in the multipurpose room at lunch. If recess follows a classroom snack, students who are not finished with their snack must sit on the bench under the play-shed until snack has been finished. Any snacks or drinks in the classroom are at the discretion of individual teachers. Misuse could result in disciplinary action.

FUNDRAISING

With an active Parent Club, the school is supported financially. As a result, we do not like to operate competitive fundraising opportunities. The school principal must approve all school-specific fundraisers.

HARASSMENT

Verbal or physical harassment of a student based on the race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, disability, or age can have a significant impact on a student's ability to benefit from the educational program. Such harassment will not be tolerated. All incidents should be reported directly to the school office. Incidents will be investigated and consequences as appropriate will be assigned. Parents of all involved students will be notified.

HEALTH SCREENING

Each fall a health screening is conducted of all children in the Philomath School District. The screening usually includes measuring height and weight, and assessing vision and hearing. If you do not want your child to participate in these health screenings, please notify the school office in writing.

ILLNESS OR INJURY

Parents will be contacted in case of any serious illness or injury to their child. In an emergency when the parent cannot be reached, the emergency contact person designated on the child's registration will be notified. In addition, the school will take whatever action is deemed reasonable and necessary, including contacting a physician and summoning ambulance service. If your phone number or emergency contact persons change during the school year, **notify the school immediately.**

INSURANCE

Medical/ dental insurance is available for those who wish to purchase it for their child(ren). Student insurance information is available at the school office or on the school website. Please remember that the school is not the insurance agent and insurance is an optional opportunity for parents.

LOST AND FOUND

Parents are encouraged to check the Lost and Found often for items left behind by your child. Everything in the Lost and Found is given to June's Kids Klost several times during the school year and after school is out for the summer.

MEDICATION AT SCHOOL

Policy:

The Philomath School District has adopted the medical guidelines set by the State of Oregon. These guidelines have been established to assure the safety of your child.

Requests for designated school staff to administer medications to students must be approved by the District as follows:

1. A written request for the district to administer prescription medication must be submitted to the school office including the following information:
 - a. Written, signed permission of the parent;
 - b. Written instruction from the physician for the administration of the prescription medication to the student including:

- i. Name of the student;
- ii. Name of the medication;
- iii. How to be taken/ administered;
- iv. Dosage;
- v. Frequency of administration; and
- vi. Other special instructions, if any.

The prescription label will be considered to meet this requirement if it contains the information listed above.

2. A written request for the school district to administer nonprescription medication must be submitted to the school office including the following information:
 - a. Written, signed permission of the parent;
 - b. Written instruction from the parent for administration of the nonprescription medication to the student including:
 - i. Name of the student;
 - ii. Name of the medication;
 - iii. Route (oral, topical, etc...);
 - iv. Dosage;
 - v. Frequency of administration; and
 - vi. Other special instructions, if any.
3. Medication is to be submitted in its original container (If you ask, pharmacies will provide a second container precisely for this purpose).
4. Medication is to be brought to the school by the parent and returned from the school to the parent.
5. It is the responsibility of the parent 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 medication(s).
6. It is the responsibility of the parent to ensure that the school is informed, in writing, of any changes in the medication instructions.
7. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district-administered medication.
8. Any error in administration of medication will be reported to the parent immediately and documented on the 'Student Medication Incident Report' form. Errors include but are not limited to administering medication to the wrong student or administering the incorrect dose, time, and/or route.
9. Medication shall not be administered (or self-medication allowed) until the necessary permission form and written instructions have been submitted, as required by the school district.

Self-Administration:

- o For students in Kindergarten through 6th grade, self-administration of prescription and nonprescription medication is not allowed except in the following situation:
 - a. When a student must carry such medication on his/her person for immediate access and

- b. The necessary permission form and written instructions have been submitted as required above.

Disposal of Medications:

Medications not picked up by the parent at the end of the school year or within five (5) school days of the end of the medication period—whichever comes first—will be disposed of by designated school staff in a non-recoverable fashion.

PARENT CLUB

Parent Club is the parent organization that supports Philomath Elementary School. Its purpose is to provide services to students and teachers; increase communication among the parent, school, and child; and to raise funds to support school activities.

The Parent Club meets on the second Tuesday of each month, beginning at 7:00pm, in the school library. There are a number of ways to get involved as Parent Club sponsors many events and programs throughout the year.

PERSONAL ELECTRONIC DEVICES ON CAMPUS

Students are encouraged not to bring personal electronic devices, including cell phones or Smart Watches, to school. If parents find it necessary for a child to have one of these devices with them for communication outside the school day, the items must be turned off upon a student's arrival to school and stored in the student's backpack. (Please note that backpacks are not securely locked up during school hours). Electronic devices will be confiscated if seen or used during the school day. As with other student property, please remember that the school is not responsible for loss or damage.

If a student needs to contact a parent during the school day, they may use the telephone in the school office.

PHOTOGRAPHING AND VIDEOTAPING STUDENTS

There are times during the school year when we might photograph or videotape your child. Photographs and videotapes are usually used to share school and classroom activities. There may also be times when the local newspaper covers an event at our school, resulting in your child's name and photograph appearing in the newspaper. Parents were asked questions related to these topics during the school registration process. If you have questions, please contact the school office.

Parents attending school events also often wish to take pictures. Please be thoughtful if choosing to share any images on social media and/or e-mail. You may freely share information related to your own child. Since some of our students have restrictions on the sharing of personal information, we ask that you not share photos of other students without parent permission.

If a student does not wish to have his or her picture taken, they may alert their teacher at the time.

PIV (Pinnacle Internet Viewer) Access

The PIV at Philomath Elementary School provides student and parent access through the internet to current grades (3rd-5th grade) and attendance (2nd-5th grade).

Parents can access the link from the Philomath Elementary School website. Upon initial access, you can set up a unique password. Please keep your passwords confidential so only you can access the information. Parents and students have different passwords.

The following is a list of definitions for the non-traditional codes that you may see in the Pinnacle Gradebook:

- I = Incomplete; calculates as a zero.
- Z = Not turned in; calculates as a zero.
- M = Missing; calculates as a zero.
- R = Received, not yet graded; does not calculate in grade.
- X = Exempt; does not calculate in grade.

POSITIVE RECOGNITION

Academic Awards:

Currently, students in the 5th grade receive academic awards at the end of each school year. Additional academic recognition options continue to be discussed.

Birthday Recognition:

On the first day of each school week, the names of students celebrating a birthday during that week will be read on the morning announcements. These students will come to the office at the conclusion of the announcements to receive a birthday ribbon they can wear for the day or week. Students with summer birthdays will be celebrated on their half-birthday.

Character Trait Awards:

Philomath Elementary School is proud to recognize positive student character traits. Student recognition is shared at our monthly school assembly, usually held on the last Friday of each month.

Falcon Slips:

Staff members issue these awards to students who display positive character and/ or action. Student may use the Falcon Slips to purchase items from our school store. The most positive purchases from the store last year included a special lunch table for the purchaser and a small group of friends; donuts with our Dean of Students; and an opportunity to read the morning announcements.

Golden Lunchbox Classroom Award:

The Golden Lunchbox is awarded each month to the classroom demonstrating the most appropriate behavior and positive manners in our cafeteria.

Golden Shelf Elf Classroom Award:

The Golden Shelf Elf certificate is presented each week to the classroom demonstrating the most appropriate behavior and positive manners in our school library.

Golden Sneaker Classroom Award:

The Golden Sneaker is awarded each month to the classroom demonstrating appropriate and quiet movement in our school hallways.

RELEASE TIME FOR RELIGIOUS INSTRUCTION

ORS 339.420 allows parents to have their children excused from school for periods not exceeding two hours per week for elementary students to receive religious instruction. If you would like to have your child excused for this purpose, please contact the school office.

SCHOOL PICTURES

As a service to parents, the school provides an opportunity for students to have their picture taken by a professional photographer. Pictures are usually taken something in September of each school year. As the time gets closer, notices and instructions from the photographer will be sent home. Unless otherwise requested by a parent, all students will have their picture taken for school lunch cards and for the school yearbook. Purchasing personal picture packets is optional.

SEARCH AND SEIZURE

Any such search and/or seizure must be approved by the principal.

1. School officials may search a student and/or a student's property when there are reasonable grounds that the student is concealing evidence of an illegal act or school violation.
2. Illegal items (drugs, weapons, knives, etc.) or other possessions that may be determined to be a threat to the safety or security of an individual may be seized by school personnel.
3. Items which may be used to disrupt or interfere with the educational program may be removed from a student's possession (e.g., gum, candy, radios, hats, toys).
4. General search of school properties, such as lockers or desks, may occur at any time, with reasonable notice, and items belonging to the school may be seized.

STUDENT BEHAVIOR EXPECTATIONS

Philomath Elementary School's behavior expectations are grounded in four important concepts:

Be Safe Are my actions safe for myself and others?	Be Respectful Do my actions show respect for myself and others?
Be Responsible Am I a dependable member of the school community? Do my actions demonstrate care for myself and others?	Be Kind Do my choices reflect positive intent and outcome? Am I genuinely kind to myself and others in our school community?

These expectations are taught, practiced, and reinforced positively every day and in all settings. Problem-solving and self-management skills are taught by staff to help students make positive and appropriate choices.

Consequences for inappropriate behavior typically include time-out, loss of privileges, and apology/reparation, or suspension. In each case, the administration considers the severity of the behavior and whether the behavior is part of a pattern, as well as other circumstances, when determining a consequence. Behaviors that are illegal, insubordinate, and/or dangerous may result in immediate suspension.

Philomath Elementary School utilizes PBIS (Positive Behavioral Interventions and Supports) research to support our responses to student behavior. The purpose of PBIS is to “improve the effectiveness, efficiency, and equity of schools” (www.pbis.org). PBIS strategies are designed to improve social, emotional, and academic outcomes for all students.

Examples of appropriate behavioral expectations at PES consist of the following:

	Be Safe	Be Respectful	Be Responsible
All Areas	<ul style="list-style-type: none"> • Walk facing forward; • Keep hands, feet, and objects to self; • Get adult help for spills or accidents; • Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> • Use kind words and actions; • Wait for your turn; • Clean up after self; • Follow adult directions; • Respect all property. 	<ul style="list-style-type: none"> • Follow school rules; • Remind others to follow school rules; • Take proper care of all personal belongings and school equipment; • Use self-control.
Multipurpose Room/ Cafeteria	<ul style="list-style-type: none"> • Keep all food to self; • Sit with feet on floor, bottom on bench, and face table; • Walk at all times. 	<ul style="list-style-type: none"> • Allow anyone to sit next to you; • Use quiet voices; • Use good table manners. 	<ul style="list-style-type: none"> • Raise hand and wait to be excused; • Get all utensils, milk, napkin, etc. when you go through the line; • Clean up after you eat.
Playground/Recess	<ul style="list-style-type: none"> • Walk to and from the playground; • Stay within boundaries; • Be aware of activities around you; • No play or real fighting; • Use all equipment safely. 	<ul style="list-style-type: none"> • Play fair; • Take turns; • Include everyone; • Share equipment. 	<ul style="list-style-type: none"> • Use hall pass when leaving area; • Solve problems responsibly; • Ask adults for help when problem is not solved; • Quickly put away equipment at the end of recess; • Line up promptly and quietly when the whistle blows.
Halls	<ul style="list-style-type: none"> • Stay to the right; • Allow others to pass; • Walk facing forward; • Keep hands, feet, and objects to self; • Stay near the wall if working in hallway. 	<ul style="list-style-type: none"> • Hold the door open for the person behind you; • Use quiet voices. 	<ul style="list-style-type: none"> • Look but do not touch others property, walls, and/or windows; • Have a hall pass when coming to see office, nurse, or counselor.
Bathrooms	<ul style="list-style-type: none"> • Keep feet on floor; • Keep water in sink; • Wash hands, remembering to put towels in garbage. 	<ul style="list-style-type: none"> • Give people privacy; • Make sure stall is empty prior to entering; • Use quiet voices. 	<ul style="list-style-type: none"> • Flush toilet after use; • Return to classroom promptly; • Use facilities correctly.

	Be Safe	Be Respectful	Be Responsible
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks; • Wait in designated areas; • Walk bikes and scooters once on school property. 	<ul style="list-style-type: none"> • Use kind words and actions; • Wait for your turn; • Follow adult directions; • Hold door for person behind you. 	<ul style="list-style-type: none"> • Arrive on time; • Be in designated areas until 8:05am each morning; • Wait for bell to go to your classroom; • Deposit envelope with lunch money in designated box; • Get adult permission prior to using the telephone; • Know what your after-school plans are; • Leave on time from designated areas.
IMC/Library	<ul style="list-style-type: none"> • Use materials in a safe manner; • Respect books and materials. 	<ul style="list-style-type: none"> • Insert shelf marker when you remove a book; • Use quiet voices; • Treat books with care. 	<ul style="list-style-type: none"> • Use quiet voices; • Read quietly at tables; • Pick up after yourself; • Follow directions.
Gym	<ul style="list-style-type: none"> • Follow directions of adult; • Use equipment in a safe manner; • Stay off the bleachers during class time. 	<ul style="list-style-type: none"> • Welcome all students to play with you; • Play fairly; • Share equipment. 	<ul style="list-style-type: none"> • Follow school rules; • Help pick up equipment; • Watch where you are going; • Solve problems responsibly.
Special Events	<ul style="list-style-type: none"> • Wait for arrival and dismissal signal; • Touch all steps when going up and down the bleachers; • Remember to walk. 	<ul style="list-style-type: none"> • Use audience manners; • Sit in bleachers or on floor; • Clap when appropriate; • Be polite to all. 	<ul style="list-style-type: none"> • Be ready to listen; • Stay until song is complete prior to leaving a musical performance; • Wait until song is complete before returning to your seat in a musical performance.
Bus	<ul style="list-style-type: none"> • Keep aisles clear; • Windows open only with driver permission; • Sit in proper seat; • Pushing/ fighting not allowed. 	<ul style="list-style-type: none"> • Be polite to all; • Talk quietly; • Keep hands and feet to self. 	<ul style="list-style-type: none"> • Use appropriate language; • Pick up after yourself.

STUDENT PROPERTY

It is easy for personal items belonging to students to get lost or broken at school. The school is not responsible for loss or damage to the personal property of students. If bringing personal items to school, students may not trade or sell these items with other students.

TELEPHONE USE AND STUDENT MESSAGES

School telephones are business phones for use by school staff. Except in cases of emergency, the school office will not call students from classrooms to talk on the phone.

We ask that you also help us keep classroom disruptions to a minimum by making necessary after school arrangements in the morning prior to school. Students are not allowed to call home during the school day to alter after-school plans.

Parent **messages** are delivered to students one half-hour prior to the end of each school day. Any person calling the school and requesting a message be taken to a student will be asked information by the secretary that verifies the caller is actually a parent or guardian. Messages that come in after that time will not be guaranteed delivery.

If you have messages for your student, please do not text or call student cell phones during the school day. Please ask your student to request permission to use the office or classroom telephones during the school day, if necessary.

USE OF ALCOHOL, TOBACCO, AND/OR OTHER DRUGS

All campuses in the Philomath School District are tobacco-free. The possession, use, or sale on or near school premises or at any school-related activity is prohibited.

Consumption or possession of any alcoholic beverage on or about the school premises or at any school-sponsored activity is prohibited. Violation of this policy by students may result in suspension or expulsion. Violations occurring at times other than during school hours or school activities on school property may be referred to the proper law enforcement agencies. District administrators, acting on reasonable suspicion, may request that students participate in a Breathalyzer screening for alcohol at school or prior to or during a school sponsored event. If a student refuses, he/she may be subject to school discipline and or referral to law enforcement officials.

Substance abuse or the possession, use, sale or supply of any unlawful drug, including drug paraphernalia, or any substance purported to be an unlawful drug on or near the district premises or at any school-sponsored activity is prohibited.

Parents, visitors, and volunteers will be asked to adhere to the same policy while on school premises.

VIOLENCE AND THREATS OF VIOLENCE

All students are responsible for informing a staff member or principal of threats made by other students. Students found to have threatened others shall be disciplined and may be suspended or expelled.

VISITORS

Parents and other visitors are encouraged to visit district schools. In fact, parents will be invited and welcomed to a number of school assemblies, concerts, and celebrations. For these opportunities, we ask that families enter through the front doors of the school and check in at the school office.

You may also wish to attend special class events and/or have lunch with your child. We welcome this participation in the life of your student.

To ensure the safety and welfare of students, that school work is not disrupted, and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Except for full school activities, visitors will be provided with a badge to wear while in the school.

Numerous requests are received from students to have friends their age visit school. This occurs most often when other schools are not in session. Visiting children take teacher time away from our students. In addition, the school cannot be responsible for children who are not enrolled at our school. Children who are not Philomath Elementary School students may visit only during the lunch break and must be accompanied by an adult.

VOLUNTEERS

Volunteers are an important part of the school program. We welcome those who are able to give their time, either on a regular schedule or for specific projects and events.

In the Philomath School District, all volunteers must be registered. Once approved, the school volunteer registration is good for three years. To register, please go to <https://www.helpcounterweb.com/welcome/apply.php?district=philomath>

If you need help or don't have access to a computer, our office staff will be happy to help.

WEAPONS

Students shall not bring, possess, conceal, or use a weapon on or at district property or at activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization approved by the State Board of Education (i.e., Oregon School Activities Association).

Students who use or threaten to use any device to cause serious physical harm will be subject to disciplinary action.

Daily Schedule

The daily schedule at PES is as follows:

Monday - Thursday		Friday Early Release	
7:45am-8:05am	Breakfast	7:45am-8:05am	Breakfast
8:05am-2:50pm	School	8:05am-12:15pm	School
11:00am-11:20am	2 nd Grade Recess	11:00am-11:20am	2 nd Grade Lunch
11:20am-11:40am	2 nd Grade Lunch		
11:20am-11:40am	3 rd Grade Recess	11:20am-11:40am	3 rd Grade Lunch
11:40am-12:00pm	3 rd Grade Lunch		
11:45am-12:05pm	4 th Grade Recess	11:45am-12:00pm	4 th Grade Lunch
12:05pm-12:25pm	4 th Grade Lunch		
12:10pm-12:30pm	5 th Grade Recess	12:00pm-12:15pm	5 th Grade Lunch
12:30pm-12:50pm	5 th Grade Lunch		