

# ELEMENTARY PARENT/STUDENT HANDBOOK

2018



2019

## KCSD STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK



Inspiring Today's Students to Meet Tomorrow's Challenges

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2845 GREENSPRINGS DRIVE, KLAMATH FALLS, OREGON 97601 541-883-5000

If you have a disability and need this publication in an alternate format, please contact the Klamath County School District.

Website: <http://www.kcsd.k12.or.us>

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KCSD “Student Rights and Responsibilities”

# ***WELCOME***

Welcome to the Klamath County School District and our twelve elementary schools: Bonanza, Chiloquin, Ferguson, Gearhart, Gilchrist, Henley, Keno, Malin, Merrill, Peterson, Shasta, and Stearns. Each school and community offers an outstanding educational program and fosters the best opportunities for an exciting educational experience. We are positive you have selected one of the best school districts in the state to help you educate your child.

Elementary school is a special time in a child's life. Children are learning, growing, and experiencing new information and activities. Help us help you by visiting our schools often to share in our activities and to communicate with us so we can better serve your child's needs.

**Knowledge**

**Creativity**

**Success**

**Dedication**

That's the Klamath County School District. We believe in our motto: "***Inspiring Today's Students to Meet Tomorrow's Challenges.***" Please find time in your schedule to read this booklet with your child and share in this exciting process.

This handbook brings together, in one publication, information concerning policies and practices that affect your child's attendance in Klamath County schools. A more detailed explanation of any topic presented in this booklet may be obtained from your building principal.

Sincerely,

*Jennifer Hawkins-Utley*

Elementary Curriculum Director  
Klamath County School District

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**BOARD OF DIRECTORS**

*Position 1 Chiloquin/Gilchrist Zone*  
*Position 2 Henley/Keno Zone*  
*Position 3 Bonanza/Lost River Zone*  
*Position 4 Ferguson/Shasta Zone*  
*Position 5 Peterson/Stearns Zone*

*John Rademacher*  
*Robert Moore*  
*Denise Kandra*  
*Steve Lowell*  
*Jill O'Donnell*

\*\*\*\*\*

**KLAMATH COUNTY SCHOOL DISTRICT ADMINISTRATION**

2845 Greensprings Drive  
Klamath Falls, Oregon 97601  
Phone 541-883-5000  
[www.kcsd.k12.or.us](http://www.kcsd.k12.or.us)

*Superintendent*  
*Director of Personnel*  
*Director of Elementary Curriculum*  
*Director of Secondary Curriculum*  
*Director of Business Services*  
*Director of Special Services*

*Glen Szymoniak*  
*Mark Greif*  
*Jennifer Hawkins-Utley*  
*Jeff Bullock*  
*Renee Ferguson*  
*Laura Blair*

## DISTRICT DIRECTORY

### SCHOOL

Bonanza Elementary  
31610 Mission Street, P.O. Box 128  
Bonanza, Oregon 97623  
541-545-6581

Chiloquin Elementary  
548 Second Street, P.O. Box 375  
Chiloquin, Oregon 97624  
541-783-2338

Ferguson Elementary  
2901 Homedale Rd.  
Klamath Falls, Oregon 97603  
541-883-5036

Gearhart Elementary  
61100 Metler Street, P.O. Box 47  
Bly, Oregon 97622  
541-353-2363

### SCHOOL

Gilchrist Elementary  
201 Mountain View Dr., P.O. Box 668  
Gilchrist, Oregon 97737  
541-433-9403

Henley Elementary  
8205 Highway 39  
Klamath Falls, Oregon 97603  
541-883-5038

Keno Elementary  
11110 Keno-Worden Rd., P.O. Box 180  
Keno, Oregon 97627  
541-883-5055

Malin Elementary  
2153 Third Street, P.O. Box 25  
Malin, Oregon 97632  
541-723-2261

### SCHOOL

Merrill Elementary  
406 W. Second Street, P.O. Box 468  
Merrill, Oregon 97633  
541-798-5723

Peterson Elementary  
4856 Clinton  
Klamath Falls, Oregon 97603  
541-883-5058

Shasta Elementary  
1951 Madison  
Klamath Falls, Oregon 97603  
541-883-5060

Stearns Elementary  
3641 Crest Street  
Klamath Falls, Oregon 97603  
541-883-5063

## ***CURRICULUM AND INSTRUCTION***

### **A School Assignment for All Oregonians: Transforming Oregon Schools to Prepare Students for the 21st Century**

Success in our rapidly changing world requires more knowledge and skills than ever before. Our children's future – Oregon's future in this changing world – depends on student performance today. Consequently, schools must change. And Oregon's schools ARE changing – into schools that measure student performance against high standards and offer all students the tools to meet the new high standards.

Higher standards are now in place for what students ought to know and be able to do in reading, writing, mathematics, science and other basic subjects. Better, more comprehensive tests – tests that focus schools on achieving results at higher levels – are being used statewide.

The changes ahead require unprecedented collaboration and commitment by students, parents, educators, employers and communities in every part of the state. This brief introduction explains where Oregon's school transformation is headed and outlines your role in helping us get there.

### **Focusing on Results: Changing Schools to Meet Higher Standards**

Oregon set its course for improved student performance in 1991 when the legislature passed the Oregon Education Act for the 21<sup>st</sup> Century. The act calls for dramatically raising student achievement by:

- Raising expectations for students;
- Focusing curriculum and instruction on higher standards built on the basics;
- Holding students accountable for achieving the standards through assignments and tests;
- Using the community as a learning resource;
- Forging new working partnerships among schools, parents, employers and communities.

It insists that students graduate from high school better prepared for college, employment and the responsibilities of adult life.

### **Higher Standards = Better Results**

The idea behind standards is simple. Standards define what it takes to know and do something well. Getting a license to practice medicine or to fly an airplane requires meeting a set of established standards. Standards are clear, specific expectations measuring quality, excellence and proficiency. Such standards will be used to evaluate student performance.

## **Standards Require a Stronger Foundation in the Basics**

Oregon's new standards provide a solid foundation in the basics, and require students to demonstrate their proficiency in all areas by showing they can apply what they learn. Common statewide standards set clear guidelines for what children should learn in every major subject area. Students, parents and teachers will know what is expected.

## **GENERAL INFORMATION**

Curriculum and instruction in the Klamath County School District is based on Oregon state content and performance standards for each subject.

Elementary programs in Klamath County School District have two distinct parts:

- **Learning Environment:** Each elementary school in Klamath County School District will have a positive learning environment. Climate, learning styles, teaching styles, and appropriate instructional strategies are key elements of the learning environment.
- **Assessment:** Good assessment requires a clear conception of the target being measured, an assessment technique that best measures that target, and minimization of factors that could lead to a misinterpretation of the results. Having a clear understanding of goals and criteria for excellence, linking assessment to those goals, and understanding subjective biases will enhance the validity of assessment practices.

Klamath County School District develops goals to guide the curriculum and instructional programs. These goals are developed through involvement of our staffs, parents, and communities in the decision-making and goal-setting process. Goals are reviewed periodically, and, where desirable, modified.

Student progress is assessed to determine how well the student is doing to reach the instructional goals in each course taken. Periodic assessments are recorded in teachers' grade books. Oregon State tests are administered to all students in grades three through eight and ten. Results are sent to parents at the end of each school year.

## **Excusing Students from a Particular Curriculum**

Klamath County School District recognizes the right of parents to exclude their children from any curriculum they find to be objectionable for religious or moral reasons. Students may also be excluded because of handicapping conditions. The building principal will authorize this exclusion upon written request of the parents. Students will not be responsible for any of the material taught during their absence. The teacher may choose to assign the student work on a different topic in lieu of the one being taught in class. Such an alternative assignment shall not exceed the regular class work in difficulty or time required to complete it.

If a parent requests in writing that his/her student not use specific material, the student will be given the opportunity, under the direction and recommendation of the teacher, to use alternative materials. Refer to the Klamath County School District *Student Rights and Responsibilities* at the back part of this handbook for the complete policy statement.

## **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability, or other reasons deemed appropriate by the school district.

### **Field Trips**

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

### **Insurance**

At the beginning of the school year, parents will have the opportunity to purchase a student accident insurance program for students in grades K-12. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims. The District shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Forms are available in the school office.

## **Physical Education**

Physical education for every child is required by law. Any request for your child to be excused from P.E. for a short period of time (five days or less) needs to be in writing. If your child needs to be excused from P.E. for an extended time (six days or more), a note from a physician is required.

### **Teaching About Religion**

Klamath County School District believes that the teaching of any sectarian view or religious doctrine is not the responsibility of the school.

## ***DISTRICT PROGRAMS AND SERVICES***

### **School Breakfast and Lunch Program**

Some schools in our district are enrolled in a Federal Government “Community Eligibility Program” (CEP) where all enrolled student are entitled to a free breakfast and free lunch. No applications need to be submitted.

In schools without the CEP, children from families whose income is at or below the level determined annually by the Federal Government may be eligible for either free meals or meals at a reduced price (information is available through your child’s school office). To apply during the school year for free or reduced price meals for your child, complete an application obtained online or from your school office. Within ten (10) days of receiving your completed application, you will be notified whether or not your child (ren) is eligible.

## **Breakfast and Lunch Prices**

Cafeteria costs are set at the beginning of every school year. Prices may change subject to food costs.

Reduced Breakfast	\$ .30	Grades K-2 Lunch	\$2.55
Reduced Lunch	\$ .40	Grades 3-6 Lunch	\$2.55
Grades K-6 Breakfast	\$1.75	Grades 7-8 Lunch	\$3.15
Grades 7-12 Breakfast	\$2.00	Grades 9-12 Lunch	\$3.15
Adult Breakfast	\$2.50	Adult Lunches	\$3.85

(NOTE: Check with your school to determine adult meal fees) Students generally may not charge meals. In emergency situations, the school may grant up to a maximum of \$5.00 credit, which must be repaid as soon as is feasible.

Klamath County School District has adopted the “Offer Versus Served” option for breakfasts and lunches served to students under the National School Lunch Program. The option states that students will be required to take three (3) of the five (5) food groups offered for breakfast as well as lunch. The meals will be served as a unit; single items must be paid for.

## **Cafeteria Rules**

- Courteous table manners are always expected.
- Food is not to be shared, especially food made at home.
- Keep toys and playground equipment away from the cafeteria line.
- Talk quietly. Be prepared to listen when an adult needs your attention.
- Enjoy your meal. Try a little of each food group.

## **Library and Media Services**

Each school has a media center. These centers support the curriculum of the school by providing instructional materials. Many of these materials are available for checkout by students, who are responsible for the care and condition of the materials.

## **English Language Learners (ELL)**

The goal of the Klamath County School District ELL program is to assist second language learners to continue making academic progress while they learn English. In order to best accommodate this goal, the District will use the sheltered mainstream model. Students will be placed in regular education mainstream classes where they will be instructed by classroom teachers with the help of a bilingual educational assistant.

In schools that have an ELL teacher, that teacher will provide instruction in English, communication skills, reading and writing development.

## **Talented and Gifted Program (TAG)**

The District’s Talented and Gifted programs and services are designed to serve students capable of high performance. Eligible students are provided accelerated and enriched instruction based on their level and rate of learning. More information about TAG is available by contacting your local school building. Refer to the Klamath County School District *Student Rights and Responsibilities* handbook for the complete policy statement.

## **Title 1-C/ Migrant**

To qualify for this program a child must have moved within the past three (3) years across school district boundary lines to enable the child's parent or guardian to obtain or seek temporary or seasonal work in agriculture, timber or fishing. A migrant child remains eligible for three (3) years after the family's last qualifying move.

Southern Oregon Education Service District Migrant Education Program provides supplementary educational help in areas of academic weakness. It also provides accident *only* insurance, summer school and support services for migrant families.

## **Title 1-A /Reading and Math**

Title IA is a federally funded program. It is designed to assist eligible students in served schools to meet the state's content and performance standards in math and reading. Title I schools are structured in one or two ways, either as Targeted Assistance or as School wide. In Title I Targeted Assisted schools, students are identified as eligible for supplemental services in math or reading through a selection process. In Title I School wide Schools, the staff has completed a lengthy planning process to reform many of the services provided to students. All students in the school are identified as Title I.

## **Title VII Indian Education**

The goal of this program is to keep Native American students in school and to improve their academic progress by providing support counseling and instructional tutors.

## **Special Education**

This federally-mandated program was developed to ensure equal educational opportunities for students with unique learning needs that require adaptation of traditional educational programs or alternative placements.

Klamath County School District provides a variety of special education services within and outside of the district to provide specialized instruction for all students with disabilities. Students with autism, or vision, hearing and orthopedic impairments also receive a variety of services designed to meet their unique needs in collaboration with Southern Oregon Education Service District.

Klamath County School District participates in a consortium program for early intervention services for disabled preschoolers from birth to school age. Additionally, if you as a parent, friend or neighbor are aware of a resident student (birth to twenty-one (21) years) who may be in need of assistance because of an apparent handicap, or other special need, please contact the Special Education Department at 541-883-5000.

## **Students With Disabilities**

As directed by law, the Klamath County School District Board of Directors will provide for the identification, location, and evaluation of all students with disabilities residing within its boundaries and will ensure a free, appropriate public education is available to them. The Board directs the superintendent to establish that their parents are protected by required law.

Legal references: ORS 332.075 – ORS 339.185 – ORS 343.035  
Education of the Handicapped Act of 1975, as amended 34 CFR  
Section 300 (PL 94-142), IDEA 2004

### **Health Services**

School health services are provided by registered nurses in Klamath County School District to support students with complex, chronic health needs; to support health education for students and staff; and to provide school health services that comply with national, state and local mandates. The KCS D nurses believe that each student’s health has a direct affect on his/her educational achievement and that healthy students are better learners.

If your student has health needs which may require nursing services, please contact your school principal, or the KCS D Health Services at 541-851-8760.

## ***ORDERLY OPERATIONS OF SCHOOL***

### **Animals at School**

Animals may visit school under parent supervision, only when arranged in advance with your school principal. On such visits, the parent must deliver the animal to and from school. Animals loose on the school grounds are referred to the local animal control service.

### **Child Abuse**

According to Oregon Revised Statute 418.750, any public or private official having reasonable cause to believe that any child with whom he/she comes in contact in his/her official capacity has suffered abuse, or that any adult with whom he/she comes in contact in his/her official capacity has abused a child, shall report

or cause a report to be made to the appropriate officials. Klamath County School District adheres to this legal requirement.

### **Emergency Closure of Schools**

In the event that bad weather or other circumstances cause school closure or delayed opening, the radio and television stations listed below will begin announcing this information at approximately 6:00 a.m. or as soon as a decision is reached. Schools will be open unless closure or a delayed opening is announced by the district. Please do not call your school or the school bus garage. Those lines must remain clear for other calls related to the closure or delayed opening.

The following radio and television stations will carry the information:

**KAGO KFLS KKJX**  
**AM Radio** 1150 1450 960 (Hispanic)  
**KAGO KFLS KLAB**  
**FM Radio** 99.5 96.5 92.5  
**KISS/KYSF KKRB**  
**FM Radio** 102.9 106.9  
**Television KOTI KDRV/KDKF KTVL**

The Klamath County School District website (<http://www.kcsd.k12.or.us>) will also have current information on the homepage.

### **PLEASE DO NOT TELEPHONE THE STATIONS.**

Frequent announcements will be made. School closure results in automatic cancellation of the school activities program unless information to the contrary is specifically released. Be sure your child knows where to go if an emergency is declared and schools are closed early. Most parents have made arrangements with a

neighbor who lives close by to take care of their children when no one is at home. This should be within walking distance of your home.

### **Emergency Phone Numbers**

It is very important your school has an up-to-date phone number of a parent or guardian (both home and work) and of a family friend, neighbor or relative who can be contacted in case of emergency.

### **Freedom of Expression**

The student is entitled to verbally express his/her personal opinions in an appropriate and respectful manner. The use of profane or obscene language is prohibited and may result in disciplinary action. Threats of harm to persons or property will result in disciplinary action.

A student may be excused from participation in patriotic exercises with parental permission based on family religious or personal conviction, but not on the arbitrary or capricious reason of the individual.

### **Fund Raising**

Student organizations, clubs or classes, athletic teams, outside organizations and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal before the event.

All funds raised or collected by or for school-approved student groups will be receipted, deposited, and accounted for in accordance with Oregon law and applicable district policy and procedures. All such funds will be expended for the purpose of

supporting the school's programs. The principal is responsible for administering student activity funds.

Students shall obtain the permission of the principal to sell materials or engage in activities which solicit contributions.

### **Homework**

Homework assignments should be planned to include a wide variety of activities in all areas of the curriculum. The type, frequency, and quantity of homework assignments should be determined by the needs of the individual student. Homework should be an application of practice of effectively taught skills/concepts; it should not be assigned for disciplinary purposes.

#### **Reasons for Homework:**

- To complete work started in class;
- To expand and/or enrich regular class work;
- To build interest in reading and learning;
- To make up work missed due to absence;
- To encourage parents' awareness of student learning;
- To provide an opportunity to pursue special ability areas;
- To increase learning time;
- To establish independent study skills.

#### **Guidelines for Parents**

Parents can support a child's interest in lifelong learning by encouraging good study habits and providing a learning environment in the home.

- Provide a place for the student to do homework.

- Help the student budget time so that a regular schedule for study is set.
- Take an active interest in what the student is doing at school.
- Ask for an explanation of a particular assignment and what is being learned.
- Compliment good work or when improvement is shown.
- Make constructive suggestions, but avoid severe criticism and undue pressure. A positive attitude by parents will encourage the student to do the best work possible.
- Encourage the student to seek additional help from the teacher at school if there seems to be any difficulty with the work.
- Encourage and guide your child with assigned homework.
- Under no circumstances should a parent complete schoolwork for the student.
- Regular school attendance is important for your child's continued learning.
- Consult your child's teacher at once with your concerns.

### **Suggestions for Students**

- It is important to develop good study habits at home and at school.
- Be sure you understand the assignments and ask your teacher if you need help.
- Set aside a regular time to do homework.
- Study in an appropriate place without distractions.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.

### **Lost and Found**

Each school year, many items end up in the "lost and found" area. Most items do not have names on them so there is no way of

determining to whom they belong. Those items unclaimed are donated to a charitable organization.

Please put your child's name on the inside of all jackets, sweaters, gloves, hats, backpacks or other items your child could remove during the day.

A note of caution: Put your child's name on the inside of the lunch box. This will prevent persons who do not know your child from calling him/her by name when your child is going to and from school with a lunch box.

### **Lost or Damaged School Materials**

Occasionally, school materials checked out to your child are damaged or lost. When this occurs, it is expected that replacement costs will be provided by you or your child. In the event lost items are later found, the money will be refunded.

### **Personal Property**

The District assumes no responsibility or liability for loss or damage to personal property brought to school. This includes bicycles, balls, bats, gloves, clothing, cameras, electronic toys and devices, eye glasses, calculators, radios, stereos, personal communication devices, books, or other personal effects.

### **Rollerblades, Skateboards and Skate Shoes**

Rollerblades skateboards and skate shoes are **not** permitted on school premises at any time.

## **Parent Participation**

Our parents are encouraged to participate in the education of their children in a number of ways. Opportunities for a parent to become involved include:

- Volunteering at your child's school (contact your child's teacher or principal);
- Joining your school's parent organization or helping any way you can;
- Serving on a school committee;
- Attending and participating in your child's school activities;

## **Recess**

We frequently receive notes requesting children be kept in from recess due to illness. In most cases, we suggest students be kept home if they are not medically able to participate in regular school activities.

Students should be appropriately dressed to participate in outside recess activities.

## **Registration**

Registration forms are available at every school and forms need to be completed each year. If there are changes during the year, the school needs to be notified as soon as they occur.

## **Release of Students from School**

A student shall not be released from school at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The teacher will determine that permission has been granted before allowing the student to leave. A student will not be released to any person

without the approval of his/her parent or as otherwise provided by law.

## **Leaving Campus**

All students shall remain at school from the time they arrive in the morning until dismissed at the end of the school day. Leaving school grounds without permission may result in disciplinary action. Should a student need to leave school prior to the end of the school day or if they are returning home by a different means, the parent should notify the school in advance.

## **School Celebrations**

Health regulations strongly advise that food prepared at home should not be served at school activities. Therefore, food prepared at home will not be served at school.

## **School Hours**

For safety reasons, we request that children arrive no earlier than fifteen (15) minutes prior to the beginning of classroom activities unless a child is participating in the breakfast program.

Children who walk or ride bicycles to school must leave at dismissal time. Children involved in after school activities, sponsored and supervised by school personnel, should go home promptly after the activity has been dismissed. Supervision is not provided on the playground after school.

Children who need to stay after school for unscheduled activities, like special program practices or completion of school work, will be asked to stay only if verbal or written parental permission has been received prior to the regular school dismissal time.

### **School Supplies**

Contact your school for a supply list or the amount of the supply fee. Parents are responsible for providing the necessary school supplies for their children throughout the year. Refer to the Klamath County School District *Student Rights and Responsibilities* handbook for the complete policy statement under Fees, Fines, and Charges

### **Searches**

District officials may search the student and his/her personal property when there is reasonable suspicion to believe a student is concealing evidence of an illegal act or is in violation of the Student Code of Conduct or district policy. Illegal items (weapons, alcohol and unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of others will be seized by district officials.

Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law.

A general search of district facilities and properties including, but not limited to, lockers or desks may occur at any time. Items belonging to the student which are unlawful or are in violation of district policy will be seized. Students will be notified that

searches of district property have occurred and will be notified of any items seized as appropriate.

### **Telephone Usage**

Due to the limited number of telephone lines available, children are discouraged from using the school office phone. Children will be given permission to call when the situation is considered appropriate by a teacher or school office personnel.

### **Tobacco Free Environment**

Tobacco use on school district property is prohibited.

### **Visiting School**

Parents are welcome and are encouraged to visit in all of our schools. It helps teachers plan for the visit if parents contact them ahead of the planned visit. Because of concern for the safety of our students, we ask that **all visitors must check in at the school office when they enter the building.** No student visitors will be permitted during regular school hours.

### ***REPORTING STUDENT PROGRESS***

#### **Grading System**

The reporting program in Klamath County School District includes a report every six (6) weeks. Report cards or progress reports will be issued after the end of each grading period.

A parent/teacher conference will be scheduled for each student. Conferences will be scheduled in advance by a note from the school. The parent is asked to confirm the appointment or to reschedule.

The conferences will be based on the kindergarten or elementary report card and will encourage a two-way exchange of information about the child. The parent or guardian should be prepared to share significant information with the teacher. The teacher will discuss growth in skills, attitudes and understandings, and share examples of work the child has done in the various academic areas.

Teachers and/or parents may request additional conferences at any time.

### **Promotion, Retention and Placement of Students**

A student shall be placed or promoted from one grade to the next on the basis of academic, social, physical, and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved.

A decision to retain a student will be made only after prior notification and explanation to the student's parents. Parental decisions will be final.

## ***STUDENT SAFETY AND HEALTH***

### **Safety**

The continued safety of children is a major concern. It is important to teach your child the danger of speaking with strangers, accepting gifts from people they don't know, and getting into a car with a stranger. These are concepts which are regularly reviewed at

school and your reinforcement at home will stress the importance of these issues.

Immediately contact your child's principal should your child report any unusual or suspicious occurrence while going to or returning home from school.

### **Bicycle Safety**

Some students ride bicycles to and from school. Parents should be sure each child knows and obeys rules for safe cycling. Each school will have specific rules that children should know regarding bicycle riding

In general, students should:

- Wear an approved bicycle safety helmet. It is the law, and only students who obey the helmet law will be permitted to ride bicycles to school.
- Arrive and leave school on time.
- Ride safely on school grounds and between school and home.
- Park bicycles in designated areas.
- Lock bicycles while at school.

### **Emergency Drills**

Instruction on fire safety and earthquake dangers for students in grades K-8 shall be conducted for at least thirty (30) minutes each school month.

At least one (1) fire drill will be conducted each month for grades K-12.

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion.

At least two (2) drills on earthquakes for students in grades K-8 will be conducted each year.

Drills to ensure the personal safety of employees and students may be held at various times during the school year.

### **Illness or Injury Occurring at School**

At times a student may have signs or symptoms of illness and need to be excluded from school until diagnosed and treated by a licensed health care provider or until recovered.

Conditions that may require exclusion until either diagnosed or recovered include:

- Fever greater than 100.5;
- Vomiting;
- Rash with or without fever - new or sudden onset;
- Diarrhea (3 watery or loose stools in one day) with or without fever;
- Weepy (fluid or pus-filled) skin lesions;
- Deep, barking cough or productive of colored mucous;
- Irritated eyes that are tearing, sensitive to light, with puffy lids and colored drainage;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever; or

- Student requires more care that the school staff can safely provide.

Only a licensed health care provider can determine a diagnosis and/or prescribe treatment and provider instructions regarding the student's return to school.

If the student becomes too ill to remain at school, or has an injury requiring medical evaluation the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff will administer emergency or minor first aid as necessary. The school will contact emergency medical personnel, if needed, and will attempt to notify the student's parents whenever a student has been transported for treatment.

### **Physical Examinations**

It is recommended that all students initially enrolling in school have a physical examination.