

APPLEGATE SCHOOL

2020-2021 Student Handbook



HOME OF THE COUGARS!

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Applegate, OR. 97530
Telephone: (541) 846-6280
Or (541) 846-1499
Fax: (541) 846-6055
Web Site: www.threerivers.k12.or.us

APPLEGATE SCHOOL

MISSION STATEMENT:

To provide an innovative educational experience that empowers students to fulfill their potential as productive citizens. A staff dedicated to quality is key to fulfilling this mission.

APPLEGATE SCHOOL

VISION STATEMENT:

“Building Pathways toward lifelong, positive educational experiences.”

2020/2021 TRSD School Board Members

Kate Dwyer	Zone I
Danny York	Zone II
Rich Halsted	Zone III
Paul Kelly	Zone IV
Jennifer Johnstun	Zone V

**Three Rivers School District Superintendent
David Valenzuela**

**Applegate Principal
Steven Fuller**

**Applegate Office Manager
Melisa Smock**

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PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

Three Rivers School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex 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.

Quick Glance Information for Parents K-8



PARENTS: If you **need to change the transportation plans** for your child, please **notify the office before 2:30 p.m.** Let us know thanks!

PARENTS AND ALL VISITORS: Sign in at the office before proceeding anywhere on our campus.

School Schedule:



Our day begins at **7:50 a.m.** and ends at **3:10 p.m., Monday through Thursday.**

• **Supervision for Students Before School- 7:30 a.m. Delayed School Information** - If dangerous weather conditions exist in the morning, please listen to your local radio station or TV channel between the hours of 5:30 a.m. and 8:00 a.m. *Two things you will need to be aware of:* **School could be closed for the entire**

day. School opening could be delayed TWO hours. If this occurs, school will still end at the normal time. In addition, you can check the Three Rivers School District website www.threerivers.k12.or.us for an update on school closures/delays.

- **There is no student supervision available for "hanging around" on school grounds after school hours. Please pick up your students promptly, thanks!**

Smoking:



Applegate is a "Smoke-free Zone" in accordance with Oregon law. This law applies to all activities and functions on school property. Any person under age 18 possessing, distributing, or selling a tobacco product commits a Class D violation and is subject to a court imposed fine as provided by ORS 163.575 and ORS 167.400.

Delivery or possession within 1,000 feet of district property is a Class A felony as provided by ORS 475.999.

Tardiness:

Goal: To help students learn the important skill of being on time, teachers will assign lunch detentions for excessive tardies to classrooms. Students need to be in class ready to learn @

7:50 a.m.

If you arrive after the start of school, check in with the office before going to class.

Toys

No toys including fidget spinners are allowed at school unless part of an individual student plan authorized by the Principal, or approved for use in a classroom by your teacher.

Volunteers: Parent Teacher Student Group, Site Council, SMART Readers, etc!

Parents who would like to participate in the *Applegate School Parent Teacher Student Group, Site Council or as SMART Readers or as a volunteer in any way* should contact our school office for more information. **We hope you will volunteer while your son or daughter is an Applegate Cougar!**

Visitors:

To help protect students and school property and to prevent disruption, school officials must be informed if any persons who are not members of the staff or student body are inside the building or on the grounds during school times. **Visitors at the school during a normal school day are expected to come first to the office to sign in and pick up a pass.** Visitors are parents that would like to visit to see their student or a community member who wishes to see our school. Visitors are not allowed to work with or be responsible for other students.

Website:

Applegate School has a website that is updated every month. You can check the calendar, newsletter and teacher webpages (this provides you with information to classroom activities, schedules and assignments). Go to www.threerivers.k12.or.us, click on schools then pick which school you would like to see.

General Handbook - All Parents and All Students Grades K-8

Activities:

Non-academic activities at Applegate School are a privilege. In order to attend or participate in school activities, a student must be in good standing academically and behaviorally. Students may lose activity privileges if they are not getting a "C" average or if they are misbehaving. .

Announcements:

Daily announcements are read every morning at approximately a.m. followed by the flag salute.

Assembly Behavior:

- Be respectful and responsible
- Sit in assigned area
- Get seated quickly and remain seated
- Follow directions
- Pay attention to the speaker
- All school rules apply

Attendance:

- **Good attendance is the single most important factor in school success!** We expect good attendance and will provide assistance if there are problems preventing good attendance.
- Applegate School writes letters to parents/guardians who are not getting their child to school on time, or who are not getting their child to school often enough. Please know we do this as advocates for your child's education!
- Oregon law requires students to attend school regularly, which means less than four unexcused occurrences in a four-week period.
- Eight unexcused one-half day absences in any four-week period (during which school is in session) shall be considered irregular attendance.
- Oregon has also defined acceptable attendance as not missing more than 14 days in a school year. If you have more than 10 absences in a school year due to illness, it may be necessary for your parent (s) to obtain a doctor's note before additional absences will be excused due to illness.
- Oregon law allows excused absences to be granted if you are ill, if a family member is ill, or you have a family emergency. If you have had good attendance, the Principal may grant a verified absence for a special event; however, this is on a case-by-case basis and at the discretion of the Principal.
- If you are absent, your parent needs to call the school (846-6280) the day you are absent to have the absence excused. If your parent cannot call the school the day you are absent, you need to bring a note the day you return to school to have your absence excused. It should include your name, the date(s) of absence, reason for absence, and a signature from your parent or guardian.
- 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. A student will not be released to any person without the approval of his/her parent or as otherwise provided by law.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. **Homework is available after a student returns to school.** Failure to make up assigned work, as allowed by the teacher, will result in a grade of zero for the assignment.

A student who is absent from class is to be permitted to make up those assignments that he/she has missed. The student will be given one day per day absent to make up assignments without penalty, (i.e. if a student misses three days of school, he/she will get three days to make-up the assignment and will be expected to turn it in on the fourth day).

Attendance at Three Rivers School District

Any school missed is a lost learning opportunity. Parents at Three Rivers School District know that any time their child is absent from school, they receive a recorded phone message notification from the school. Parents can then work with the school staff to notify them of the reason for the absence if they had not done so already.

Three Rivers School District implemented a program 'Attention2Attendance' for contacting parents regarding student attendance through the US mail. Our attendance letters address total absences; both excused and unexcused. The key factor of this program is consistently working with all families on the importance of regular attendance, which in turn gives schools the best opportunity to provide a quality education for all children.

The first "Notification of Truancy" letter informs our parents when a student has missed 8 or more half days within a 4-week period, regardless of the reason for the absence. Law requires all children ages 7 to 18 regularly attend school so we also address *excused* and *unexcused* absences with letters known as "Irregular Attendance Notifications." If absences continue, your school will schedule a meeting with the parent, student and school administrator to review absences, work on solutions to address attendance issues, and discuss what may occur if absences continue.

It is imperative that parents contact the school to verify student absences within **48 hours** and avoid unnecessary and frequent absences and late arrivals. We understand that there are certainly illnesses and circumstances where a student may have to miss school. We want and expect to have our students "show up" and our district commits to working together with parents to accomplish this goal. Our ultimate goal is to reduce future absences from school.

Thank you for your efforts to have your child attend school on time and regularly every day. We know a majority of our students have good attendance habits and we appreciate the efforts that parents make in order to have this happen. Your school and Three Rivers School District are committed to the success of your child, which starts with showing up every day.

Bus Expectations:

Riding the school bus is a privilege and students must have proper behavior while in transit. The following rules shall apply to student conduct on district transportation:

Students being transported are under the authority of the bus driver.

Fighting, wrestling or boisterous activity is prohibited on the bus.

Students will use the emergency door only in case of emergency.

Students will be on time for the bus, both morning and evening.

Students will not bring firearms, weapons or other potentially hazardous material on the bus.

Students will remain seated while the bus is in motion.

Students may be assigned seats by the bus driver or Principal.

When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.

Students will not extend their hands, arms or heads through bus windows.

Students will have written permission to leave the bus other than for home or school.

Students will converse in normal tones; loud or vulgar language is prohibited.

Students will not open or close windows without permission of the driver.

Students will keep the bus clean and must refrain from damaging it.

Students will be courteous to the driver, fellow students and passers-by.

Students who refuse to **promptly obey** the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The consequences of misbehavior on the bus are outlined:

First Offense: Warning

Second Offense: One day suspension from the bus

Third Offense: Three day suspension from the bus

Fourth Offense: Five day suspension from the bus, with possible recommendation for continued suspension from the bus for a full semester or the remainder of the year.

There are special circumstances which may result in other alternatives, based on the discretion of the Principal. If a serious offense is committed, such as a fight, no warning will be given and the student will move directly up the consequence level.

Students must follow the direction of staff especially while loading and unloading from the bus. It is important that students stay behind the yellow line on the sidewalk until they step onto the bus. **No one is to go between or behind the buses to the parking lot.**

For the safety of all our students, **please be aware that bus transportation may be recorded.** Unless a tape is needed for investigatory or discipline purposes.

Students needing to ride a different bus must bring a signed note from a parent to the office either before school or at lunch. **PARENTS: If you need to change the transportation plans for your child, please notify the office before 2:00 p.m.**

Bullying and Harassment:

Be nice to each other! It is absolutely NOT OK to pick on other students or do anything that makes others feel bad, such as:

- Name calling
- Physical contact like pushing, tripping, punching, and bumping into someone on purpose
- Staring, glaring, or mean looks
- Making threatening gestures or statements
- Taking or destroying property
- Spreading rumors or lies
- Lying about something someone did to get them into trouble
- Slamming locker doors
- Saying swear words/profanity
- Making unkind remarks about a person or his/her family
- Grouping together in a way that makes others feel intimidated
- Posting inappropriate words or pictures on the Internet. **NO CYBERBULLYING ALLOWED!**
- If someone asks you to STOP, you need to STOP!
If someone is harassing you, you might be tempted to RETALIATE, but make a better choice! Getting even with someone for their bad behavior is not allowed.

These are the steps to follow if you are a victim or a bystander. Follow this plan:

Tell the students that you do not like what they are doing and to STOP, then WALK AWAY. If the behavior continues - report the behavior to an adult.

Communicable Diseases:

Parents of a student with a communicable or contagious disease are asked to let the Principal or office manager know so that parents of other students who have been exposed can be alerted. **Names will be kept confidential.** Students with a contractible disease are not allowed to come to school while the disease is contagious. When the student comes back to school they must bring a written statement from a licensed physician saying the disease is no longer contagious to others. The following are a list of contagious diseases: chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, rubella, scabies, staph infections, MRSA, Swine Flu and tuberculosis. **For head lice the student may come back after the student has been treated and is pest free.**

Computer & Internet Use:

Please follow your teacher's' directions while in the Computer Lab or classroom for the correct and responsible way to use computers to LEARN! There will be Computer and Internet forms sent home with students. Please make sure you and your student read and understand the policies. You will need to sign and return the forms to school. *Parents may be charged a fee for replacement or repair of Chromebooks if they are broken as a result of horseplay or misuse.*

Custody and Restraining Issues for Students:

Unfortunately, custody issues exist for some of our students. The only way we can stop a divorced, separated parent or relative from picking up a student is to have **current legal paperwork** (restraining order or specific custody/visitation plan) **on file** in the school office. **Please submit your latest court documents in this regard!** These are difficult and emotional

situations for all concerned. Please keep the office informed of situations that may occur or anything we need to be aware of to insure the safety of your student. **Custody conflicts should not be settled at the school!**

Consequences We Use at Applegate School:

The Principal is responsible for making decisions regarding consequences, and they are based upon a district-wide matrices, one for grades K-5, and one for grades 6-12. Incidences are fully investigated before any decisions are taken, including interviews of staff members and students who may have knowledge of an incident and/or witnessed an incident.

- ❖ **Compensation/Restitution** - some behavior issues are best addressed with natural consequences that give the student the opportunity to “make it right”.
- ❖ **Lunch Detention** - typically assigned by a teacher for a minor behavior problem or late and missing assignments that continue after reminder and redirection. Students report immediately to “Lunch Detention”. Students will bring their own lunch or pick up their lunch in the school cafeteria then go to detention. Students will quietly remain in detention throughout lunch period, working on their class work.
- ❖ **Focus Room Referrals** - A focus room referral may be given to a student that has minor behavior or academic issues. After receiving a referral, student will give up lunch recess, write a plan for improving behavior/academics and parent will be contacted. Should a student receive only one focus room referral per quarter, they will be given the opportunity to “buy-it-back”. A student must meet with the Principal and teacher, state situation and show that behavior has improved. If a “buy-back” is granted, student may participate in activities such as school dances/class parties.
- ❖ **In-School Suspension** - this is assigned as an alternative to home suspension in instances where the student can reasonably be expected to stay on task the entire day. Students spend the day in an alternate setting, supervised by a staff member who will provide assistance on their work. Students receive their regular assignments from their classes, and must remain engaged in their work the entire day. Completed work is collected and returned to the teacher.
- ❖ **Home Suspension** - there are situations which warrant temporarily removing a student from the school environment. Suspensions are assigned by an administrator, not to exceed 10 days. Parents are notified by telephone the day the suspension is assigned, if possible, and a conference is arranged to discuss the procedures to be followed by the student for reinstatement. The student takes home a written description of their behavior, and the action taken by the school.

There are some behavior issues that are always addressed with suspension. Some examples are: use or possession of tobacco, offensive language, defiance of authority and fighting. **If a student throws a punch he/she will be suspended automatically** on the first offense. Physical violence of any nature will not be tolerated by any party. Students are expected to seek out an adult for assistance and advice.

- ❖ **Expulsion** - expulsions are made by the District Hearings Officer, upon recommendation of the Principal, for offenses outlined above and in the District Rights and Responsibility Handbook. Expulsion denies the student attendance at Applegate School for up to one full year. Expulsions are transferable to other school districts as well.

There will be a fun activity at the end of every semester . **If your student receives more than two Focus Rooms per quarter, or more than one office referral per semester, they will not be allowed to participate in the activity.**

Drills:

At least one fire drill will be conducted at Applegate each month. At least two earthquake drills and lockdown drills will be conducted at Applegate each year.

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 or drill is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

Education Records:

By law, both parents, whether married, separated or divorced, have access to the records of a student unless the district is provided evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor may inspect and review education records during regular district hours. You can make an appointment with the Principal and explain what you are looking for. If you would like copies of something then you will have to call the District Office, 541-862-3121 at ext. 5206, to set up a meeting time.

ELECTRONIC DEVICES - CELL PHONES :

All personal electronic devices such as cell phones, tablets, ipods, and ipads are not allowed to be used at school during the school day. If a device is brought to school, they must be turned off and stored in student lockers upon arrival. PE/gym lockers are not an acceptable area for storing cell phones and electronic devices. Any student using a cell phone-camera or digital camera during the school day may receive consequences up to and including expulsion. Pictures taken in bathrooms or locker rooms will include police involvement. If a student is caught with an electronic device during the school day, the item will be confiscated and placed in the school office until the end of the school day. Repeated violations will require a parent/guardian to retrieve the cell phone. Repeated violations of this policy will result in disciplinary action. Applegate School and the Three Rivers School District assume no responsibility or liability for loss or damage to personal property brought on campus.

Threats or harassment initiated from cell phones toward other students or staff regardless of its origination, on or off campus, that creates an issue (interference) at school, will be treated as

disruption of the educational process and disciplined according to the district discipline matrix, and law enforcement involvement if necessary.

Parents - Please do not call or text your student during school hours; call the office and we will be happy to get a message to your student. School phone number is 541-846-6280.

Emergency Medical Treatment:

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

STUDENT ENROLLMENT INFORMATION

All returning and new students must complete current STUDENT ENROLLMENT ONLINE. Please inquire at our office about online enrollment for 2017 - 2018. You will need register online, and returning students will update any information that has changed. School records are updated on a yearly basis from this enrollment process. **During the school year, please keep the office informed of any address or phone number changes that occur.**

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 School Board policy, and other such rules as may be deemed appropriate by the field trip supervisor.

Food Services:

Students are asked to take their place in line, advance in an orderly manner, observe a well-mannered atmosphere while eating, and clean up after themselves by disposing of all garbage in a trash can. All cafeteria items must be paid for when a lunch is received. All meals purchased in the cafeteria must be eaten in designated areas.

The district participates in the *National School Lunch, and School Breakfast* programs, and offers free and reduced-price meals based on a student's financial need. Additional information and forms can be obtained through the office. The current price for breakfast/lunch is as follows:

- | | |
|---|-----------------------------------|
| 6 th - 8 th grade | K - 5 th grade |
| ▪ Breakfast - \$1.15 | Breakfast - \$1.10/Adult - \$1.90 |
| ▪ Lunch - \$2.70/Adult: \$4.00 | Lunch - \$2.35/Adult: \$4.00 |
| ▪ Milk or juice - \$.50 | Milk or Juice - \$.50 |

Gifts for Student:

Gifts delivered to students at school should be brought to the office. The student will be called up at his/her break time to see the gift. Students cannot take the gift to class. They can pick up their gift at the end of the day from the office.

Honor Roll and Honor Society:

Honor Roll is for students in grades 5 thru 8. Honor Society is for students in grade 7 and 8.

- A student must achieve at least a 3.5 (B) average in all graded subjects at the grade level to which the student is assigned to get on honor roll.
- The *National Junior Honor Society* is for those who have achieved a grade point average of 3.5 or higher during two consecutive s at Applegate School. They must meet a high standard of leadership, service, character, citizenship, and scholarship.

Immunizations:

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic. Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements.

Library:



• **Reference Material:** The library is a place for your pleasure and use. Most books circulate for a period of two weeks. A few books are limited to use in the library or overnight only. Students must pay for any damages or lost library materials. You are responsible for all items that you check out and will be fined for overdue materials.

- **Textbooks:** We electronically issue textbooks to our 6th thru 8th grade students! Students are responsible for the care of all books issued to them. The condition of the book received will be marked on the inside cover when issued. The student to whom the books were issued must replace books they have lost or damaged. Students, who have not paid for lost or damaged textbooks, including library books, will not receive their report card until fines are paid in full.

Lost and Found:

Lost and found items are to be brought to the gym and placed on a rack. If there are still items left on the rack at the end of the year they will go to Goodwill. Please check frequently for any items your student may be missing.

Lost or Damaged Books:

Textbooks are checked out to students at the beginning of the year and the students are responsible for the books in their care. It is expected that the textbook will be in the student's possession at all times during the school year, and turned in at the end of the year in substantially the same condition. The school will not be responsible for lost or stolen textbooks. If a textbook is unaccounted for or damaged, the student must report it immediately to the teacher, and also to the office manager. A bill will be sent home for the cost of the book. At any time, if the book is located and returned, the money paid will be refunded.

McKinney Vento Act (Homeless Youth) Program

School aged children and youth who lack a fixed, regular, and adequate nighttime residence, including but not limited to, sharing housing with other persons due to loss of housing, living

in motels, cars, campgrounds, abandoned buildings or transitional shelters are considered homeless and qualify under the McKinney Vento Act. Three Rivers School District offers resources to homeless students including the following: advocacy, school/clothing/hygiene supplies, food assistance, mentoring, access to healthcare, student fee assistance, sports fee waivers, and referral services for case management and shelter/housing options. We have family advocates at each school for assistance. If we can't provide what your student needs, we can refer you to a local community service that may be able to help. For further information and a list of community resources, go to the Three Rivers District Website (www.threerivers.k12.or.us) under the Departments Tab on the Homeless Youth page.

Media Access to Students:

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. Information obtained directly from students does not require parental approval prior to publication. Parents who do not want their student interviewed or photographed should direct their student accordingly. If a parent does not want their student's photograph included in school sponsored publication, it is necessary to denote such desires on the student enrollment online..

Medications:

 Written instructions, by both parents and a child's physician, are required for all requests to administer prescriptions and non-prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirement for written instructions from the physician, if the information above is included. In addition, all medication is to be brought to the school office by the parent in its original container.

Newsletters:

The school newsletter will be sent home at the beginning of every month. We also post it on our school website. **We encourage you to read the newsletter to keep informed about the happenings at Applegate School!**

Office:

 The office is your source of information. The health room and telephone are located in the front office area. The office phones are busy phones and should be used by students for emergencies only. Students are not permitted to call home during the day to make social plans.

P.B.I.S.:

P.B.I.S. is a systematic behavioral program that promotes the teaching of behavioral expectations to all students as well as creating a systematic consistent approach to classroom expectations throughout the school. As students display proper behavior they will be recognized and rewarded in a variety of ways throughout the school year. The core values promoted by P.B.I.S. are **"Be Safe, Be Respectful, Be Responsible."**

Our Rules are Simple:

A. Be Safe!

- Walk at all times
- Wear appropriate clothing.

B. Be Respectful!

- Be courteous and polite when speaking with others.
- Use, but do not abuse, school equipment, property, or the facility.
- Clean up after yourself, including the cafeteria; take care of your school.

C. Be Responsible!

- Have necessary school supplies and be properly prepared for every class every day.
- Complete and turn in all assignments and homework on the due date.
- Turn in all permission slips when due.
- Carefully maintain schoolbooks and return when requested.
- Meet 92% or better attendance.

Progress Reports/Report Cards:

- Progress Reports are sent home with students in grades 6 thru 8 and students K – 5 with any academic concerns, once per . Please contact your son’s or daughter’s teacher by phone, email, or in writing to discuss the reason for his or her low grade.
- Report Cards are sent home at the end of each semester. Grades will be based on many factors including assignments, class participation, special projects, research activities, and other identified criteria.

Student Supervision:

Students must leave the campus immediately after school unless they are staying for teacher help, involved in an Applegate sponsored-activity, or participating in after school sports. **There is no student supervision available for “hanging around” on school grounds after school hours.** Once students enter the school campus, they may not leave until officially dismissed. If you leave the school early, you must have written permission from home. Notes to leave early should be brought to the front office before school starts.

Tardiness:

Goal: To help students learn the important skill of being on time, teachers will assign lunch detentions for excessive tardies to classrooms. Students need to be in class ready to learn @ 7:50 a.m.

If you arrive after the start of school, check in with the office before going to class. 4 tardies = 1 absence when calculating PBiS rewards.

Weapons:

Dangerous or deadly weapons are defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

- *Firearm* is defined in federal law as “any weapon (including a starter gun), which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.” This includes the frame or receiver of any such weapon or firearm, muffler, or silencer.

- *Destructive device* is defined as “any device with an explosive, incendiary or poison gas component, any combination of parts either designed or intended for use in converting any device into any destructive device, or from which a destructive device may be readily assembled.” A destructive device does not include any device, which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device.

In accordance with the federal **Gun-Free School Zone Act**, possession or discharge of a firearm in a school zone **is prohibited**. A “school zone,” as defined by federal law, means *on school grounds, or within 1,000 feet of school grounds*.

Withdrawing Student:

If you plan to move and intend to withdraw from Applegate School to another public school, parents are asked to send a note or call at least 2 days before the last day of students attendance. This will enable teachers and staff to have all paperwork completed beforehand to aid in your transition to the next school.

Information for Parents and Students Grades K-5:

Dress Code

Shoulder straps for any tank top should be “two fingers” in width.

Grading K-5:

Applegate School elementary teachers grades K-5 use their professional discretion to determine how their students' grades are calculated. Applegate School teachers are committed to explaining the formulas and meaning of marks and symbols used to reflect student performance in any given subject. We encourage parents to ask teachers about grades!

Grade Reports:

Report cards are issued at the end of each semester following teacher clerical days. Progress reports are issued periodically, at the midpoint of each semester, and/or during parent conferences following teacher clerical days. See the 2020 - 2021 district calendar for specific semester end dates and teacher clerical work days.

Toys

No toys including fidget spinners are allowed at school unless part of an individual student plan authorized by the Principal, or approved for use in a classroom by your teacher.

Information for Parents and Students Grades 6-8:

Backpacks:

For our middle school student, backpacks need to remain in lockers throughout the school day. The purpose of a backpack is for carrying books/materials to and from school only. Necessary textbook and a notebook should be taken to each class.

Body Contact/PDA (Public Display of Affection)

Applegate students are to refrain from public displays of affection. This includes hugging, kissing, and hand holding at school or on the bus.

Dress Code:

Our primary concern is what distraction the particular dress may cause, and therefore, we request parent assistance in following our guidelines.

For warmer climate seasons, shorts at or below the mid thigh are acceptable. ***Important Rules of Thumb: - shorts have to be longer than fingertips when arms are resting at students sides. Shoulder straps for any tank top should be "two fingers" in width.*** Certain fashions, such as short shorts, tops that expose the bare midriff or expose the back (razorback tanks), or baggy pants that are worn low to expose underwear or skin or sweatpants that are rolled down at the waist, can disrupt the educational process. *We ask students to monitor themselves, and not wear these types of clothing to school. To address this concern, we will ask the student to change the clothing, cover up with another shirt, or in the case of "sagging", to just keep the pants pulled up.* Hoods or hats are not to be worn in the classroom unless the classroom teacher allows it. Students will be asked to remove hoods and hats when in common areas or areas where hoods and hats are not allowed. *The expectation is that the student will freely comply and not require any further instruction.* **Repeated offenders for hats: Hats will be taken to the office for retrieval by the student the first time. Parents will be called for subsequent incidences, and will be asked to pick up the hat. Repeated offenders for hoods: We will issue a Focus Room for first repeat of incident; further incidences may result in a referral for defiance of authority. Students should keep hats in their lockers or cubbies so they can be worn outside.**

A consistent failure to comply with the dress code will be treated as Defiance of Authority. Each year a handful of students end up at school inappropriately dressed or has made a mistake in judgment with respect to other rules violations: these students may lose extra privileges such as field trip to Lava Lanes, dances, class field trips, etc... Parents please guide your student(s) to steer clear of behavior referrals and dress code issues to ensure an enjoyable end of the year and well deserved rewards. Please check their attire as they leave home in the morning.

Flip Flops are allowed for 6 -8 grade only. *Students need to remember to bring appropriate shoes for P.E. or other outside activities.*

Grading Policy:

Parents and schools need to work together to promote academic and personal growth in students. For that reason we will communicate with you frequently, providing up-to-date information on your child's progress in schools.

All core academic classes within grades 6-8 (Math, English Language Arts, Science, and Social Studies) are grading on a Proficiency Based Learning model (PBL). Report card grades are determined by what a student knows and can do rather than reporting on absences, tardies or extra credit, which traditionally factors into grading. Students are told what they are expected to learn and how assignments or lessons help meet those goals. In the PBL model, more emphasis is placed on learning.

Definitions

- **Proficiency Based Learning (PBL):**
 - This term refers to a system in which teachers assess and grade students based on content specific knowledge and skills with less emphasis being placed upon behavior, tardiness or extra credit because those elements do not reflect a student's knowledge.
- **Proficiencies:**
 - Mastery of specific knowledge and skills demonstrated by consistently superior performance, measured against established standards.
- **Core Classes:**
 - Math, Language Arts, Science and Social Studies
- **Content knowledge and Skills:**
 - These are the skills most commonly associated with the assessed state standards
 - See further clarification through examples below under “grades”

- **Participation/Citizenship Skills:**
 - These skills are those that help to develop the content knowledge and skills and are more associated with being a good citizen (being on time, respectful, safe and responsible).
 - See further clarification through examples below under “grades”
- **Summative Assessments:**
 - This assessment summarizes the development of learners at a particular time, usually at the end of a unit (i.e. unit tests).
- **Formative Assessments:**
 - This is any assessment that informs the teacher and the students where the learner currently is in the learning process and can take place at any time during the unit so that the teacher/students can plan accordingly (i.e., quizzes).
 - Formative assessment is more valuable for day-to-day teaching when it is used to adapt the teaching to meet students’ needs. Formative assessment helps teachers to monitor each student's’ progress and to modify the instruction accordingly. It also helps students to monitor their own progress as they get feedback from their peers and the teacher. Students also find opportunity to revise and refine their thinking by means of formative assessment.

(Summative assessment is characterized as assessment of learning and is contrasted with formative assessment, which is assessment for learning.

Grades

Academic grades under the Proficiency Based Learning model will reflect a student’s master of the subject’s knowledge and skills according to state standards, allowing teachers to be more objective in their grading practices. Therefore, extra credit will not be provided. Academic grades are calculated based off a weighted scale where 80% reflects content knowledge and skills, and 20% reflects participation/citizenship. The following criteria will be used to define hard and soft skills.

Content Knowledge and Skills (80%)

- -Tests and quizzes on knowledge and skills, state standards, and proficiencies

- o -Alternative assessments (verbal, demonstration of skills or understanding, etc.)
- o -Writing samples/inquiry labs/math problem solving (state samples)
- o -Projects (if the teacher knows it is the student's own work or when an individual student's contribution can be assessed based on their understanding of the knowledge and skills in the standards.)
- o -Summative and formative assessments

Participation/Citizenship Skills (20%)

- o -Effort in learning, respect, participation, responsibility, creativity
- o -Openers/Warm-ups
- o -Daily Work
- o -Homework
- o -Class Work
- o -Projects (When a teacher cannot be certain that it is a student's own work)
- o -Turning in grade printouts/progress reports

Reassessment

Students may be given opportunities to retake assessments that they fail in order to demonstrate proficiency, provided that they are making adequate progress toward proficiency. The assessment grade will NOT be the average of all the assessments. The highest grade for each assessment will be awarded to the student.

Missing Work/Incompletes/Make-Up Work

In order to demonstrate proficiency, students must score a 70% or better on the assessment, which is equivalent to a "C" average. "D" grades will no longer be awarded to student work. If an assessment is below a 70%, they have the opportunity to retake the assessment and get additional support from the teacher or building support services. If all, or most, assessments are failed within a grading period, a student may earn an "F". However, if a student is making adequate progress toward proficiency and utilizing resources available, they will be assigned an Incomplete and will have 10 school days to demonstrate proficiency on missing/incomplete assessments at the end of the . Third incompletes will result failures.

(Below is a comparison of the new PBL grading scale compared to the traditional grading scale)

<u>Proficiency Based Learning</u> <u>Grading Scale</u>	<u>Traditional</u> <u>Grading Scale</u>
A (Master)	A
B (Approaching Master)	B
C (Proficient)	C
I (Incomplete)	D
F	F

(Below is a graphic illustration of a blank rubric for assessing the level of knowledge and skills demonstrated by a student.)

Three Rivers School District: Standards

Standard:	Developing (I)	Proficient (C)	Approaching Master (B)	Master (A)

Student Support

A variety of support will be provided to students to help them reach a proficiency level within their classes. The following programs and opportunities are available for them to take advantage of in order to help them be academically successful.

- Regularly scheduled academic support within the school day
- Increased academic support opportunities
- Increased intervention classes
- Extended learning opportunities / Enrichment Time / Re-take - Re-do

Elective Classes

Elective teachers will be using the PBL model; however their grades will still reflect hands-on activities, projects, participation and work ethic. Elective teachers will inform students of their grading expectations and criteria.

Homework Policy/Late Policy:

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest.

We would very much appreciate your assistance in making our “homework policy” a benefit to your child.

- o We suggest that you set up a designated time each day that your child sits down and does his/her homework.
- o The time can be immediately after school, right before or after dinner, or any other time that works well for your child and family.
- o The key is that the time needs to be consistent each day so that your child develops a routine.

Students not completing assigned work on time will be required to have a working lunch to complete assignments and stay on top of the next weeks work. Once assignments are in, students will return to full lunch/recess privileges. Students may also be required to take a working lunch to redo poor quality work. **A student that is absent will have one additional day for each day missed and still gain full credit. Teachers will communicate their late work policy to students.**

Grade Reports:

Report cards are issued at the end of each semester after teacher clerical work days. Progress reports are issued periodically, at the midpoint of each semester, and/or during parent

conferences after teacher clerical days. See the district calendar for semester end dates and teacher clerical work days.

Lockers:

Hall lockers are furnished to 6th, 7th, & 8th graders on a temporary basis, as long as the locker is properly cared for. These lockers are the property of the school district and are subject to periodic inspection. Articles that are issued to you at school such as books and papers, as well as personal items, may be stored in these lockers. **Lost or missing locks must be paid for before a new one is issued.** Replacement cost is \$5.00 per lock.

Moving On Ceremony Expectations:

Eighth grade students will be expected to meet or exceed the following requirements in order to participate in the end of the year Moving On Ceremony, Celebrations and Class Trips. We will conference with students at the beginning of the 3rd, who are not meeting the requirements. A plan of action will be agreed upon. If improvement is not shown the student may miss out on the Moving On Ceremony activities:

- ❖ Minimum of 2.0 combined GPA
- ❖ Maintain regular minimum attendance
- ❖ Maintain good behavior (no out of school suspension/expulsion)

P.E. Clothes

P.E. Clothes will be purchased by students in grades 6-8 at the beginning of the school year (Prices will be available the first week of school). These will need to be worn for P.E. times. The students are responsible for washing their clothes and bringing them back for P.E.

Student I.D.

Student ID cards are needed for dances, and other activities. Your first student body card will be issued for free. Replacement student ID cards cost \$2.00.

Social activities - If a student is failing a class they will stay in and work on late or current work during social activities such as dances, movies, class parties, etc.

School Policy and Regulation Acknowledgement Form

Name: _____ Grade: _____

Student Information:

The Three Rivers School District and Applegate School must have current and up to date student information at all times in case of an emergency or imperative need. Furthermore, Oregon Law requires that all official documents like TRANSCRIPTS and REPORT CARDS use only the student's **legal name**. **Therefore, nicknames will only be recognized in daily contact and can not be used on official documents.** Birth Certificates are required when registering a new student to our district. The updating of this information is the parent's responsibility. **When any student information changes, please contact the school in person and complete the necessary form so your student remains safe.**

Student Records:

Student Records are maintained and become a permanent document of Applegate School. Student records will include, but are not limited to name, DOB, address, parent name, guardian name (if applicable), emergency contact, primary language spoken at home, ethnicity, health information, and other information not listed but necessary for either the safety of a student or documentation related to his or hers education.

Directory Information:

Directory Information includes, but is not limited to, media publication of honor roll students, academic involvement, winners of academic competitions, and or sports articles. Directory Information may include student's name, photograph, participation in an officially recognized activity and or sport, dates of attendance, and awards received.

BY SIGNING AND RETURNING TO WILLIAMS ELEMENTARY SCHOOL, THIS HANDBOOK PAGE, YOU ARE AGREEING TO AND REQUESTING OF THE DISTRICT

THE FOLLOWING:

Read and agree to provide Applegate with current student information at all times.

Read and agree to provide Applegate with legal name of student that is enrolling.

Read and agree with Directory Information as stated above, and agree to allow my student’s name and photo to be used in public media and school publications. Circle Yes or No.

Thoroughly read and support the school’s policy on *DRESS*.

Thoroughly read and support the school’s policy on *ATTENDANCE*.

Thoroughly read and support the district’s *computer use* policy.

Thoroughly read and support all sections and subsections of this handbook and support the rules and policies contained therein.

Signature of Parent

Date

Signature of Student

Date

Please sign this form and return to the school

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

