

Parent Student Handbook

World Class Citizens

Meadowlark & Buena Vista Elementary School

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Eugene, OR 97401

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Attendance: 334-4898

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This is the 4th edition of our Handbook.
If there is other information you would like to
see included please email:
BJ Blake- blake@4j.lane.edu

Save this Handbook!

Please don't recycle this handbook yet. It has information that you will need all year long. Put it where you can find the answers to questions you may have. Much of the information gathered here will be useful next year also. We will distribute new handbooks every couple of years to returning families. In the meantime, we will update you with current information when anything changes.

Remember, you can always call the office and have office personnel answer questions in person or refer you to the right source. We are here to help!

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Dear Families,

Welcome to Meadowlark & Buena Vista Elementary School!

The purpose of this handbook is to provide you with a convenient packet of information and to invite you to become actively involved in any or all of Meadowlark & Buena Vista's activities. I am grateful for your strong support of our school.

Meadowlark & Buena Vista has a long and well-deserved reputation as an exciting and caring place to learn and enjoys a history of academic excellence. As your principal, I attribute this excellence to well-trained, experienced staff, strongly involved parents who believe in and value education, and caring, respectful students.

Check out our web site at <http://schools.4j.lane.edu/meadowlark> & <http://schools.4j.lane.edu/buenavista> and our monthly newsletters to keep informed about current activities and events. Please read carefully the packet of information send home in August. And of course, please feel welcome to drop by, call me, or leave a message anytime. I will get back to you as quickly as possible. I can be reached at (541) 687-3368 or my email is blake@4j.lane.edu.

Warmly,

BJ Blake, Principal



MEADOWLARK & BUENA VISTA STUDENT PLACEMENT

Placement Policy

The placement of students into individual classrooms is one of the important responsibilities belonging to the school. The Meadowlark & Buena Vista Staff devotes a great deal of time and energy to this task so that a careful and thoughtful placement is made for every student. Our goal is for every child to be in a supportive and challenging environment. We know that this is accomplished best when we create balanced, teachable classroom groups.

A team of teachers, from both the sending and receiving grade levels, working with the building principal, determines classroom placements at Meadowlark and Buena Vista. The following factors are considered in making placement decisions for each class:

- A balance of boys and girls
- A balance of ages
- A balance of academic performances
- A balance of learning styles
- A balance of social skills
- Consideration of parental information
- Placement of students with special needs

Parent Information

We recognize that parents may wish to make available to the placement team information that they would like us to consider in making decisions. The **Parent Input Form for Classroom Placement** was designed for this purpose. Parent input is valued and appreciated and will be used along with the other factors listed above in making placement decisions.

Parent Input forms are available in the office and must be returned by the 4th Friday of May. Should a teacher leave or be moved to another grade level and be replaced by another teacher, the student will be placed with the replacement teacher.

Things you can do:

□ If you would like to give input, please fill out the Student Placement Information form and return it by the 4th Friday of May.



HEALTH & SAFETY

Illness & Injury

A school nurse is not available on site. The office staff, teachers, and principal provide the health care and first aid if your child becomes ill or is injured at school. No school person may administer medications without written consent. The required form can be obtained through front office staff. The office staff will call you regarding your child if there is any question about the extent of illness or injury that occurs during the school day. If they cannot reach you, a guardian, or other person listed for contact, they will consult with the nurse/nurse practitioner at the Sheldon Health Clinic. If an emergency arises involving considerable bleeding, serious head injury, or a bone fracture, the office staff will call 911 and notify you immediately.

Things you can do:

- ❖ Make sure we have correct daytime numbers for a person who can come pick up a sick or injured child.
- ❖ Call the office in the morning if your child is not feeling well, but will still be attending school. This helps us when they complain about being ill.
- ❖ Give medicine at home whenever possible. (see Medication.)
- ❖ Keep your child at home if any of the following symptoms are present:
 - Temperature over 100 degrees or fever in the last 24 hours
 - Less than normal energy
 - Sore throat with white spots
 - Heavy cold and hacking cough
 - A rash, diarrhea, stomach ache, or vomiting in the last 24 hours
 - Toothache or earache
 - Head lice and/or nits.
- ❖ Keep your child at home if they are not well enough to go out to recess or participate in regular activities.
- ❖ Call the Meadowlark/Buena Vista “attendance telephone number” 334-4898 to report an absence due to illness.
- ❖ Notify the teachers and office if your child must follow specific instructions when they return to school.

Medications

If a student needs to take medication at school, school personnel requires authorization for its administration. **Parents must sign the state mandated form provided by the office.** The medication must be transported to school by the student’s parent, not the student, unless prior arrangements have been made with the nurse, secretary, or principal. **This includes asthma inhalers.** Any prescription must be in the container from the pharmacy stating directions given by the doctor. The medication will be counted at the school office and both the parent and the secretary will sign a form. If the medication needs to be cut in half, the parent needs to take care of this before bringing it to school. Changes in dosage require new forms to be filled out and provided to the office.

Peanut Butter Only Table

Students at Buena Vista and Meadowlark are encouraged NOT to bring items in their lunches made from nut products. We ask students and their families who choose to eat peanut products to sit in a designated area to help supervisors remind them to wash hands before recess. This reduces chance of accidental life threatening exposure by cross contamination. We have quite a few students with severe, life threatening food allergies. We have not banned peanut products school wide at this time, rather we are requesting all staff and students to be very aware that there are those in our midst with life threatening allergic responses. **Peanut butter on the breath or oil from peanuts on hands can cause a fatal reaction.**

Head Lice

Policy

Anyone found with head lice or nits will be sent home. The parents will be contacted and asked to pick up their child from school. The parents are responsible for completing treatment and removing nits for their child. Before returning to the classroom, the child must be checked in the office and verified to have received treatment and to be lice free. They are then given an admit slip that will allow them to return to class.

Description

Head lice are a non-disease causing condition. The presenting signs include the appearance of nits or eggs on the hair shaft close to the head. Nits are small, grayish-white, oval specks attached firmly near the base of the hair shaft by a cement-like substance. Dandruff can be easily dislodged from the hair, nits cannot. The best places to find nits are behind the ears and the nape of the neck. Lice can only be transmitted from human to human by some form of direct contact (sharing combs, brushes, hats, etc...).

Things you can do:

- ❖ Talk to your allopathic doctor, nurse, or pharmacist for over-the-counter chemical treatments or contact your naturopathic doctor or herbalist for natural treatments.
- ❖ Remove the nits. This can be very time consuming, but it's absolutely necessary to comb or pull out the remaining eggs.
- ❖ You will need to thoroughly clean all bedding, clothes, towels, brushes, and combs in hot water (120 - 130 degrees). Lice can live off the body for 1-1/2 days and are therefore difficult pests to eradicate.

Immunization & Health Exams

Proof of immunizations must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the 4J School District. Proof consists of a signed "Certificate of Immunization Status" form documenting either evidence of immunization or a religious and/or medical exemption. It is required that all students initially enrolling in the school at Kindergarten or 1st Grade have a physical examination. You will be asked to fill out a "Health History" form when enrolling your child in the district.

School Insurance

School insurance is available to all students at a very low cost. Purchase of insurance is optional. If you have any questions, contact the school office.

Conditions Requiring Emergency Care

When your child first enrolls at Meadowlark or Buena Vista, you are required to fill out a Medical History Form. Among other things, this alerts us to any chronic illnesses your child has that may require emergency care. It is imperative that this information be kept as current as possible. ***You must submit all information annually*** to insure the best possible treatment for your child in the event of an emergency. A copy of all student allergies and medical concerns is kept in the office. Instructions on care and your emergency preferences are recorded, as well as your list of emergency contacts.

Things you can do:

- ❖ If your child develops a new emergency care condition, such as a food allergy, asthma, reaction to bee stings, chemical sensitivity, or any other serious medical problem, give this information to both the school secretary and the child's teacher(s).
- ❖ Be sure and give the school secretary the following: current phone numbers for parent contact during the day, phone numbers for day care providers, and emergency contact numbers.

School Closure / Emergency Dismissal

Sometimes weather conditions affect normal school operations. In these cases, the school superintendent or designee is responsible for deciding what actions to take. As much as possible, the 4J District will avoid delayed starts and early dismissal due to bad weather. In many cases you will receive notification via phone from our automatic dialer emergency system.

The district will inform local radio stations about school closure decisions by 6:00 AM. When there is an emergency dismissal due to concerns of weather or safety, the district radio stations will broadcast the decision as soon as it is made. In the case of an emergency dismissal, students will be dismissed as usual and the normal bus runs will be followed. Ordinarily, when schools are closed for school activities, they are also closed for community sponsored events that occur in school buildings.

Things you can do:

- ❖ Listen to the 4J radio station **KRVM FM (91.9)** and **KRVM AM (1280)** to find out about school closures or emergency dismissals.
- ❖ Do not call the school, district office, or radio stations.
- ❖ Talk to your child about what procedure to follow. Tell them what to do if they come home early and you are not there. Make arrangements with neighbors or give your child a number to call so they can check in.

Traffic / Parking - NEW PROCEDURE to help insure student safety!

With student safety in mind, working with the 4J Facilities Department and Risk Management, we have decided to remove the staff all-day parking from along the fence and utilize this as a secondary pick-up area and walking area for students. The lane closest to the school and the lane closest to the fence are **pause parking** and you **must stay in your car if you are in these lanes**. The middle lane is for drive through and there is no pausing in the middle lane. To ensure safe student crossing from school to the lane by the fence, painted crosswalk has been in which cars cannot park and must yield at for students to cross. Students should enter their cars **using only the car door that is away from drive-through traffic**.

Procedures for BV After School Pickup

Each BV grade will have a designated waiting area at or near one of 4 large trees in front of the school.

Grade 5 - Tree #1 closest to front doors/flag pole

Grade 4 - Tree #2 outside of Mrs. McFadden's classroom

Grade 3 - Tree #3 outside of Mrs. Myers' classroom

Grade 2 - Tree #4 outside of Sra. Sanguino's classroom

Grade 1 - Cement area outside the double doors/ benches/ bike rack nearest playground

Drivers will pull forward as far as they can and **continue to pull forward when a driver pulls out**.

Students can move from their area as soon as they see their pick-up person's car. Students enter care doors that open on the opposite side of the car from the drive-through lane.

If students travel together (carpool or siblings), the older sibling or carpool student may go to the youngest sibling's or carpooler's waiting area, and wait there for the pick-up person.

Students who walk home, go to nearby day care places and those who meet their pick up person on a nearby street leave directly after school and **do not** wait at the designated area.

The traffic flow through the parking lot at arrival and dismissal times is ONE-WAY. (15 minutes before and after school) The back gate in the parking lot will be open to allow exit onto Norwood Street. All cars should enter the school lot via Queens Way and exit onto Norwood.

Things you can do:

- ❖ Use the designated crosswalks at all times.
- ❖ Stay in your car when picking up and dropping off- pull forward when a car pulls out. **WATCH for children**.
- ❖ Please slow down and observe all traffic laws. Traffic fines are double in school zones when motorists exceed the posted speed limit during the post timeframe.

Bicycles & Scooters

Since many Meadowlark & Buena Vista children live in the neighborhood, they are able to ride their bikes, skateboards or scooters to school. Your child's safety is our primary concern. Every child must obey all traffic laws and **wear helmets**. Bike storage is available in the front of the school. Skateboards and scooters are not to be ridden on school grounds.

Things you can do:

- ❖ Teach your child safety precautions before allowing them to ride to school.
- ❖ Send them to school with a helmet, even if they are planning to ride on the sidewalk.

PARENT INVOLVEMENT

Parent Organization

Purpose & Roles

Meadowlark & Buena Vista each have their own Parent Organization. The Parent Organization is a group of parents that:

- Serve as communicators and ambassadors.
They disperse information gained at Parent Organization meetings to other parents. They bring concerns from parents to the meetings.
- Encourage volunteerism.
Parent Organization members support the Volunteer Coordinator by networking with parents, grandparents, and the local community.
- Serve as fundraising boosters.
Parent Organization members provide input on all fundraisers, coordinate some fundraisers and encourage parents to make commitments to the variety of fundraising projects their school needs to meet its financial goals.
- Serve as advocates.
Parent Organization members are advocates for the needs of their children and elementary children throughout the district and state. The organization is involved in policy development and the political process related to school funding and other school issues. The organization does this by inviting speakers to its "all-parent meetings" and by rallying support for specific initiatives.

Meetings

Parent Organization meets once a month for an hour to an hour and a half. Decision-Making is by group consensus of the members. However, meetings are open to all parents and anyone can request items to be placed on the agenda. To place an item on the agenda, please contact the Parent Organization President the Wednesday before the meeting.

Members

There are approx. 10 parent organization officers. New officers join in the late spring, in time to come to our last meeting of the year before beginning their service the following year. We make an effort to have several parents from each grade level. Our principal is also a member.

Site Council

Mission

The Site Council provides outstanding stewardship for both of our schools. Stakeholder representatives, composed of teachers, classified staff, parents, and the principal work in a highly collaborative manner to help establish broad policies, allocate resources in support of school-wide goals, develop and nurture our school improvement plan, and participate in making many important decisions related to the operation of the school. There are two parent representatives on the Site council who regularly attend the Parent Organization meetings to solicit parent views on important topics. Parent representatives are selected in the Spring.

Meetings

Site Council meetings typically are held the last Tuesday of month. The meetings are open to the community. Meeting minutes are also posted each month.

Volunteers

Philosophy

Part of the vitality of Meadowlark & Buena Vista stems from the many ways in which volunteers contribute to classroom and social activities. We hope that you will share some of your time this year by choosing a school-wide activity, a committee, or a fundraising event in which to participate. Please consider filling the need left by volunteers who are going on with their children to Monroe, or who simply haven't the time to commit to our school community this year. Every contribution of time, energy, and expertise enriches students' lives and adds to Meadowlark's & Buena Vista's school environment. Please review the following list of volunteer positions for ideas of ways to contribute your time; a Volunteer Interest Form is available in the school office. State law now requires a background check for every adult volunteering at school. District 4J pays the expense of the background check.

Things you can do:

- ❖ Please sign in at the front office when you volunteer. Signing in:
 - Lets us know that you are in the building in case anyone needs to get a message to you.
 - Means you are covered by workman's compensation and liability insurance if there is an accident.
 - Helps us maintain records of volunteer hours.
- ❖ Please pick up a volunteer badge and wear it.
- ❖ As you leave the building, please remember to return your badge to the front office.

Volunteer Opportunities

- Events
Book Fair, All School Play (Meadowlark,) Fiesta Cultural (Buena Vista), Jog-a-thon, Reading Challenge and Fun Night (Meadowlark,) Spirit Week, Fall Open House (Meadowlark,) 5th Grade Graduation, Screen Free Celebration, Staff Appreciation Lunch and more.
- Working With Kids
Classroom Helpers, Library Assistant, Health Room, Traffic Safety, Health Screening, Head Lice Checks, Field Trip Chaperones, Helping in the Front Office, Reading tutoring
- Communication
Meadowlark & Buena Vista Newsletters and the Meadowlark & Buena Vista Family Directory
Emails from BJ- **Be sure we have your updated email in our system.**

Helping in the Classroom

Parent support in the classroom is welcomed. Contact your child's teacher to find out how you can help.

Things you can do:

- ❖ Encourage students to do things for themselves. Refuse to do anything for a child that they can do independently. Tell them to do the best job they can and congratulate them on their efforts.
- ❖ Be positive. State directions by using the word "do" rather than "don't."
- ❖ Encourage children by saying specific things about their work or behavior, rather than giving them generalized praise.
- ❖ Let the teacher know if a child finds any task particularly difficult. Children should complete each activity, including cleanup, before going on to something else.
- ❖ Maintain confidentiality. Students trust you to maintain their rights and privacy regarding grades, behavior, disciplinary actions, Individual Education Plan (IEP) information, and more. Please refrain from discussing a child's behavior or work with other parents. Report any safety concerns to the teacher or principal.
- ❖ If you are unable to come on your scheduled day and you are unable to arrange for a substitute, please notify the school.
- ❖ When working in your child's classroom, treat your child in the same way you do other children.

Fundraising

Goals

The principal, Site Council, and the Parent Organization determine fundraising goals. Each year we have been able to add to our PE, Music, library, computer, and classroom programs through the generous donation and hard work of Meadowlark & Buena Vista families and community members. We appreciate each and every donation because they help us to further meet the educational needs and goals of our students.

Books and Reading

Your child, like most children, will learn how to read. How well and how fluently your child will read depends partly on you. Children who read well come from homes in which reading is valued and encouraged.

Things you can do:

- ❖ Begin a positive foundation for reading early.
- ❖ Read out loud to your children.
- ❖ Talk to them about their ideas and experiences.
- ❖ Take them places.
- ❖ Take an interest in their reading progress.
- ❖ Find a comfortable place that is quiet and well lighted for reading.
- ❖ Read only as long as your child enjoys it.
- ❖ Let your child read with you. Encourage your child to join in whenever they want.
- ❖ Ask your child to “read” to you, or tell you a story. Tell stories to each other.

For further information on your child’s specific reading program, contact your child’s teacher.



GENERAL INFORMATION - THE BASICS

Telephone Use

School telephones may be used in emergencies or when a child is confused about after-school plans.

Things you can do:

- ❖ Arrange your child's after-school plans in advance so that arrangements don't need to be made during school.
- ❖ Call your child at school only when it is necessary. The office staff will deliver the message.

After School Plans

Children are expected to return home after school. If students are planning to go home with a friend, please make arrangements before child arrives at school. Our phones are extremely busy before and after school, so your help by having children prearrange their after school plans is appreciated. All students should return to the office if they have not been picked within 10 minutes of the end of their school day.

Birthdays and Holidays

Throughout the year there are class parties for special occasions.

Things you can do:

- ❖ If your child has dietary restrictions, please tell your teachers at the beginning of the school year.
- ❖ Please be sure all food items meet 4j Health and Wellness policies.
- ❖ If you would like to celebrate your child's birthday at school, check first with the teacher a week in advance before you make plans. While it is nice for the children to have treats, a gift to the class (a good book or a board game for rainy days) may provide a nice alternative.
- ❖ When bringing food for a party, make sure it is made in a commercial kitchen. District 4J does not allow home prepared food to be distributed to children.
- ❖ **When distributing invitations to private parties, do it outside of school (by phone or mail). If you are giving out invitations to students at school, you must invite all students in the class.**

Belongings at School (toys, money)

Children have a better chance of succeeding in the classroom when distractions are limited. Toys brought from home may be presented for "sharing time" but otherwise should not be played with during school hours. Likewise, money should only be sent to school to pay for school lunches or other school activities (field trips, etc...). Checks are preferred, so there is no a problem with theft. Any toys brought out during school time will be taken and given back at a later date.

Things you can do:

- ❖ Leave toys and trading cards at home.
- ❖ Make special arrangements with your child's teacher if your child wishes to share an expensive or precious possession.

Cell phones, game boys and other electronic devises

Cell phones, game boys and other electronic devices are not allowed in the classroom. If these items are sent to school by parents for after school activities they must be kept in backpacks. Backpacks are generally kept in the hallways and items in backpacks are susceptible to theft. **The school is not responsible for items stolen at school.**

Things you can do:

- ❖ Do not send or allow your child to bring cell phones or other electronic devices to school

Field Trips and Special Events

We provide opportunities for students to expand their learning through field trips and special events. We ask parents to help with transportation and supervision when we leave the site. Only students who have a signed permission slip may go on field trips or attend special activities off campus. Sometimes we need to ask you to pay an activity fee to supplement the cost of field trips. Please talk with the teacher or principal if you find the cost greater than what you can provide. Scholarships are available.

Things you can do:

- ❖ Volunteer to help with driving and/or supervision. Help out and have a great time all at the same time.
- ❖ Take care of the necessary paperwork. Parents who drive for field trips need to fill out a form (Volunteer Private Auto Insurance Information), bring a driver's license and proof of insurance to the office to be copied and placed in a confidential file.
- ❖ Parents who accompany students on Field Trips must have completed a background check through the office.
- ❖ Consult with teachers if a student or group of students you are supervising behaves inappropriately.

Lost and Found

We would like to help your child hang on to important possessions. Help us keep lost items to a minimum.

Things you can do:

- ❖ Label all of your child's belongings (jackets, sweaters, hats, lunch boxes) that are brought to school. There is a much better chance of getting the items back if your child's name is included.
- ❖ Regularly check the Lost and Found in the hallway for belongings that your child may have lost.
- ❖ Check the school office for small valuable items (keys, eyeglasses, etc...).
- ❖ Small items such as glasses, necklaces, electronic equip. are kept in the office.
- ❖ Jackets backpacks, lunch boxes are in the lost and found in the office.

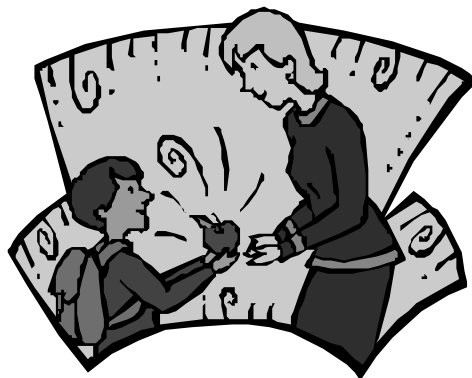
Dress Code

Students at Meadowlark & Buena Vista are expected to dress in an appropriate manner at school. State law requires that students wear shoes at all times as a matter of health and safety. In keeping with the need to maintain a good learning environment, without distractions or disruptions, the following dress code rules apply:

- No attire that is overly revealing or makeup that is distracting.
- No shoes that create a safety concern- ie: No wheelies
- No advertising of beer, wine, drugs, tobacco, or gang-related activities.
- No profane or suggestive remarks on clothing.
- No hats are to be worn in the building

Things you can do:

- ❖ Monitor your child's attire, especially during the warm-weather months, to assure appropriateness. Students value their clothing as a means of self-expression. Help them create a balance between expressing themselves and being respectful of others.



Cafeteria

Hot meals (breakfast and lunch) are served in the cafeteria every day. Breakfast begins at 7:45 in the morning. A printed monthly menu of school meals is available to you. Students are offered a choice of hot meals and a cold salad bar (including vegetables and fruit) each day at lunch. Meals may be purchased in advance from the food service manager in the kitchen, or your child may buy breakfast, lunch or milk on a daily cash basis. You may add money to your student's lunch account by going online to https://www.sodexoeducation.com/segment_0200/district_5519/enm/Entry2/. You will need your students 6 digit student ID number. If you don't know the ID number, please contact the school office.

Things you can do:

- ❖ If you believe that your child is eligible for a free or reduced lunch, please fill out an application form which is available in the school office (Federal Guidelines apply).
- ❖ Notify the office if your child has food allergies or special dietary needs so proper procedures can be followed. We will make every effort to accommodate you and your child.

After-school Child Care Options

A space just outside the main office has been reserved for posting childcare services. Feel free to post your cards and flyers, but please be aware that Meadowlark & Buena Vista are **not** endorsing posted services. Some services are listed below:

- **Creative Care** (business office: 683-7291)
On site childcare for grades K-5.
- **Kid City** (business office: 682-5312)
Childcare for grades K-5. Transportation Provided.

Things you can do:

- ❖ Make arrangements for your child before the start of the school year, as many of these services fill up early.



Bus Transportation

Eligibility

Meadowlark & Buena Vista students who live one or more miles from school may ride 4J buses to and from school. Exceptions are granted for students who live closer than one mile and cannot safely walk to school. Bus-riding students are assigned a stop based on where they live. Students must use their assigned stop unless they have written permission from a parent or guardian to do otherwise.

Registration

Bus riders must register as such during their first week of riding the bus. The Registration forms will be given out by the bus driver and must to be returned to the driver in order to continue riding. Registration is important for several reasons, but most importantly so that the driver may become acquainted with children riding their bus. Students eligible to ride 4J buses will receive a letter at the beginning of the school year explaining district and state school bus rules and regulations. Parents are expected to go over these rules with their children to help assure that they will be safe while riding the bus. **Kindergarten students will be registered to ride the bus when their parents enroll them in school.** The Kindergarten bus registration form is included in the registration packet. Without this form Kindergarten students cannot ride the bus.

Safety

All students who ride the school bus receive training on how to behave in the bus, how to cross the road when a bus has its safety lights on, where to find emergency equipment, and how to evacuate a bus in an emergency. Schools also train other students on basic school bus safety when they ride the school bus on field trips or other activities.

Schedule & Routes

The bus schedule and bus routes will be available as an insert in the “Back-to-School” newsletter that will be sent to you before the beginning of school in September. Kindergarten parents will receive a call from Transportation to confirm their pick-up time.

Further Questions?

Call 4J Transportation Department at 687-3435.



OUR SCHOOL

School Highlights

Meadowlark

- After school programs and homework support
- Music and PE specialist, K-5
- Spanish language education K-5
- Integrated technology instruction
- Library and computer lab
- Positive Behavioral Support Program (PBS)
- All school play
- Creative Care: onsite child care
- Rock Climbing wall
- Breakfast/Lunch Program
- Active Parent Organization
- Title 1 Services
- Integrated use of Brain Gym

Buena Vista

- Spanish Immersion all grades
- Music and PE specialist, 1-5
- Library and computer lab
- Positive Behavioral Support Program (PBS)
- Fiesta Cultural
- Creative Care: onsite child care
- Rock Climbing Wall
- Breakfast/Lunch Program
- Active Parent Organization
- Integrated use of Brain Gym

School Mission Statements

Meadowlark

Meadowlark Elementary School: A neighborhood school with an eye to the future.

Meadowlark is a small, unique, family oriented neighborhood school. Our mission is to create confident life-long learners who have a strong self-image built through positive academic achievement. To accomplish this we believe in:

- Empowering dynamic learning that integrates music, visual arts, technology and movement.
- Building respectful, responsible and caring relationships that value the differences of each individual.
- Creating strong, balanced, research based academic programs that meet the individual learner's needs.
- Connecting with the home environment to create strong learning partnerships.

Buena Vista

Buena Vista, a Spanish immersion alternative school, is designed for families who want their children to acquire fluency in a second language and knowledge of Hispanic/Latino cultures. The school has a strong academic program, and students excel in both English and Spanish. Music instruction and speech & language therapy are provided by specialists. We have an active and involved parent group that provides tremendous support for the school.

Skills Acquired:

- HIGH LEVEL OF KNOWLEDGE in literacy and math skills in both English and Spanish.
- APPRECIATION of multiple cultures and sensitivity to people who speak other languages, as well as a world-wide perspective.
- FOUNDATIONS of knowledge in the other curriculum areas, such as science, social studies and health.

School Improvement Goal Areas

Meadowlark

- Reading
- Writing
- Math
- School Climate/Student Relationships

Buena Vista

- Spanish and English Literacy
- Math
- Technology
- School Climate/Student Relationships

School Visitations

New families who are interested in sending their children to Meadowlark & Buena Vista may contact the school office to schedule a visitation. Meadowlark & Buena Vista host 2 weeks of open houses for incoming K-5 students one week is in January and one week is in February. Check your District 4J calendar for those dates.

Registration

If you would like to register your child at Meadowlark or Buena Vista, contact the office for the necessary forms.

Hours of Supervision

It is important for you to be aware of the hours that there is no supervision of Meadowlark and Buena Vista building or grounds. **The school provides supervision only between the hours of 7:45 a.m. and 2:40, Monday, Tuesday, Thursday, Friday, and from 7:45 to 1:40 on Wednesday.** There is no playground supervision provided before or after school. ***Children who get rides home need to be picked up immediately after school. If they are not picked up within 10 minutes of the release time, they must report to and wait in the front office***

Students who are in the building or on the grounds beyond our supervised hours risk injury to themselves. In addition, they can be disruptive to staff who are attending meetings or planning lessons for the following day. Our expectation is that most students will go home or participate in prearranged childcare following the school's dismissal. Some students may have reasons to remain at school, under the following circumstances:

- They are enrolled in after-school classes.
- They are enrolled in Creative Care.
- They work in the classroom at the teacher's request.
- They are with their parents.
- They are choir members.

Things you can do:

- ❖ Remind your child not to enter the building before or after hours of school supervision unless accompanied by an adult. Exception: if they have not been picked up within 10 minutes of their school letting out, they must come to the office so that the secretary can make a call on their behalf.
- ❖ Remind your unsupervised child to wait until 3:00 PM to return to the playground if they have your permission to play there after school.

Attendance

Meadowlark and Buena Vista Attendance Policy

Regular and prompt attendance is necessary and of paramount importance in order for your child to benefit from the educational process at Meadowlark and Buena Vista. A majority of the learning experiences in the classroom are shared through: demonstration, discussion, conferencing, explaining, checking for understanding, and re-teaching. Written work (the type of work that can be sent home to a sick child) is only a small part of what goes on in the classroom. The classroom is filled with academic and social opportunities for every child. Therefore, regular and prompt attendance is vital.

Definitions

Acceptable Attendance: Over 90% of days in attendance

Tardy: After the second bell rings
8:05 for Meadowlark
8:20 for Buena Vista

Early departure Leaving any time before the final bell
2:15 for Meadowlark
2:30 for Buena Vista

Half day absence Arrival after 10:30 for Meadowlark
Arrival after 10:45 for Buena Vista
Early leaving before 11:30 for Meadowlark
Early leaving before 11:45 for Buena Vista

Excused absence Sickness, sickness of some member of the student's family or absences due to an emergency or prearranged as approved by the principal.

4 Tardies or 4 Early departure= 1 absence

Warning Procedures

School attendance reports are run the last Friday of each month. If a student has below 90% attendance or has 8 or more tardies or early departures the parents will:

- 1- Receive a phone call by a school staff member
- 2- If attendance does not improve a letter will be mailed home with attendance policy and parent/guardian will be required to attend a conference with Principal Blake.
- 3- If attendance does not improve, student will be referred to Lane ESD truancy Officer – failure to send your student to school and maintain regular attendance is a \$150 Class C violation.

Oregon State Law Regarding Attendance

339.065 Estimates of attendance; irregular attendance; excused absences.

(1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS 339.005 to 339.030, 339.040 to 339.125, 339.137, 339.420 and 339.990, the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

School Procedures Regarding Attendance

- If your student is going to be absent or tardy, **please call the office by 9:00am.** For extended absences, if you would like to make arrangements for homework to be picked up by a parent, please call the school office by noon and any missed assignments will be waiting in the school office the next morning. Otherwise, missing assignments will be available upon the child's return to school. It is each student's responsibility to make up any written or reading assignments missed due to absence.
- The parent and/or guardian must call on the day of the absence or a note must be received within 24 hours of the absence (or by the next school day if the absence is followed by a non-school day) for the absence to be "excused."

- To be considered an excused absence, the teacher and school office must be notified of any pre-arranged absences **prior to the absences taking place.**
- A student arriving at school **after 8:05 for Meadowlark and 8:20 for Buena Vista is considered late** and the student must “sign-in” at the office. If a student is late due to a medical appointment, a parent must “sign-in” the student and the tardy will be excused.
- If excused absences are caused by illness, the school maintains the right to require a doctor’s note verifying the illness.
- **Perfect attendance awarded** will now be seen as students who are at school everyday, on time and have no early departures and no early leaving. Excused absences will be counted as absent when deciding on which students have perfect attendance.
- **Perfect No tardies and Perfect no early leavers/departers** will also be awarded as two separate categories.

Things you can do:

- ❖ Make every effort to have your child attend school regularly.
- ❖ Call the office before 8:45 am if your child will be coming in late or if you are keeping your child home from school.
- ❖ The number to call is 334-4898. This is a separate phone number for attendance only.
- ❖ A student who is tardy should check in at the office before going to class.
- ❖ If you wish to pick up your child before dismissal time, stop by the office and sign the student check out form. The student will be called from the classroom to the office. **No student will be released from a classroom to a person who does not follow this procedure.**
- ❖ Please try to make all appointments (doctor, dentist, etc...) for your child after school so that they will not miss school activities.



COMMUNICATION

Who Do I Call First?

We encourage parents to contact the school when they have a question pertaining to their child or school procedures. A general guideline: anytime you have a question or concern about classroom instruction, activities, or discipline, contact your child's teacher(s) directly.

Classroom Teacher

Regarding: Your child / Classroom program

Preferred method: by appointment (call 687-3368 or use email to make appointments)
Best time: after school M/T/Th

BJ Blake, Principal

Regarding:

School Administration

Questions / Input / Concerns

Student support / Visitations / TAG Program

Preferred method: Telephone **687-3368** / by appointment / drop in / email: **blake@4j.lane.edu**
Best time: During school hours M – F

Jan Hahn, Head Secretary

Regarding:

Student Health Concerns/Medications / Head Lice / Financial and Budget information /custodial orders and restraining orders

Operation School Bell Information,

Preferred method: Telephone **687-3368** / drop in / email: **hahn@4j.lane.edu**
Best time: 8:00 - 11:30, 1:00-3:00

Michelle Ashenfelter Department Assistant, Records/Attendance

Regarding:

Registration / Picking up child during school hours/copies of records

Questions regarding schedules, messages to students and staff or general information

Your child is tardy or absent

Preferred method: Telephone **687-3368** / drop in / email: **warren_s@4j.lane.edu**
Best time: Before 8:25

Maria Yost, Cook

Regarding: Purchase breakfast, lunch, or mild tickets

Preferred method: drop by cafeteria
Best time: 8:00 - 1:00

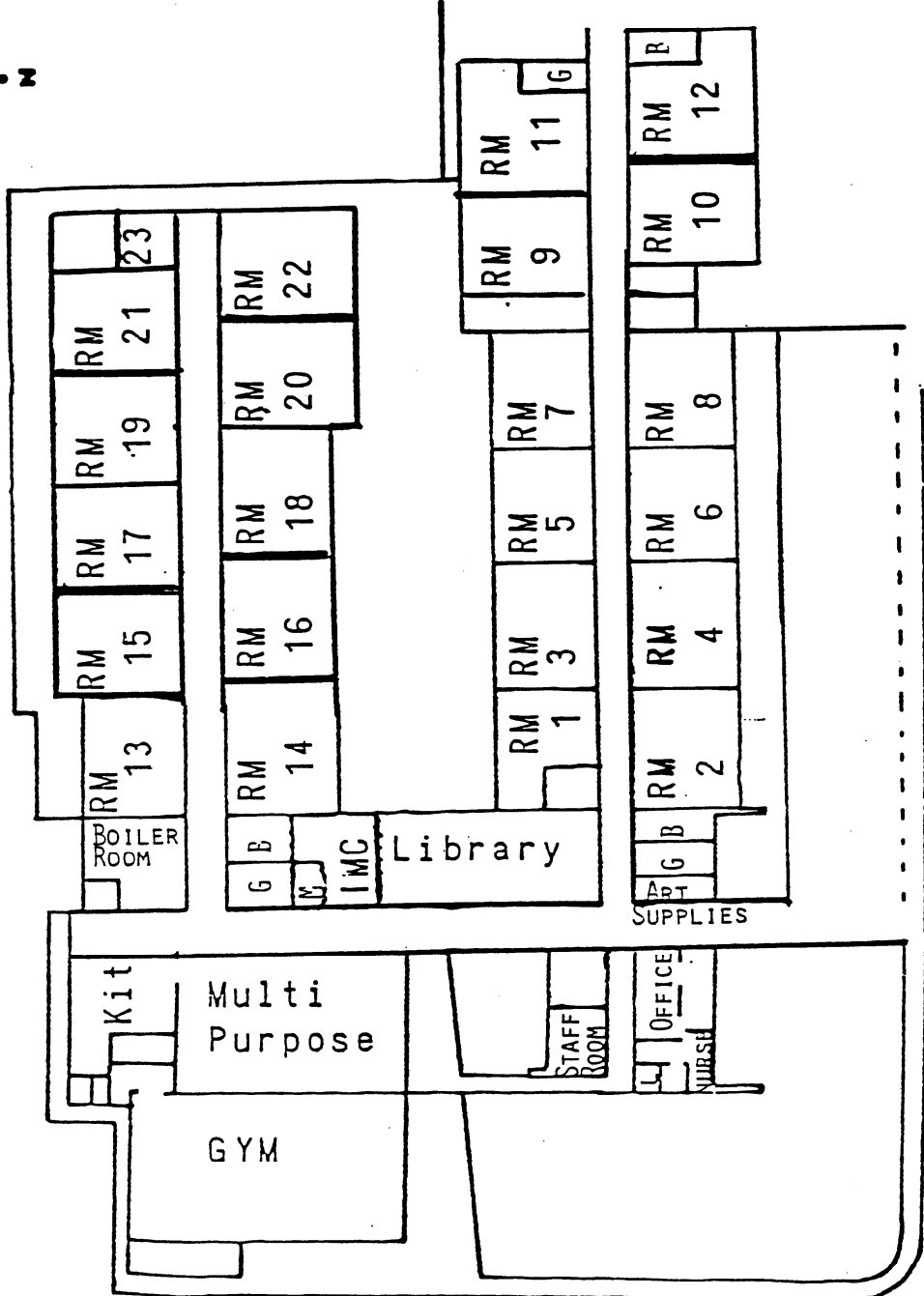
Chris Dobson, Music Teacher

Regarding: Music program

Preferred method: by appointment, email: **dobson_c@4j.lane.edu**
Best time: after school Tuesday, Wednesday, Friday

Meadowlark / Buena Vista Floor Plan

MEADOWLARK/BUENA VISTA SCHOOL



Visiting Classrooms

Do come and visit! Parents are encouraged to visit their children's classroom so they can experience the learning environment and activities first hand. As parents you are welcome anytime. While you are in the classroom you may be asked to help. Meadowlark & Buena Vista welcomes your time, energy, and involvement in the education of your child. If you decide to volunteer in the classroom and work with children other than your own you need to complete the background check paperwork in the office.

Please stop by the office to SIGN IN and get your visitor badge before going to a classroom. The front door is the only one open between 7:45 am and 4:00 pm. The visitor badge lets the staff and students know that you have checked in at the office and helps us maintain a safe campus for students.

Things you can do:

- ❖ Schedule a time with the teacher when you wish to visit.
- ❖ Sign in at the front office
- ❖ Remember that observations about children other than your own are confidential and may not be shared without the parent's permission.
- ❖ Discuss with the teacher any questions, concerns, and observations.
- ❖ If you have concerns you believe are not being addressed, please discuss those with the principal.

Student Visitors

Occasionally we receive a request to allow a child to visit one of our schools during the day. All school age visitors must be accompanied by an adult at all times.

Contacting Teachers

The best way to contact your child's teacher is to email a message directly to the teacher. Our August mailer has all teacher email addresses. The school day is very busy and the recesses and lunch period are short. Teachers will gladly return your phone call later in the afternoon or early evening. Some teachers prefer to be contacted via email. Check with your child's teacher and find out their preferred method.

Parent / Teacher Conferences

The 4J School District provides 5 half-days (or the equivalent) for teachers to meet with all parents for a formal, goal-setting conference during fall term. The time of each conference is limited to twenty minutes. During this time you will have an opportunity to review your child's schoolwork and talk with the teacher about any questions or concerns you may have.

Report Cards

In lieu of parent / teacher conferences, report cards are given at the end of winter semester and spring semester.

Family Contact Information

Please update your phone number, email, address, and emergency contact information if they change during the school year. We often send out information via email throughout the year, so an updated email address is very important. The district has the computer capability to provide mailing labels for second parent addresses, so inform the office if you would like to use this service (see Second Parent Mailings). The cost of items forwarded by direct mail will be covered.

Second Parent Mailings

Student and school information is available for joint or non-custodial parents. When your child is enrolled, the enrollment form provides space for a second name and address. If you complete these forms, a duplicate copy of all district or school labeled mailings will be sent to the person whose name appears there.

Restraining Orders/Custody Agreements

Please bring the legal documentation for any restraining orders or custody agreements to the office as to who may or may NOT have student contact. It is very important to **inform the office AND your child's teacher** so we can maintain your child's safety. Again, student safety is the major consideration.

Community and School Board

Outside the office there is a bulletin board that is reserved for both community and school-wide activities and services. Check the board each week for events, dates, and times.

Newsletters: Meadowlark & Buena Vista

Parents write newsletters for each school for both parents and children, with additional information contributed by the principal, staff, and students. Meadowlark's newsletter is published once a month and Buena Vista's is published twice a month. Newsletters contain a school calendar of activities, a report from Parent Organization and Site Council, articles and photographs of school-wide or classroom events, upcoming volunteer opportunities, and sometimes a feature of student work. Questions and concerns are also addressed. Any parent or student wishing to contribute to the newsletter is encouraged to do so. The deadline for submissions is typically the middle of the month, two weeks ahead of the publication date.

Web Page

Meadowlark and Buena Vista are on the web at:

<http://schools.4j.lane.edu/meadowlark>

<http://schools.4j.lane.edu/buenavista>

Meadowlark & Buena Vista School Directory

Each fall the Parent Organization publishes a school directory that lists the children by classroom, with parents or guardians' names, most current address, and telephone number. The directory is provided to aid in the safety and support of our students and to enhance our sense of community. It is to be used solely for school-related purposes. Listings are regarded as private information and are not made available to commercial firms or used for commercial or partisan purposes. If you would like any directory information related to your child or family either not included or not released without your consent, please notify the school in writing. Please use the form provided in the 4j calendar on page 22 and bring to the front office.



SUPPORT PROGRAMS

Health Services

A school nurse is available for consultation one day per week. In addition, there are 4 school-based health centers available for those who are unable to afford medical care. The Lions Club provides eye exams and glasses for low-income children.

Student Support Services

Through our special education program, each identified student can receive services that support their academic (Reading, Written Language, and Math) programs. Speech and Language services are available through our speech therapist for qualifying students. Our Student Support Team (SST) meets twice a month with classroom teachers to discuss students who may need academic or medical. A school psychologist is available once a week for testing, attending SST meetings, and consulting with staff and parents regarding student behavior and academic progress.

Intensive Support for Students

In addition to supporting students academically, we also offer students behavioral support. Our ISS team reviews student behavior data to identify students who need extra supports and then works with the teacher and student to create support plans for students to be a successful, safe, respectful and responsible member of our school.

Things you can do:

- ❖ Contact your child's teacher or the principal if you believe your child would benefit from a behavior support plan.

TAG Program

The Oregon Talented and Gifted Education Act provides for the identification of K-12 intellectually or academically gifted students who have met identification criteria (a score of 97% or better) on either a nationally normed test of mental ability or an achievement test in reading or math. In addition, the criteria for identifying TAG students must include behavioral, learning, and/or performance information. Eugene School District 4J's board policy make special provisions to identify students from ethnic minorities, students with disabilities, and students who are culturally different or economically disadvantaged.

Things you can do:

- ❖ Contact your child's teacher or the principal if you would like to learn more about the program or refer your child for TAG identification.

Student Educational Records

- Confidentiality:
All educational records are confidential and may be opened for inspection only in accordance with federal and state law and school board policy.
- Inspection:
Students and their parents or legal guardians have the right to inspect their own education records and to challenge the content of the records. If the custody of a student has been granted to only one parent, it is important for you to know that the non-custodial parent has access to all education records unless there is a court order to the contrary.
- Amending:
Parents or legal guardian have the right to request an amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Release:
Generally parents must consent to the release of all education records. The school district, however, may release education records without consent in the following instances:
 - To school board members during an executive session closed to the public to consider the expulsion of a student or to examine confidential medical records.

- To other school district employees who have a legitimate educational interest in the records.
- To state and federal governmental agencies requiring such information.
- To organizations conducting studies on behalf of the school district.
- To accrediting organizations if the information is needed to carry out their accrediting functions.
- To parents of a dependent student.
- For emergency situations involving the health or safety of the student or other persons.

STUDENT BEHAVIORAL EXPECTATIONS & SUPPORT

Overview

Meadowlark & Buena Vista have two key elements in its school-wide behavior plan. The first is the planning and implementation of school-wide behavior expectations and consequences known as PBS (Positive Behavior Support). Our PBS program includes a set of school rules and guidelines, behavior lesson plans, a database for tracking student referrals, consequences, and behavior reinforcers. The 2nd emphasis target teaching “Second Step” in each classroom. This program teaches students Empathy, Impulse Control, and Problem Solving Strategies.

In addition, Eugene School District 4J has adopted a Student Rights and Responsibilities Handbook that is mailed out to all families in the fall. This handbook outlines policies for Nondiscrimination and Harassment, Weapons in the Schools, and other information and guidelines for parents and students. A 4J Calendar and Handbook provide parents with policies and general information about our school district and the services provided. If you have not received this handbook or calendar by the start of school, please request one from the school office.

What is the Positive Behavior Support System (PBS)?

PBS is a systems approach to building the capacity of schools to educate all students, especially those with problem behaviors. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses (positive and corrective) to their behavior, 85-95% of the students will meet those expectations and those needing more help will be in small enough numbers that they can be handled.

There are three major component systems to PBS:

1. School-wide systems to establish a positive social culture - including expectations that are explicitly taught, systems to acknowledge students meeting behavior expectations.
2. Classroom systems that blend academic and behavioral competence.
3. Individual student supports for the 3 - 5% of students with the most intense behavior support needs.

School-wide systems are the foundation, with classroom and individual systems added. In implementing school-wide systems, teaching of rules and expectations is always first. Students cannot be held accountable for behaviors they do not know or understand. Acknowledgement systems are put in place next - PBS is positive behavior support. Only then are correction systems instituted.

A school-wide team worked together to create systems that enable students to know what is expected of them, to have confidence they will be acknowledged when expectations are met, and be certain they will be corrected when they don't. You can also access a 4J web site at <http://www.4j.lane.edu/ess/ebs> to get more information on PBS.



Prevention

Meadowlark & Buena Vista students need to know what kind of behavior is expected. They also need to have guidelines and tools to help them use appropriate behavior. Parent expectations and support of appropriate school behavior is also critical. For more information please see page 33 for the PBS Rules and Expectations grid. The following Programs/Procedure/Rules are the standards for preventing behavioral problems:

Meadowlark & Buena Vista's School Rules:

Be Safe, Be Respectful, Be Responsible

Building Procedures

Each school-wide procedure is introduced at the beginning of the year and as needed for each classroom. Re-teaching takes place by the classroom teacher as necessary throughout the year, depending on the students. Guidelines and rules have been established for the following areas: hallways, library, bathrooms, cafeteria, playground, drinking fountains, and assemblies. Earthquake, fire drill, and evacuation procedures are also in place and taught/practiced with all students.

Second Step

Every child participates in classroom lessons to help them learn skills in the areas of empathy, impulse control, and problem solving strategies.

Intervention

Sometimes students need other supports in order to help them learn and remember to use the guidelines and tools that have been provided. Parent support is also vital in helping children learn new behavior or maintain appropriate school behavior. Some options include:

- Check In/Check out
This is a program set up to give students consistent and frequent support and feedback throughout the day. Using a point system students receive specific feedback from adults several times during the day. Students on CI/CO meet with an adult one-on-one at the beginning and end of the day to set goals and review their progress..
- Recess Contracts
This is a set up for students who are having trouble following the rules on the playground consistently. The Meadowlark & Buena Vista PBS Rules are emphasized.
- Classroom Contracts
This is set up for students who are either having trouble following rules in the classroom or completing/turning in assignments. The student remains on the contract until satisfactory improvements are made.
- First Steps
This is a program sponsored by the UO and is designed to help kindergarten and, at times, first grade students, learn social skills.
- IPBS-
Even with the many support systems in place at our school, some students still struggle behaviorally. Individual Positive Behavior Systems are put into place when CICO or other supports do not give a student enough support to be successful. IPBS creates an individualized plan, designed specifically for that individual student.

Recognition

Positive Recognition and Incentives:

We believe it is important to share success with students.

Each classroom has its own special way of doing this on an individual, small group, or entire-class basis. On a school-wide basis, "World Class Citizens" are given to students by staff for demonstrating the PBS rules or for academic excellence. Students turn their "World Class Citizens" slips into their classroom teacher for incentives established by the classroom teacher and students.

Discipline

Consequences for misbehavior shall be progressive unless the principal determines that the severity of the behavior warrants an immediate suspension and /or police involvement. A child's due process rights will be observed in all such instances. As stated above, every effort is made to use preventative measures, interventions, and positive recognition and incentives to support the student.

Referrals:

Referrals are issued for behaviors that are more "major" that involve physical contact, theft, inappropriate language, property damage, harassment/bullying, weapons, insubordination or disruption. Consequences are established as a result of the problem behavior. The consequence may consist of loss of a privilege, apologies, parent conferences, detention, or school suspension. Any time a referral is given to a student, the principal will speak to the student and investigate the situation to decide upon an appropriate consequence.

Standbys:

Standbys are used for reminders when a child has chosen a behavior that is not safe, respectful or responsible, but does not rise to the level of a referral.



Meadowlark and Buena Vista Behavior Expectations Grid

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ALL SETTINGS	Act in a way that does not put you or another person in danger.	Recognize and be considerate of the rights and feelings of others.	Control your own actions and choose to do the right thing.
NON-CLASSROOM SETTINGS			
CAFETERIA/KITCHEN	<p>Pause & pay attention. Walk. "Flow." Don't share food. Store play equipment in lunch bins in hall while eating. Report spills immediately.</p> <p>Students with Peanut butter products sit at PB table. Students at PB table must wash hands with wipes when done eating. Students at PB table go to the bathroom and wash with soap and water after being released by supervisor.</p>	<p>Use polite speech and manners. Use indoor voice. Obey adults immediately. Raise hand. Keep hands & feet to self. Allow anyone to sit down. Leave table area clean. Act fairly (no taking or giving cuts)</p> <p>When excused, students line up silently on the wall. Body to self. Wait to be excused. When excused, walk silently down hall and past ML classrooms.</p>	<p>Bring jackets/hats for recess. Dump waste carefully. Stack things neatly. Recycle appropriately. Stop talking when lights are out. Hands & feet to self. "Pick & Stick." Return lunch box bins to classroom promptly. No more than 4 to a side.</p>
PLAYGROUND	<p>Walk to and from the playground. Stay within the boundaries. Use equipment safely. Food free zone. What's on the ground stays on the ground. Get adult help for accidents and dangerous situations. Chase games and rough play are prohibited.</p>	<p>Play fairly. Include everyone. Follow supervisor's directions. Share equipment. Use appropriate voice & language. Solve problems peacefully.</p>	<p>Must have a clip to leave the playground for any reason. When the first whistle blows stop playing & freeze. When the second whistle blows, Pick up equipment and coats. Line up quietly on class number. Keep toys off the playground.</p>
PERIMETER AREAS (All areas immediately surrounding school building)	<p>Keep hands, feet and belongings to self. Enter and leave promptly. Walk on sidewalks. Watch out for cars and buses. No chasing, rough play, climbing or throwing balls in perimeter areas. Walk bikes/carry scooters and skateboards on school walkways.</p>	<p>Use quiet voices, kind words and problem solving skills. Keep walkways open. Follow adults instructions when given.</p>	<p>Keep belongings with you. Arrive & leave on time. Walk bikes & scooters and lock them in proper places.</p>
HALLWAYS	<p>Look both ways before entering. Always walk on the right side. Walk facing forward; stay close but not touching. Keep hands and feet to self. "Flow" = Face forward, keep up in line, don't go against traffic direction.</p>	<p>Be silent. Keep hands off other people's belonging or displays. Hold door for others. Wait for other classes to pass. Walk using quiet feet.</p>	<p>Go directly to destination. Have hall pass. Keep hallways clean. Carefully hang coats & backpacks. "Pick & Stick" = Choose a seat and stay there.</p>
BATHROOMS	<p>Keep the bathroom clean & dry. Practice good health habits.</p>	<p>Wait your turn quietly. Give people their privacy. Exit the stall as soon as you're finished.</p>	<p>Have bathroom pass. Flush toilets after use. Use equipment and supplies appropriately. Return to class promptly. Report problems immediately.</p>
OFFICE AREAS (& Health Room)	<p>Report emergencies to an adult. Keep hands and feet to self.</p>	<p>Wait quietly for adult help. Use appropriate voice level. Use kind words and actions. Be patient.</p>	<p>Carry bathroom pass. Flush toilets after use. Use equipment and supplies appropriately. Return to class</p>

				promptly. Report problems immediately.
COMMON INSTRUCTIONAL AREAS				
•	LIBRARY, COMPUTER LAB, ESL, & SMALL GROUP ROOMS	Be in areas only with an teacher/staff member. Keep walkways clear. Use equipment correctly.	Use appropriate voice. Remember "food free zones." Follow adult instructions.	Handle equipment and supplies appropriately. Leave areas ready for use. Come prepared. Use time wisely.
•	GYM	Use equipment appropriately. Maintain personal space. Keep your body under control. Play safely. Wait your turn. Follow game rules.	Follow teachers instructions. Encourage others. Respect others' space. Play cooperatively. Speak positively. Be a good listener.	Stop, look, listen to signals from adults. Wear appropriate clothing/ shoes. Stay out of gym unless supervised by an adult.
		BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
	ALL SETTINGS	Act in a way that does not put you or another person in danger.	Recognize and be considerate of the rights and feelings of others.	Control your own actions and choose to do the right thing.
•	SPECIAL EVENTS	Stay with your group. Use safety rules in vehicles & buses. Follow directions the first time. Carry chairs safely.	Listen to presenters and leaders. Stay seated during performance. Be courteous and show appreciation for performances. Enter and exit appropriately. Use appropriate voice responses.	Take care of own belongings. Be open & ready to learn. Pick up litter. Dress appropriately.
•	ASSEMBLY	Carry chairs safely. Follow teacher directions.	Enter quietly and listen for music to turn down, watch for person to walk to the front. Stop talking immediately and listen to presenter/leader. Stay seated during the performance. Be courteous and show appreciation for presenters.	Be ready to learn.
•	RAINY DAY RECESS	Blacktop and bark only. Line up under the covered area. No balls under covered area. Stay out of puddles and down spout.	Silent voices when lined up. Walk down ML hallway to outside silently.	Head covering- required to be outside of covered areas, can be water resistant hood or hat water resistant coat Student with wet underclothing will call parents from classroom.
	EATING OUTSIDE	Same as Cafeteria rules plus: May sit on the cement between hall doors and before the green wall starts, or at tables, 5 to a side.	Same as inside cafeteria rules. Leave path to gym.	Same as cafeteria. Dump trays and line up by window between hall and cafeteria doors.
	Revised 1-03-07			

Basis of the Harassment or Discrimination

Discrimination, Harassment, Intimidation, Bullying, and Retaliation

School board policy prohibits discrimination, harassment, intimidation, or bullying, as defined by this policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation, or at any official school bus stop. The district expects that staff, volunteers, and students will provide equal treatment and access to educational programs, services, and aid to students without regard to their disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

Discrimination: In the provision of programs, services, benefits, or other aid to students, the district may not:

- Treat one student differently from another in determining whether he or she satisfies any requirement or condition for the provision of the program, service, benefit, or aid.
- Provide program, services, benefits, or other aid in a manner that differentiates among students;
- Deny any student such programs, services, benefits, or other aid.
- Subject any student to separate or different rules or behaviors, sanctions or other treatment;
- Otherwise limit any student in the employment of any right, privilege, advantage, or opportunity; or
- Allow student-to-student harassment.

Harassment: “Harassment” means unwanted behavior of a nonverbal, verbal, written, graphic, sexual, or physical nature that is directed at an individual or group of students on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group.

Intimidation or bullying: “Intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, and that have the effect of:

- a. Physically harming a student or endangering a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment.

District Staff’s Responsibility: Staff will follow school board policy to ensure that students are not discriminated against, harassed, intimidated, or bullied based on disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristics of a national origin group, with regard to the following:

- a. The direct and indirect supervision of students and enforcement of the rules as defined in Section 6;
- b. Providing reasonable access to all district programs, classes, services, and aid;
- c. Use of terms that are derogatory;
- d. Unfair discrimination between students in use of tests and instructional material;
- e. Any staff member who has knowledge of conduct in violation of this policy shall immediately report his or her concern to an administrator.

Informing Volunteers and Others: Staff are responsible for informing volunteers and other adults working in schools of this policy and for supervising their activities.

Student Responsibility: Students are expected to follow the standards for student behavior outlined in school board policy and the district’s Student Rights and Responsibilities Handbook, which includes the requirement that they refrain from harassment, discrimination, intimidation, and bullying and comply with this policy.

- a. Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor, or administrator. These reports may be made anonymously.
- b. Students who violate this rule are liable for discipline, suspension, or expulsion following the rules established in the Student Rights and Responsibilities Handbook. Individuals may also be referred to law enforcement officials. Staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

Retaliation: Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action of other appropriate sanctions.

District Responsibility: In providing programs, services, benefits, or other aid to students, the district and its staff and volunteers shall not, on any basis prohibited by this policy:

- a. Treat one student differently from another in determining whether he or she satisfies any requirement or condition for the provision of the program, service, benefit, or other aid;
- b. Provide programs, services, benefits, or other aid, in a manner that differentiates among students;
- c. Deny any student such programs, services, benefits, or other aid;
- d. Subject any student to separate or different rules of behavior, sanctions, or other treatment;
- e. Otherwise limit any student in the enjoyment of any right, privilege, advantage, or opportunity;
- f. Allow student-to-student harassment, discrimination, intimidation, or bullying and will take direct action when it is observed or reported;
- g. Allow retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry.

The district and its staff will track incidents of discrimination, harassment, intimidation, and bullying and report this information annually to the board.

Training: The district shall provide for the training and orientation of staff and volunteers on the contents of this policy with the goal that they will be able to avoid, recognize, discourage, and deal with discrimination, harassment, intimidation, and bullying.

Complaint Procedures:

- a. A student or his or her parent or guardian who believes that the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, staff member, or volunteer is encouraged to report the incident to the staff member on duty at the time or to the student's teacher or to the administrator. Information may be presented anonymously. Teachers and other staff who observe students engaging in discriminatory, harassing, intimidating, or bullying behaviors are responsible for taking action to deal with the behavior and reporting the incident, which may include following the rules for discipline outlined in the Student Rights and Responsibilities Handbook;
- b. A student and his or her parent or guardian are encouraged to attempt to resolve concerns through discussions with school staff. However, if they are unable to resolve the complaint and believe the student is the recipient of discrimination, harassment, intimidation, or bullying from another student, a district staff member, or the district generally, or one of its volunteers, they are encouraged to follow the procedure outlined in the Student Rights and Responsibilities Handbook and the district's Discrimination, Harassment, Intimidation or Bullying Complaint Process;
- c. There will be an attempt to assist students and/or parents in resolving concerns and issues prior to the use of the formal disciplinary or complaint procedures. This may include counseling, education, mediation and/or other opportunities for problem solving between both parties. However, the severity of a specific incident may require immediate disciplinary action.

Annual Review: This policy and any procedures developed as a result of this policy will be reviewed annually, in the fall, with each building and department staff.

Policy Review: The school board will evaluate the effectiveness of this policy on the anniversary of its adoption and every three years thereafter.

It has always been our practice to keep parents informed if their son or daughter receives a serious threat of violence or harm at school, but it is important for you to know about a procedure we have implemented to comply with recent changes in state law.

At Meadowlark and Buena Vista we expect that everyone (students and staff) will be treated with respect. The following rules apply:

- If you observe an incident of harassment or discrimination, **report it.**
- If you are involved in an incident of harassment or discrimination, **report it.**

Threats:

Oregon law now requires schools to inform parents if their son or daughter's name appears on a targeted list that threatens violence or harm, or when he or she receives a threat of violence or harm from another student. We will be issuing the following procedure to inform you if your student either receives or makes a serious threat of violence or harm:

- If your son or daughter's name appears on a list threatening violence or harm, or if he or she receives other threats of violence or harm by another student, we will attempt to meet with you personally, or talk by telephone, within 12 hours of learning about the threat. We will tell you about the threat, who made it (if we know), and the action we are taking to respond to it. We will also send you a notice within 24 hours, stating that your son or daughter did receive a threat. Our number one priority will be to make sure that school is safe for your children.
- If your son or daughter made a threat, we will let you know that he or she made it and what action we are taking, including informing the parents of the student who received a threat that your student made.

