

St. Mary's Public School Student & Family Handbook



2019-2020



Inspire, Challenge & Prepare

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Welcome!

Dear St. Mary's Families,

Thank you for taking the time to review this handbook. We hope that it serves as a valuable resource to you and your student throughout the year.

At St. Mary's, our mission is to nurture and inspire a love of learning and provide each child with an education designed to advance achievement and confidence. Our mission's success comes, in part, from strong relationships between school and home.

At St. Mary's we will:

- Call home within an hour of school starting if your student is absent without notice.
- Provide weekly newsletters with updates of important dates and announcements.
- Send announcements and reminders via phone, e-mail and/or text message.
- Maintain an up-to-date webpage and Facebook (@stmarysmasd91) page.
- Check student planners daily for messages and notes from home.
- Contact parents with celebrations as well as concerns.
- Provide meaningful opportunities to engage in classrooms and the school community.

At St. Mary's we ask that families:

- Attend AVID Family Workshops
- Attend Fall & Spring Conferences
- Make attendance a priority, scheduling appointments and vacations outside regular school hours whenever possible.
- Notify the office of student absences before 8:30am on the day of the absence.
- Check your student's planners daily.
- Talk with your child's teacher if your student is struggling academically, emotionally or socially in school.
- Keep contact information up-to-date with the office.

You are always welcome to contact me via e-mail or phone if you have questions or concerns. I value your input and your dedication to helping make St. Mary's and Mt. Angel School District a great place to grow and nurture our kids.

Katie Voss, Principal

voss_katie@mtangel.k12.or.us

(503) 845-2547

St. Mary's Staff

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<i>Katie Voss</i>	<i>voss_katie@mtangel.k12.or.us</i>	<i>Principal</i>

Activity Calendar 2019-20

September 2019		February 2020	
9/3	The First Day of School!	2/4	Early Release, students release @ 12:50pm
9/06	First Day for Kindergarten	2/6	Annual Parent Input Mtg. 5:30
9/12	Half Day, students release at 11:20am	2/6	AVID Family Night 6:30
9/13	Oktoberfest, No School	2/17	President's Day, No School
9/30	Eagle Virtue Assembly (Crazy Hair Day) 8:15am	2/28	Eagle Virtue Assembly (Twin Dress-Up Day) 2pm
October 2019		March 2020	
10/2	Picture Day!	3/3	Early Release, students release at 12:50 pm
10/10	AVID Family Night 6:30-7:30pm	3/6	Family Fun Night, 6:30-8:30pm
10/11	State Teacher In-service Day, No School	3/17	Eagle Virtue Assembly (Green or Leprechaun Dress-Up Day) 9:15am
10/14-18	St. Mary's Fun Run (1st dry day)	3/18	Evening Conferences 4-8pm
10/31	Eagle Virtue Assembly (Halloween Dress-Up Day) 12:30pm	3/19	Conferences 8am-8pm, No School
		3/20-27	Spring Vacation, No School
November 2019		April 2020	
11/1	Fun Run Assembly 2pm	4/7	Early Release, students release at 12:50pm
11/8	Grading Day, No School	4/13	Grading Day, No School
11/11	Veteran's Day, No School	4/9	Kindergarten Round-Up 6:30pm
11/22	Eagle Virtue Assembly (Sports Dress-Up Day) 9:15am	4/30	Eagle Virtue Assembly (International Dress-Up Day) 1pm
11/25	Evening Conferences 4-8pm		
11/26	Conferences 8am-8pm, No School		
11/27-29	Thanksgiving Break, No School		
December 2019		May 2020	
12/5	5 th & 6 th Grade Music Concert 7pm	5/1	Cinco de Mayo Assembly 2pm
12/10	Early Release, students release at 12:50pm	5/1	Cinco de Mayo Celebration 6-8:30pm
12/12	Winter Music Program for Gr. 3-5, 7pm	5/21	Spring Music Program for Gr. K-2, 7-8pm
12/19	Eagle Virtue Assembly (Holiday Dress-Up Day) 1pm	5/25	Memorial Day, No School
12/23-1/3	Winter Vacation (School resumes Jan. 6)	5/29	Eagle Virtue Assembly (Career Dress-Up Day) 8:15am
January 2020		June 2020	
1/20	Martin Luther King Jr. Holiday, No School	6/8	5 th Grade Assembly 2pm
1/27	Grading Day, No School	6/10	Field Day
1/31	Eagle Virtue Assembly (Inside-Out Dress-Up) 8:15am	6/11	Last Day of School, Half Day, students release at 11:20am

St. Mary's Public Elementary School

590 E. College Street
Mt. Angel, OR 97364
(503) 845-2547

School hours

8:00 AM - 2:50 PM (Mon, Tues, Thurs, Fri)

9:00-2:50 (Wednesday)

Office hours

7:30 AM - 3:30 PM

Students' Day

7:25 AM Supervision of students in the cafeteria begins

Bus riders are dropped off at the fence by the playground and enter through the playground doors

Car riders are dropped off at school enter through the side cafeteria doors

7:50 AM Students are released to their classrooms

8:05 AM Learning begins!

Lunch & Recess Schedules

Kindergarten	Lunch 11:05-11:25 Recess 11:25-11:45
First Grade	Lunch 11:25-11:45 Recess 11:05-11:25
Second Grade	Lunch 11:55-12:15 Recess 11:35-11:55
Third Grade	Lunch 11:15-11:35 Recess 10:55-11:15
Fourth Grade	Lunch 11:45-12:05 Recess 12:05-12:25
Fifth Grade	Lunch 11:35-11:55 Recess 11:55-12:15

2:50 PM Dismissal

District Beliefs and Values, Mission, and Vision

St. Mary's Mission and Vision Statements

We nurture and inspire a **love of learning** and provide each child with an education designed to advance **achievement and confidence**.

We are **the heart of early learning in Mt. Angel**, providing an educational experience that prepares students for academic success and virtuous citizenship.

Mt. Angel School District Mission & Vision Statements

We develop virtuous students who honor Mt. Angel's diverse culture and inspire their pursuit of academic success

We provide exceptional educational experiences that inspire, challenge and prepare each student to achieve personal and academic success.

District Goal Statement:

By June of 2022, all students will be on track to graduate and be prepared with a plan for life beyond high school.

Through AVID all staff will implement effective strategies and methodologies.

1. Students will have at least a 92% regular attender's rate.
2. All 9th graders will earn 7.0 credits.
3. Students entering kindergarten will have preschool experience.
4. Students in grades 3, 7 and 10 will meet growth goals on district-wide tests in reading and mathematics.
5. Students will graduate with a minimum of 12 college credits.
6. All high school students will earn a minimum of 6 career/technical education credits prior to graduating.
7. All students will participate in at least one school or community activity, club or sport each year.

Mt. Angel School District Beliefs:

Embraces diversity and believes we are stronger together;

Recognizes success achieved through personal development, inquiry and relevant experiences;

Honors the culture and traditions of our small community through involvement and volunteerism;

Believes communication is essential to collaborative relationships that foster growth;

Values a systematic approach that supports students in their relentless pursuit of academic excellence; and

Develops, models and celebrates virtuous citizenship.

Academic Success

Absences and Excuses

Your child's regular attendance in school encourages academic and social-emotional success. Together, families, educators, and community members can support a child's attendance and help each student stay on the path to success.

It doesn't matter whether the absences are excused or unexcused -- each missed day represents missed learning time. Missed days add up quickly: When a student misses as few as two days a month, that's 10% of the school year. This increases the risk of academic and social-emotional struggles. (2 absences a month x by nine months = 18 days/10% of missed school days in a school year.)

School + You = Success

Too Sick for School?	
Students can go to school if:	Keep students home if:
<ul style="list-style-type: none"> • They have a runny nose or little cough, but no other symptoms. • They haven't taken any fever reducing medicine for 24 hours, and have been fever-free during that time. • They haven't thrown up or had diarrhea for 24 hours. 	<ul style="list-style-type: none"> • They have a temperature higher than 100 degrees even after taking medicine. • They are throwing up or have diarrhea. • Their eyes are pink and crusty. • Rash that may be disease related or the cause is unknown-check with your health care provided before sending the child to school.

A parent should excuse an absence by calling 503.845.2547, sending a note or e-mailing the office (rincon_alejandra@mtangel.k12.or.us) with an explanation for the absence (illness, emergency, appt., etc.). Students may be excused on a limited basis from established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

As ORS 339.065 states: In regular attendance for purposes of the compulsory attendance provisions of Oregon Revised Statutes, 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. As per District policy, parents or guardians will receive an attendance notice in the event of irregular attendance.

AVID: Advancement Via Individual Determination

AVID is a Kindergarten through Grade 12 system for how we achieve our stated beliefs and values for all students. AVID students graduate and attend college at higher rates, but more importantly, they can think critically, collaborate, and set high expectations to confidently conquer the challenges that await them.

AVID strategies for successful learning are seen throughout the classrooms at St. Mary's Public School in the form of organizational tools such as daily planners, collaborative discussions in the classroom and notetaking throughout the day to process learning.

AVID family nights occur three times a year and offer families an opportunity to build strong partnerships and establish open communication between teachers, family and school.

Family Involvement

Families are the earliest and most significant teachers in a child's life. A child's value of education and lifelong learning is also impacted by teachers, caregivers and outside influences. Families know their child best and can help foster learning by linking current and past experiences, by asking questions that help the child reflect, and by supporting the child's growing knowledge of self and what works best for him or her. Families can take an active role in their students' education at home and at school by attending family events such as conferences and AVID nights, volunteering in your child's classroom or for special school events, joining our parent group St. Mary's Parent League (SMPL) or serving on Site Council.

Site Council

The site council is a group of parents and school staff who meet monthly to provide input and support in monitoring and implementing the school's plans for improving student achievement. The council consists of 8 members: 3 parents, 3 teachers, 1 classified staff member and the Principal. The Site Council is a group of parents and school staff who meet monthly to provide input and support in monitoring and implementing the school's plans for improving student achievement. The Council consists of 8 members: 3 parents, 3 teachers, 1 classified staff member an

Volunteers

We have many volunteers at St. Mary's who serve in a variety of capacities including classroom work, field trip chaperones, and special project coordination. The District requires that each volunteer pass a criminal history background check. That check needs to be done every three years, even for past volunteers. The form for the background check is available in the office. It should be signed and returned at least two weeks before your first date of service.

Student Support Services

In addition to our regular educational programs, the following special programs and services are offered to help the needs of students.

Counseling

The Mission

The mission of the St. Mary's Public School Counseling Program is to contribute positively and successfully to the educational, personal/social, and career development of all students. Our collaborative team of counselors, staff, parents, and community members work together to create a supportive, safe, and caring atmosphere to promote high academic achievement and emotional well-being for all students. Our goal is to help children develop skills to reach their fullest potential and prepare all students to be lifelong learners.

The counseling department provides a multitude of services to ensure every child's needs are being met. Some of the ways this is done are: individual counseling, small group lessons, classroom guidance,

collaboration and consultation with stakeholders, and ensuring the American School Counselor Association (ASCA) guidelines are being adhered to at all times.

Current focus

The counseling department is working on Social and Emotional learning with the use of Zones of Regulation and our emotional regulation room. Ongoing collaboration through the Student Support Team has been another significant area of focus. Attendance monitoring has been the other substantial focus by the counseling department. Through these areas of emphasis, the counseling department is striving to ensure all students meet their social and academic needs.

Early Intervention Services

Free early Intervention Services for students aged 0-5 are available through the Willamette ESD, at 503-588-5330. If you know a child needing Special Services, please have them notify their doctor, or the school for screening and referral.

ELL

The Mt. Angel School District has a research based LEP plan for ensuring success for English Language Learners (ELL). We believe that English language learners can achieve the same high academic standards which are the expectations of all students with the comprehensive, collaborative system of supports outlined in the district LEP plan, available at masd91.org.

Our district will provide services to ELL students through the Mt. Angel ELL Program that:

- Recognizes sound practices by experts in education and language acquisition
- Represents an integral part of the school-wide plans
- Complies with state and federal requirements
- Respects cultural diversity
- Produces growth in expressive and receptive English proficiency
- Allows meaningful and equal access to all district programs

Mt Angel School District strives to ensure that all ELL students become proficient in English and reach high academic standards. The district believes in closing the achievement gap for ELL students through training and a program that addresses the language needs of language learners through a multi-faceted and comprehensive system of supports.

Health Screening

Current screening tests include vision, hearing (1st grade), dental, head lice checks, and height and weight. Parents will be notified if their child is identified as having a possible problem and will be counseled as to appropriate sources of help and/or resolution of those difficulties. Screenings are not necessarily performed by licensed medical personnel.

Private Services

While parents have the option of placing their children in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the District is not obligated to cover resulting tuition or costs. The District will not pay for private services or tuition for any student unless required to do so by state or federal law. If a parent wishes the District to consider a publicly funded private placement or private services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained.

Therefore, for any regular education, 504 or IDEA student, a parent must give notice either at the last IEP or 504 meeting prior to obtaining private services, or in writing at least 10 business days prior to obtaining private services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the District, and the parent's request that the private services be funded by the District. Failure to provide notice may result in a denial of any subsequent reimbursement request.

Special Education

Mt. Angel School District is proud to be able to provide quality special education services to students with disabilities. Students in kindergarten through age 21, who meet eligibility criteria under the law (Individuals with Disabilities Education Act - IDEA) and demonstrate educational need, receive special education services. Mt. Angel School District operates under the following beliefs:

- Special education services should be brought to the student within the least restrictive educational setting.
- Students with disabilities should have access and exposure to rich instructional, curricular, and social opportunities that general education offers.
- Special education students will be held to rigorous academic standards and expectations.
- Staff are committed to being accountable for meaningful student progress.
- Parents are essential partners in educational decisions.

Assessments

Mt. Angel School District and St. Mary's uses a variety of assessments to evaluate student growth, needs, and curriculum and instructional effectiveness. We use curriculum based assessments, as well as state and nationally normed assessments of growth and achievement. Test results are shared with families after each testing period.

- **Measures of Academic Progress (MAP)** Testing is conducted in grades K-5 in the up to 3 times per year in the following areas:
 - Reading
 - Math
- **Oregon Statewide Assessment System (OSAS)** tests are conducted in grades 3-5 in the spring in the following areas:
 - English Language Arts
 - Math
 - Science (5th Grade Only)
 - Extended Assessment (for select students with disabilities)

The Annual Notice for Statewide Tests and Opt Out Form from the Oregon Department of Education is posted on our district website.

Talented and Gifted

Mt. Angel School District seeks to identify Talented and Gifted students (TAG) in three categories: academically talented, intellectually gifted or potential to perform. Students may be identified in any combination of these categories. Those identified as academically talented have shown specific ability in reading and/or math. Intellectually gifted students have demonstrated advanced capabilities in mental reasoning. Identification is based on multiple criteria that reveal a consistent pattern of excellence over time, or the potential for such a pattern.

Evidence can include nationally standardized test scores, work samples, grades and anecdotal records. A student with multiple measures at or above the 97th percentile may be identified as TAG; a student may qualify under Potential to Perform if he/she has multiple sources of evidence at or above the 94th percentile and unusual circumstances.

All 2nd grade students are screened for TAG using a non-verbal assessment of cognitive ability, and student state and district test scores are regularly reviewed for eligibility. Teachers and or parents can make referrals for the TAG program at any time by contacting the school counselor and completing a TAG referral form.

Students identified as TAG will receive a student-specific plan, updated annually with input from families that supports the unique needs of the TAG student.

Title I Plan

St. Mary's Public School updates its Schoolwide Title I Plan each year. At the beginning of the school year, we had our leadership and teachers at St. Mary's complete the annual monitoring the Schoolwide Title I plan that governs the Title I programs.

From this process, three Indicators were identified as priority goals for the 2018-19 school year

- The school's principal and staff will work together to create a safe, respectful, culturally-inclusive environment with consistent school rules and expectations.
- School staff will ensure families have the opportunity for meaningful involvement in the school.
- School staff will involve parents and students in setting student goals and preparing the student for post-secondary education and careers.
- St. Mary's also engaged in the ORIS needs assessment and identified the following as priorities/goals for the 2018-19 school year:
- Involving families in goal setting to support higher levels of differentiation and higher expectations for all students, particularly in English Language Arts.
- Develop a Multi-Tiered System of Supports (MTSS) with increased attention to highly effective, research-based reading strategies.
- Deepen school-wide supports for social-emotional learning.

School-Parent Compact

A school-parent compact shall be developed for each of the district's Title I schools. The compact shall:

1. Describe the school's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards;
2. Describe the ways in which each parent will be responsible for supporting their student's learning;
3. Stress the importance of ongoing communication between teachers and parents through annual parent-teacher conferences at the elementary school level.

Educational Partnership Agreement

St. Mary's Public School Mission Statement: St. Mary's Public School provides a safe environment for all learners to become healthy, productive citizens in a diverse and ever-changing world. In partnership with families and the community we foster: High Academic Expectations, Problem-Solving, Positive Self-Esteem, Life Skills and Life-Long Learning.

Students will strive to do the following to be successful in school:

- Be safe, be respectful, and responsible.
- Attend school regularly and be at school on time.
- Make completing my schoolwork my priority by turning in schoolwork on time.
- Come to school prepared, and ready to learn.
- Cooperate with classmates, students, and staff.
- Listen and follow directions.

Teachers will strive to do the following to see that all students achieve:

- Promote academic progress for all students.
- Create a positive classroom atmosphere through a challenging curriculum.
- Meet the special needs of all children.
- Provide a non-threatening, nurturing environment.
- Keep lines of communication open with parents.
- Respect cultural differences.

Parents will strive to do the following to help their child succeed:

- Make sure my child attends school regularly, prepared for school, and on time.
- Provide my child with the basic necessities like food, shelter, clothing, and love.
- Support learning by providing materials, encouragement, and reviewing school work consistently.
- Keep lines of communication open between home and school.
- Encourage reading and/or read regularly with my child.
- Participate with my child in school-wide activities such as conferences and Family Nights.

The Principal supports this compact and will strive to do the following:

- Promote academic progress for all students.
- Provide a safe, positive, supportive academic environment.
- Encourage communication between home and school.
- Provide leadership that addresses staff, students, and family needs and concerns

Communications

Changes to After School, Pick-Up or Transportation plans

Please send written messages to school with students whenever possible, especially in regards to after school arrangements. You may also e-mail the office or your student's teacher if it is before noon. Our phone lines are needed for school business and emergencies. **Any changes to "go-home" plans need to be made before 2:00 p.m.**

Conferences

Fall and Spring conferences will be scheduled for all students with classroom teachers. Interpreters are available for families as needed and requested. Students are expected to attend conferences with their families, unless other arrangements are made. Spring conferences are typically student led. Conference invitations will be sent home with students about 2 weeks prior to conference dates. Specialists are available upon request to meet with during this time.

Eagle Informant

The Eagle Informant is delivered every Friday either by e-mail or requested paper copy. It contains information about important events at St. Mary's School including upcoming Virtue award assemblies/dress up days and past winners.

Emergency Closures

In the event of a school delay or closure, the school district will send a voicemail, text and e-mail to you through our regular notification system. We will also use Flash Alert to communicate with local news and agencies. You can subscribe to Flash Alert notifications by visiting this website:

<http://flashalert.net/id/mtangelsd>.

To ensure accurate information, please let the office know whenever family contact information changes.

Parent Problem-Solving

Throughout the school year, situations regarding the program at school may arise which cause concern for parents, teachers, students, or community members. The process described below is structured to promote resolving situations quickly to the satisfaction of all parties involved. This process also encourages those people closest to the situation to examine and develop solutions to concerns. A positive resolution of these situations enhances communication, builds trust between members of the school community, and benefits the educational program for the students. These are the steps designed to resolve problem situations quickly and satisfactorily. Please use these steps if you have a concern:

Step 1 -- Contact the appropriate staff member: The first step in resolving a concern is to discuss it with the staff members involved, i.e. the teacher, principal, etc. More than 95 percent of all concerns are resolved at this level.

Step 2 -- Contact the principal: If Step 1 does not resolve the concern, discuss it with the principal. The principal is the instructional leader in charge of the school and the person responsible for handling concerns regarding the school's operation. The principal can share school information and explain policies, guidelines and procedures.

Step 3 -- Contact the appropriate district administrator: If the previous steps have been unsuccessful, contact the appropriate district administrator or the superintendent. We sincerely hope that we can work together to

solve problems as they arise. Please know we believe clear, open, honest, and two-way communication is the key to preventing problems, miscommunication, misinterpretations, or other concerns.

Report Cards

Parent/student/teacher conferences are held twice a year. Students will receive three report cards. Students are assessed on their performance relative to end of year grade level standards. Not all standards are assessed at every reporting period. Absences are reported in half days. Fall report cards come home at conferences, second trimester report cards are sent home with students and end of the year report cards are mailed home.

Key for Performance on End of Year Grade Level Standards

4 = Exceeds Standard	E = Excellent
3 = Meets Standard	S = Satisfactory
2 = Nearly Meets Standard	N = Not Satisfactory
1 = Does Not Meet Standard	X = Not Assessed
X = Not Assessed	

Social Media

Information about St. Mary's School is shared on text messages, Facebook and Twitter. Find us on those social media outlets and join to get the latest information!

Twitter: @stmary_public

Facebook: @stmarysmas91

Text Messages

The school and district use text messaging to communicate reminders, announcements and emergency information with families. Please be sure to keep your contact information up to date with the school office.

Virtue Award Recognitions

Every month we celebrate students that are exemplars of one the four monthly virtues. Staff select students that have demonstrated strengths in the specific virtues for that month. The principal will email and/or call parents a week before the assembly to let them know that their child will be recognized at the upcoming assembly.

Health

Administering Medicine at School

Any student who is required to take prescribed medication at school will comply with the policies and procedures established by the Mt. Angel School Board.

Written orders from a physician indicating the name of the student, name of the drug, dosage and the time interval that the medication is to be taken must be indicated on the prescription bottle. Medicine must be in original container.

Parents must deliver the medicine, in the original container, to the office. Parents must complete a Daily Medication Administration Record before the medicine will be given to a student. Over the counter medicines, such as aspirin, cough drops, antacids, etc. must be accompanied with written permission before it will be administered from the office.

All medications will be administered in the main office by the Office Manager or designated staff.

Head Lice

Students with head lice will be excluded from school until they are treated with a head lice shampoo and are lice free (without live bugs). Students who have been excluded from school will need to have a parent present for a head check upon re-entry. Head lice checks will occur as needed.

Immunizations

Oregon law requires the following shots for school and child care attendance*

A child 2-17 months entering <u>child care or early education</u> needs	Check with your child' program or healthcare provider for required vaccines
A child 18 months or older entering <u>preschool, child care or Head Start</u> needs*	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A student entering <u>Kindergarten or Grades 1-6</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTAP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <u>Grades 7-11</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTAP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <u>Grade 12</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 rubella 3 Hepatitis B

*At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available.

Sick Child Procedures

Illness:

Too Sick for School?	
Students can go to school if:	Keep students home if:
<ul style="list-style-type: none"> • They have a runny nose or little cough, but no other symptoms. • They haven't taken any fever reducing medicine for 24 hours, and have been fever-free during that time. • They haven't thrown up or had diarrhea for 24 hours. 	<ul style="list-style-type: none"> • They have a temperature higher than 100 degrees even after taking medicine. • They are throwing up or have diarrhea. • Their eyes are pink and crusty. • Rash that may be disease related or the cause is unknown-check with your health care provided before sending the child to school.

Injury: First aid to **minor** injuries may be given at school. In case of more serious accidents or sudden illness, the parent will be notified immediately.

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease.
- Do not send your child to school with a rash or a fever.

Notices

Education Records

Parent Access to Student Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 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, or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Contents of Student Records

The information contained below shall serve as the District's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records.

Notice will also be provided to parents of minor students who have a primary or home language other than English. The following coordinates with district policies JO/IGBAB - Education Records/Records of Students with Disabilities, JOA - Directory Information, JOB - Personally Identifiable Information, JN - Student Fees, Fines and Charges and administrative regulations. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the main office by the Office Manager. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;
4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
9. Credits earned;
10. Attendance;
11. Date of withdrawal from school;
12. Other information may be included, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

Transfer of Student Records

Student education records shall be forwarded to other public or private schools, state institutions, private agencies or youth care centers upon notice of student enrollment, no later than 10 days of receipt of the request. Parents may request the amendment of specified contents, if the parent believes the contents are inaccurate, misleading or in violation of the privacy or other rights of the student. All such requests to review or amend records shall be in writing and must be received by the district before the tenth (10th) school day after the district's receipt of the request to transfer records.

Federal Compliance Officer

The following person(s) have been designated to coordinate compliance with legal requirements, including Title II, Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

Compliance Officer: Troy Stoops, Superintendent
P O Box 1129
Mt. Angel, Oregon 97362
Phone: 503-845-2345

Home Supervision

As mandatory reporters, school personnel are required to report to Department of Human Services if any child younger than age 10 is left unattended, such that the child's health and welfare is likely endangered.

Irregular Days

Early Release Days

Early Release Days occur 4 times per year on Tuesdays to support district-wide staff professional development. On these days, lunch is served and students are released at 12:50.

Half Days

Mt. Angel School District has two half days: The 2nd Thursday of September during Oktoberfest and on the last day of school in June. On these days, lunch is served and students are released at 11:20.

Late Starts

School begins at 9:00 AM every Wednesday to support school-wide staff professional development. On these days, breakfast is served and all morning activities begin one hour later. Student supervision is available starting at 8:25am in the cafeteria.

Video Surveillance

St. Mary's Public school may utilize video cameras to ensure the health, welfare and safety of all students, staff, and visitors, to district property, and to safeguard district facilities and equipment, as described in district policy ECAC.

Policies & Guidelines

Attendance Policy

Students are required by law to attend school. School starts at 8:00 a.m. all days except Wednesday, when it starts at 9:00 a.m., and ends every day at 2:50 p.m. Parents who fail to send a child to school may be issued a citation by the district for the student's failure to attend school. Students should not arrive prior to 7:25 a.m (8:25am on Wednesdays). Adult supervision is not available until 7:25 a.m (8:25am on Wednesdays).

Nondiscrimination Statement

Mt. Angel School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, sexual orientation and gender identity or expression, 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. Persons having questions about equal opportunity and nondiscrimination should contact Superintendent Troy Stoops, at 730 E. Marquam Street, Mt. Angel, Oregon 97362 or telephone 503-845-2345.

Skateboards/Roller Blades/Scooters Policy

Due to the inherent dangers both to participant and non-participant, combined with the potential liability assumption, the use of skateboards, rollerblades, scooters or similar devices on district grounds is not allowed. Students will be allowed to carry their skateboard, rollerblades, or scooter onto school grounds and will have it properly stored. As is the case with any personal property, the District is not responsible for the risk of theft. If a student violates this policy, the skateboard, rollerblades, or scooter will be confiscated by school authorities and placed in the Principal's office for parents to retrieve (Mt. Angel School District Policy #JHFCA).

Student/Parent Complaints

The following coordinate with district policies KL and KL-AR regarding public complaints. We want to ensure that all problems are resolved at the lowest level first Please see the Parent Problem Solving section for guidance.

District Personnel Complaints

Step One

Any member of the public who wishes to express a concern should discuss the matter with the school employee involved, The employee shall respond within five working days.

Step Two: The Administrator

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator. The administrator shall evaluate the complaint and render a decision within five working days after receiving the complaint.

Step Three: The Superintendent

If Step 2 does not resolve the complaint within 10 working days of the meeting with the administrator, the complainant, if he/she wishes to pursue the action, shall file a signed, written complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. (A form is available, but is not required.) The superintendent or designee shall investigate the complaint, confer with the complainant and the parties involved and prepare a report of his/her findings and conclusion and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

Step Four: The Board

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the School Board within five working days of receiving the superintendent's decision. The Board may hold a hearing to review the findings and conclusion of the superintendent, to hear the complaint and to hear and evaluate any other evidence as it deems appropriate. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

Discrimination Complaint

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with Board Policy AC-AR starting with the Principal.

Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the district's services, activities or programs to a student, should be directed to Erica Gordon, Special Ed Director.

Placement/Enrollment of Homeless Students Complaints

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance with established district procedures. Additional information may be obtained by contacting the district's liaison, Erica Gordon, for students in homeless situations.

Students with Sexual Harassment Complaints

Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties.

Sexual harassment of students, staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. Refer to Board Policy GBN/JBA for more details.

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Please see Board Policy JBA/GBN-AR(1) for specific steps to resolution.

Safety & Security

Drills

State law requires schools to have emergency drills each school year, including fire drills, lockdown drills, and earthquake drills. School staff train students on procedures required to observe each drill. During drills, staff will act immediately to assist students, visitors, and volunteers in evacuation to a safe location. Mt. Angel School District uses the Standard Response Protocol, available publicly at <https://iloveguys.org/>.

Emergencies

During emergency procedures or evacuation, students, visitors, and volunteers are required to:

- Follow all emergency directions given by school officials.
- Report to designated areas for attendance and further instruction.
- Report any suspicious activity/behavior, concern or information immediately to school officials.

In case of an emergency closure, we need to have current, up-to-date emergency phone numbers on file in the office. Make sure you update your contact phone numbers with the office on a regular basis.

It is **very important** that parents provide the school with the name of a relative or neighbor we can call in the event we are not able to reach the parents in an emergency.

Release of Students

A student may be released during the school day only to persons who have been given parental permission.

If it is necessary for someone other than the parent to pick them up, the child must bring a note signed by a parent/guardian. They must be signed out from the office.

School Resource Officer

Mt. Angel School District shares one School Resource Officer with the Mt. Angel Police Department. This officer is a licensed police officer, as well as a school official. Reports and records created by the law enforcement unit are not educational records. The SRO, as a school official, has access to personally identifiable information and school records. Students are expected to cooperate with the SRO as they would with any other school staff member. The SRO brings to the school a specialized training that aids students in school safety.

Visitors

We welcome and encourage volunteers and visitors to our schools. Parents are considered visitors during the school day. As a safety measure, everyone must enter and exit through the main doors during school hours. The main front doors are locked during the school day while school is in session; a buzzer is available to the right of the front door to request access. All other doors will also remain locked throughout the school day. All guests are required to report directly to the office where they will sign in and be given a visitor badge to wear during the school day.

Student Behavior

School-Wide Expectations

St. Mary's has 3 school-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Safe

Expectations in common areas are posted, taught, and reinforced by all staff and students at St. Mary's.

Cafeteria Expectations

Be Safe	Be Respectful	Be Responsible
*Stay seated with feet on the floor, bottom on bench, facing the table *Hold tray with both hands *Keep all food to self *Do not share food *Use 1 squirt of hand sanitizer or wash with soap and water *Always walk	*Wait your turn *Use quiet voice and kind words *Turn voice off when harmonica blows to listen to instruction *Allow anyone to sit next to you *Food for eating, not for playing *When finished, sit with head down	*Choose selections quickly *Get all utensils, first going through the line *Get permission to leave, wait to be excused *Recycle, stack your trays neatly *Pick up after yourself *Eat only your food take/touch only what you'll eat

Hallway Expectations

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> *Walk facing forward hands to side *Keep hands, feet to self *Use walking feet *Stay to the right and allow traffic to flow 	<ul style="list-style-type: none"> *Quiet voices *Enjoy decorations with your eyes (not your hands) *Quiet hands and feet 	<ul style="list-style-type: none"> *Stay in line, with your class *Follow directions *Sit or stand quietly against the wall when waiting or working in the hall *Walk behind the person in front of you, not next to them

Playground Expectations

Be Safe	Be Respectful	Be Responsible
<ul style="list-style-type: none"> *Follow all game and equipment rules *Stay in playground boundaries *Look before you throw, jump and play *Use only safe touch according to game rules *Keep enough space between yourself, others and equipment 	<ul style="list-style-type: none"> *Take turns and share *Use kind words and actions *Follow directions *Use kind words- Kelso *Show good sportsmanship *Include everyone/Divide teams evenly or pull sticks 	<ul style="list-style-type: none"> *Line up quickly when whistle blows *Wear weather appropriate clothing/Hoods up in light rain *Pick up balls when lining up *Take personal belongings with you back to class

Classroom Expectations

Each classroom establishes room specific expectations that align with the school-rules. Please talk with your child's classroom teachers if you have questions about classroom expectations and rules. Many classrooms, including Music and PE, use *PAX: Good Behavior Game* for behavior management and socio-emotional development.

Student Discipline

School should be a safe, orderly, productive and pleasant place for all students, staff and visitors. Our basic rules and safety procedures help to ensure this is the case. Positive behavior support strategies are utilized by all staff.

Occasionally, a student will make a poor choice and his or her behavior will require correction. It is our belief that every discipline situation should be a learning situation. Our goal is to have the student be able to take responsibility for his or her choices, and make a more **responsible choice** if the same thing happens again.

Problem Solving

When discipline problems arise, a progressive system of problem-solving will be followed through specified stages. **Any disciplinary action will begin first with the student's classroom teacher.** When the teacher has disciplined the student, called parents, and the student continues to make bad choices, the student may then be issued an Office Referral and be referred to the building Principal. The student may also meet with the School Counselor to problem-solve.

The Eagle Solutions Wheel may be used as one of the tools to solve problems. Problem Solving referrals are issued to students by teachers and/or assistants for minor inappropriate behaviors.

Office Referral

- Students who receive an office referral will meet with the principal and be given the opportunity to be heard.
- An investigation will be conducted to determine the cause of the behavior.
- Consequences for receiving an Office Referral will depend on the specific incident and the number of referrals for repeated behaviors.
- Parents/Guardians will be contacted, and a copy of each referral will be mailed home.
- Consequences may include loss of privileges, writing apologies, work detail detention or suspension.
- Three Office Referrals automatically means the classroom teacher will, with the counselor, put the child's name on Student Services Team (SST), so a plan can be developed.

Serious misbehavior (fighting, vandalism, putting others in danger, physical aggression, etc.) may result in the child being immediately suspended, and possibly expelled from school.

In accordance with Federal law, students bringing a weapon to school shall be expelled up to one year. However, on a case-by-case basis, the superintendent may determine an expulsion for less than one year is appropriate. (District policy reads a weapon or a replica of a weapon).

Suspension

Students may be out-of-school suspended for one or more of the following reasons:

- (a) for non-accidental conduct causing serious physical harm to a student or school employee;
- (b) when a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
- (c) when the suspension or expulsion is required by law

Each suspension will include a statement of the reasons for suspension, the length of the suspension, a plan for readmission and may include a plan for the student to make up school work. No suspension shall extend beyond 10 school days. Every reasonable and prompt effort must be made to notify the parents of suspended students. The district may require a student to attend school during non school hours as an alternative to suspension.

In emergency situations that are a result of risk to health and safety, the district may postpone the suspension notice process above until the emergency condition has passed.

Expulsion

A student may be expelled for severe or repeated safety violations. No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond the current term

or semester unless the semester ends within such a short period of time that the expulsion would be too short to be effective.

Student Life

Breakfast/Lunch Program

Lunch Program

St. Mary's Public Schools participates in the National School Lunch and Breakfast Programs. This includes Summer, Winter and Spring meal programs as well. Students are offered a lunch entrée per day, as well as a variety of fresh fruits and vegetables, and milk. All schools are on a computerized meal tracking system (My MealTime). Students are issued a 'cafeteria account' when enrolled in the Mt. Angel School District. This account will be theirs through grade 12. Any year-end balances will forward to the next year. Parents can deposit money into their student account at any time during the school year. The account may be used to purchase one meal per day for breakfast and lunch. The school will remind parents of low balances; however, it is the responsibility of parents to have enough money in their account to purchase a meal. Parents may check their student's balances and make payment online at www.mymealtime.com or in the school office.

Breakfast Program

St. Mary's School offers breakfast. Breakfast is served from 7:30 am - 8:00 am in the school cafeteria.

Free or Reduced Price Breakfast and Lunch Program

Mt. Angel Schools offers free and reduced price breakfast and lunch to students that qualify under federal guidelines. Parents may apply for Free and Reduced benefits anytime during the school year, especially if your income changes. To apply for Free and Reduced Meals "**Online**" (fastest way we receive it the next day): No fees for this service. Go to <https://district.ode.state.or.us/apps/frlapp/>.

It brings you to the Oregon Department of Education website to apply online, all you have to do is click Apply, complete application and then hit submit.

Paper Applications are available at your school, or by visiting the district website at www.masd91.org and following these steps: Click on Menu; scroll to the bottom of the page and click on the application form link for your preferred language. **(you have to print, fill out and send in)**

Cold lunches may be brought from home. Milk is available to purchase for all students.

Charging School Lunches

We feel that no student should go without a meal. When a student has exceeded the limit and has no funds, we will continue to provide a meal and charges will accrue in the students account.

2019-20 School Meal Prices	Breakfast	Lunch
Elementary Paid	\$ 1.50	\$ 2.75
Elementary Free/Reduced	No Charge	No Charge

Adult	\$ 3.25	\$ 4.35
Milk	\$ 0.40	\$ 0.40

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, audiotope, 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: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410 fax: (202) 690-7442; or email: program.intake@usda.gov This institution is an equal opportunity provider.

Dress and Grooming

Students have the right to dress and groom according to their choice within the guidelines set by each school. Students have the responsibility to be clean and dress so the teaching/learning process is not disrupted. The responsibility for the dress and grooming of a student rests entirely with the student and the student's parents. The school administrator shall impose restrictions if the dress or grooming threatens the safety or health of the student or disrupts the educational process of others.

The following are restrictions implemented by the administration:

- Shirts with vulgar sayings are prohibited.
- Shirts with reference to alcohol or drugs are prohibited.
- Clothing that does not cover the shoulders, midriff and chest
- Clothing that does not cover undergarments
- Hoods and hats will not be worn in the building during the school day.
- Any gang-related attire will not be tolerated. This attire changes from time to time depending on what different gangs deem "cool", so determinations will be made by the administration.

Homework

Homework is an integral part of the course of study at St. Mary's Public School and will be assigned as needed. It is a partnership between student, home and school and will be communicated with families through the student planner. Homework needs to be completed and returned in a timely manner. When homework is missed due to absences, students will be allowed a reasonable amount of time for makeup.

Kindergarten Registration Requirements

Children entering school for the first time must meet certain requirements. Students entering Kindergarten for the first time must be five-years-old on or before August 31 of the current year. They must show proof of birth date at the time of registration. This may be a birth certificate, hospital certificate or baptismal certificate. The law requires completed immunization records **before** students can enter school.

Lost and Found

Lost and Found items are kept along the hall immediately outside of the office. Please have your student check this area regularly. Items are donated on **the last school day of every month**.

Not Allowed at School

The following is a list of items that students are not allowed to bring to school:

- Electronic devices such as Gameboys, games, Ipods, and tablets.
- Cell phones should not be seen or heard.
- Cards such as: Pokemon, Yu-Gi-Oh! or any other cards of trading value
- Toys or stuffed animals and distracting jewelry.

Recess/Playground

Students will have approximately 20 minutes for recess and will go outside for recess. Should there be a request for a child to stay indoors, a doctor's request/permission must be provided and should state how long the restriction is to remain in effect. It is important that children be prepared to go outside with appropriate outdoor clothing. All playgrounds are adult supervised and have the necessary equipment needed for recess activities. Students should not bring their personal equipment (balls, etc.) from home. See expectations for playground rules.

Parties

The last 30 minutes of the day are usually the scheduled times for parties. A student having a birthday may treat the class. For safety and health reasons, only commercially prepared foods are allowed. Healthy treats are encouraged. Please check with your child's teacher if you would like to arrange a school birthday celebration.

Tardiness

Students arriving after 8:05 a.m. must check in with the Secretary in the main office before proceeding to the classroom.

Technology and Digital Learning

Electronic Devices

All students have access to a variety of technology, including chromebooks, laptops, desktop computers and iPads. Your child's teacher will communicate with you regarding specific classroom procedures and expectations. Filtered and monitored internet access is provided when the student connects to our wireless network. If students bring a mobile device to school, the school is not responsible for loss, damage, or theft.

Students using personal electronic equipment during the day without teacher permission may lose possession of the item, and parents may be asked to pick the item up in the school office. Personal electronic device such as laser pointers, electronic games and devices are not allowed at school.

Technology Acceptable Use Guidelines

All families complete an Acceptable Technology Use Agreement at Registration for each student.

Respecting Others

- Be polite and courteous in all use of technology
- Use appropriate language. Profane and obscene language is not allowed.
- Derogatory, offensive, or inflammatory messages are not allowed.

- Do not engage in harassment or personal attacks or attacks of ethnic, social, or religious groups (Cyber Bullying).
- Respect the privacy of other's email and work files.

Respecting Yourself

- NEVER share your computer or Google login with others.
- Take personal responsibility for your actions and messages. Anonymity is not allowed.
- Always represent yourself while on the Internet; never pretend to be another person while using technology or corresponding with others.
- Never give personal information or information about friends, school, or district to strangers.
- If you accidentally discover inappropriate material, leave the location immediately and inform a teacher about the site. Do not reveal the site to others.
- Always think about the validity of information obtained from the Internet and realize its truthfulness may be questionable.
- Remember: Once you post something, you lose control of it (you can't take it back).
- Before posting anything, you should ask yourself "Would I want my parents, teachers, family members to see this?"

Respecting the Law

- Use all technology for only legal activities.
- Obey copyright laws, don't steal or plagiarize intellectual property, and don't illegally copy software or materials.
- Inform your teacher of any security problems you encounter.
- Follow all school and district guidelines regarding technology and equipment use.

Respecting Authority

- Do not visit sites which your parents, guardians, or teachers would find inappropriate.
- Conduct yourself as a representative of your family, class, school, and community.
- Respect all classroom and technology rules.
- Do not play games or download files, including music and video files.

The district has made technology available to students due to the value added as an educational resource. The technology is a privilege, not a right, and can be taken away or access restricted.

Safe, Supervised Use

To ensure the safety of students, Internet filtering is in place to block inappropriate content. Parents, guardians, and students should be aware that no filtering system, including ours, is 100% effective in blocking inappropriate content. Technology use may be restricted as a consequence of inappropriate use. Further clarification and information regarding Mt. Angel School District policies are located in each school's office and the district office. Technology acceptable use guidelines are compliant with district policies IIBGA, IIBGA-AR, IIBGB, and IIBGB-AR.

Google Apps for Education

Students in grades 3 – 12 are issued a Google Apps for Education account. These accounts are intended for the students' use to enhance their educational experience. Many of the teachers integrate this technology into their curriculum. Access to this account can be restricted if this privilege is abused or misused. For high

school students participating in the 1:1 initiative, a more extensive technology use form is provided upon registration.

Parents Can Restrict Access

We realize that some parents may not want their children to access the Internet. If, at any time, you do not want your student to use the Internet, contact the school office. If you have questions or comments, please contact the school office.

Training and Education

All students shall participate in Digital Citizenship education, which focuses on safe, ethical, and responsible behavior with digital technologies.

Transportation

School Buses

The Mt. Angel School District provides bus service to students who live out of town or a mile from school. Students living on the west side of the railroad tracks may ride the bus. Route information is provided by calling 503-845-2562. Students who ride the bus are expected to obey the rules.

Expectations

1. Observe same conduct as is expected in the classroom.
2. Be courteous, talk quietly and use no profane language.
3. Do not eat or drink on the bus (unless prior permission has been granted).
4. Stay in your seat facing forward and keep your feet out of the aisle.
5. Keep the bus clean.
6. Keep head, hands and feet inside the bus.
7. While waiting for the bus and while riding on the bus, fighting, "horseplay", wrestling, or other boisterous activities, are prohibited.
8. Students shall not play with emergency doors and shall only use emergency doors in case of emergency.

Bus Rule Violation Procedure

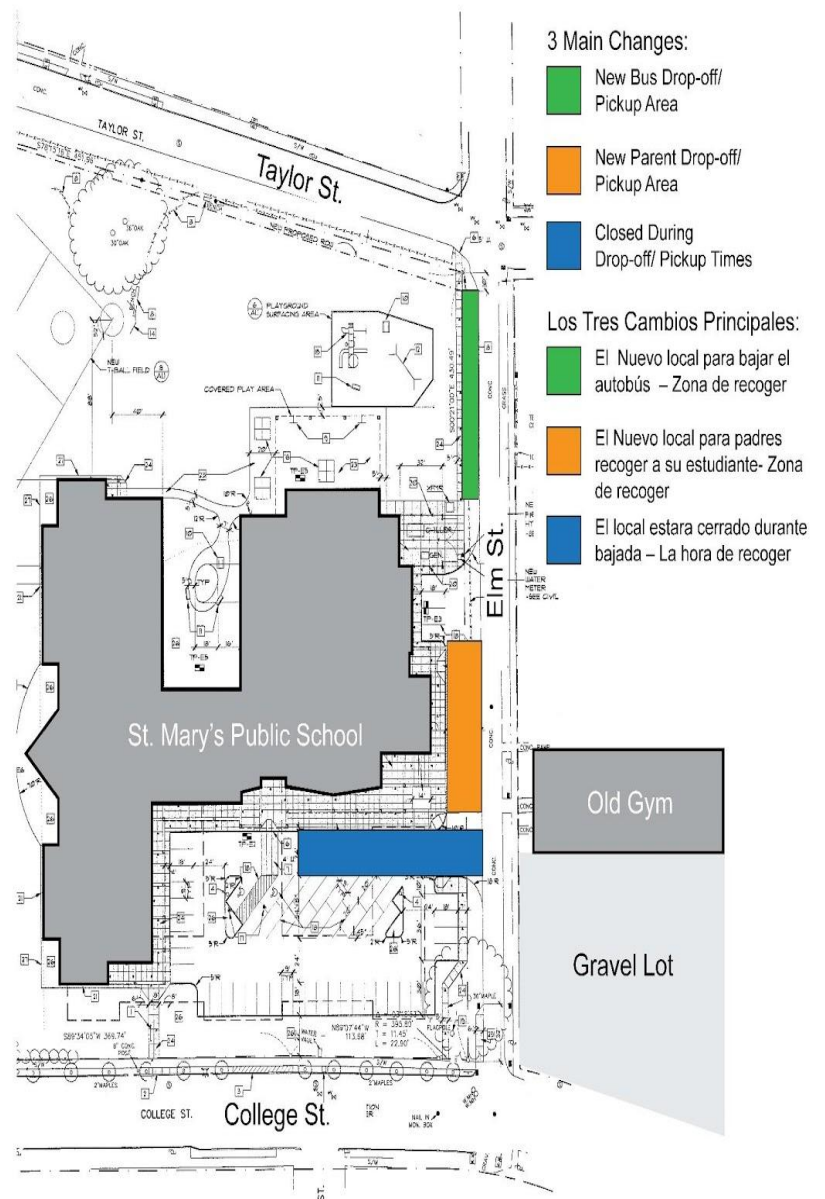
The most positive efforts of parents, bus and school officials are not always successful in correcting a student conduct problem on the bus or at the bus stop. Therefore, to protect the safety of all students and reduce the risk of liability, it may be necessary to temporarily or permanently suspend a student's bus privileges. The bus driver will issue a written citation for misconduct to any pupil considered to be breaking a rule of conduct. The first written citation will serve as a warning. On the second written citation, the bus driver, or principal, will contact the parents. The student will be placed on probation. On the third written citation, the parent and the student's principal will be contacted and disciplinary action will be taken, which may include loss of free time at school and suspension of bus riding privileges for a period of time necessary to correct the problem.

In cases where the misconduct involves such offenses as physical or verbal assault against a driver or another student, interference with bus operating controls, vandalism, use of weapons or dangerous playthings or any other serious infraction, immediate suspension of bus privileges may result as well as other disciplinary actions. The actual disciplinary actions will be determined by the bus driver and school authorities, in consultation with the parents.

Pick-Up and Drop-off Procedures

Procedures:

- Main parking lot will be closed to parent traffic during drop-off and pickup times.
- Cars are prohibited to park in the Fire Zone at the front entrance of St. Mary's.
- Parents will pickup and drop-off students at the curb on Elm Street.
- Buses pick up and drop off on North Elm Street next to the playground.



Resources

Child Care Information Service

www.mwvcaa.org/programs/ccrr

Immunization Clinic (Marion county Health)

503-873-1964 or 503-981-5851

Marion/Polk County Food Share

<https://www.marionpolkfoodshare.org/get-help/>

Mission Benedict – Food Pantry

925 S Main St. Mt. Angel OR 97362, 503 – 845-2468

Open – Wednesday 1:00pm – 4:00pm and Friday 1:00pm – 4:00pm

Mt. Angel Community Center – Food Pantry

195 E. Charles St. Mt. Angel, OR 97362, 503-845-6998

Open – Tuesday, Wednesday & Thursday 9:30am – 11:30am

Mt. Angel Public Library

503-845-6401

Mt. Angel Youth Sports

mtangelyouthsports.com

Oktoberfest Dance Troupe

<https://www.facebook.com/OFest-Dance-Troupe-1907939389486706/>

Parent Education Program

www.silvertontgether.org 503-873-0405

YMCA After School Care Program

<https://theyonline.org/programs-services/childcare/school-age/> (503) 399-2788