

Brothers Elementary School



**Parent-Student Handbook
2015-16**

General Information

District Mission Statement:

The Board, administration, staff, students, parents, and the community work together to ensure high academic achievement, personal growth and exemplary citizenship for all students by establishing a learning system based on performance excellence, continuous improvement, and safe and effective operations.

School Week:

Four Days - Monday through Thursday

School Hours

School Begins.....8:05 A.M.

School Ends.....3:20 P.M.





August 2015

SUN MON TUE WED THU FRI SAT

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Student Registration 8:00 -3:00

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**Brothers
Elementary
School**

34396 Hwy 20
Brothers, Oregon
97712
541-416-4610

crookcounty.k12.or.us/schools/brothers-elementary

Dear Parents and Students,

It is my honor to welcome all of you to Brothers Elementary School. Your commitment and support have allowed Crook County School District to reopen this very unique school. The district and I understand the value of the trust that you have placed in us and we will work to create a successful learning environment for all Brothers Elementary students.

Many of you joined us for open house last May. Since that time the school has been humming with activity. Equipment has been updated or repaired, furniture has been moved, curriculum has been ordered, staff has been hired, and the teacherage has been prepared for our teacher to take residence.

We are fortunate to have a veteran teacher with years of experience and a variety of teaching strategies. Gretchen Stack has been preparing curriculum to meet the academic needs of all students and is ready to open the doors and welcome our students to the new school year.

We encourage parent participation and will be calling on you as we begin to develop our Parent Teacher Organization and community outreach. Please join us on September 8th from 2-6 for Back to School Night. We will begin our regular school schedule on September 9th including transportation and nutrition services. If at any time you have concerns, suggestions or comments, please feel free to call me.

Best wishes for a productive and successful school year,

Mona Boyd
School Principal
541-416-9976





September 2015

SUN MON TUE WED THU FRI SAT

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Labor Day -
No School
Open House
2-6 P.M
No School
First Day of
School

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**Brothers
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34396 Hwy 20
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97712
541-416-4160

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RULES AND EXPECTATIONS

At Brothers Elementary School we believe the best learning environment is one where staff and students learn and model behavioral standards. The following outlines student expectations at Brothers Elementary School.

Student Responsibilities:

- Learn and practice appropriate behaviors and expectations of our school.
- Be respectful to adults and students at all times.
- Follow teacher and adult directions immediately.

Computer use:

Students may be permitted to use the district's computers and electronic communications system while supervised for instructional and or assessment needs, consistent with the district's mission or goals. Personal use of district computers, including e-mail access, is strictly prohibited.

Vehicles on campus:

(Bikes, skateboards, scooters, roller blades)

Bikes, skateboards, scooters and roller blades may be used for transportation to and from school as long as the students are properly equipped with helmets and pads. They are not to be ridden on school property during school hours. The school is not liable for any loss or damages. They are to be stored in the designated storage areas. *Roller blades may be used during recess, with a helmet, if the recess duty person gives permission for use.



DRESS CODE

School is the student's work place and just as adults in jobs have dress standards, so does Brothers Elementary. You are expected to dress simply and neatly. Students may not wear clothes that advertise alcohol, tobacco, or other clothes that have inappropriate messages on them. If you do so, you will be asked to change into appropriate clothing.

One good rule of thumb for students is: "If you think what you are wearing might be questionable, it probably is." Students are to use common sense.

Appropriate dress-students may wear:

- Walking shorts, loose fitting, with a definite leg, at least mid-thigh in length, hemmed at the bottom. Shorts must have at least a 5" inseam and/or must be long or longer than the tips of student's fingers when arms hang naturally at the sides.
- Culottes or skirts, at least mid-thigh in length and follow the same guidelines.
- Full pants, shirts, blouses, sweaters, etc.
- Shoes. If flip flops or sandals are worn to school, then students must have tennis shoes to change into at recess and P.E.

Inappropriate dress-students may not wear:

- Half shirts, mesh tops, tube tops, and tank tops with less than a 2-inch shoulder. Racer back type tops or tops that expose the back are not permitted (torsos should be completely covered.)
- Mesh or see through tops are only permitted if the under shirt meets the 2" shoulder guideline.
- Pants with styled holes/tears in them that are above the length requirement above.
- Sport shoes with cleats inside the building.
- Pictures or wording on clothing or jewelry which are sexually suggestive, drug, alcohol or tobacco-related, that are vulgar, insulting, or which ridicule a particular person or group are prohibited.
- Head covering in the building except as permitted by the administration. ("Traditional" head garb, worn in a "traditional" manner may be worn outside the building.) Bandanas and sweatbands will not be allowed on school grounds.
- Pants that are not secured above the hip. (Underwear must not show, and belts should be in belt loops, not hanging down.) Chains (including the type used to secure wallets) may not be hanging from the pants.
- Gang-related clothing, accessories, or jewelry



October 2015

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Conferences
No School

Conferences
No School

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WEBSITE: www.crookcounty.k12.or.us/Schools/html
Please refer to the Crook County School District website,
<http://www.crookcounty.k12.or.us/SchoolBoard/DistrictPolicies.aspx>.
for Elementary School and CCSD policy and procedures

Breakfast is served from 7:55 –8:10 a.m. each day.

*Student lunch money is on a cafeteria accounting system. You may deposit any amount you wish in your student's account. Lunches for each week will be pre-ordered during the previous week.

CAFETERIA MEAL PRICES			
STUDENTS	PAID	REDUCED	ADULTS
Breakfast	\$1.75	\$0	\$2.50
Lunch K-5	\$2.55	\$0	\$3.75
Extra Milk	.50		.50

LUNCH/BREAKFAST PROGRAM; The district participates in the National School Lunch, School Breakfast, and Commodity Programs and offers free and reduced-price meals based on a student's financial need. Free and Reduced Lunch Applications are available in the school office. You are required to fill out a new form each school year..

OFFICE HOURS 7:30 A.M –4:00 P.M.

Staff:

Mona Boyd
Gretchen Stack
Michele Marzullo
Lewie Chandler

Principal
Classroom Teacher
Instructional Assistant/Secretary
Bus Driver/Building and Grounds Keeper/ Cafeteria Services



November 2015

SUN MON TUE WED THU FRI SAT

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Veterans
Day - No
School

15 16 17 18 19 20 21

22 23 24 25 26 27 28

Thanksgiving Break - No School

29 30

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STUDENT MANAGEMENT

STUDENT CONDUCT

Student conduct is expected to contribute to a productive learning climate. Students shall comply with the district's written rules, pursue the prescribed course of study, submit to the lawful authority of district staff, and conduct themselves in an orderly manner during the school day or during school-sponsored activities. This conduct applies to students en route to and from school and school-sponsored activities.

MAJOR OFFENSE

Students shall be referred to the principal and subject to discipline, detention, suspension, expulsion or loss of honors and/or referral to law enforcement officials for misconduct, including, but not limited to:

- Assault;
- Hazing, harassment, intimidation, bullying or menacing as prohibited by Board Policy JFCF/GBNA;
- Coercion;
- Threats of violence or harm as prohibited by Board Policy JFCM – Threats of Violence;
- Disorderly conduct;
- Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ – Weapons in the Schools;
- Vandalism/Malicious Mischief/Theft as prohibited by Board policies ECAB – Vandalism/Malicious Mischief/Theft and JFCB – Care of District property by Students or will-ful damage or destruction of private property on district premises or at school sponsored activities.
- Sexual harassment as prohibited by Board policy JBA/GBN – Sexual Harassment and accompanying administrative regulation;
- Use of tobacco, alcohol or drugs as prohibited by Board policy JFCG/JFCH/JFCI – Use of Tobacco, Alcohol or Drugs;
- Use or display of profane or obscene language;
- Disruption of the school environment;
- Open defiance of teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
- Violation of law, Board policy, administrative regulation, school or classroom rules.

The district recognizes that under the Unsafe School Choice Option of the No Child Left Behind Act of 2001 (NCLBA), a school can be deemed unsafe, as a whole entity or for an individual student, based on expulsions for weapons violations, violent behavior or expulsions for students arrested for the following criminal offenses occurring on district grounds, on district sponsored transportation and/or at district-sponsored activities.

- Assault; 2. Manufacture or delivery of a controlled substance; 3. Sexual crimes using force, threatened use of force or against incapacitated persons; 4. Arson; Robbery; 6. Hate/Bias crimes; 7. Coercion; or 8. Kidnapping.

The district will record these infractions and report to the Oregon Department of Education, as required. The district will provide the opportunity for all students in any district school identified as persistently dangerous or for any victim of a violent criminal offense occurring in or on the grounds of the school the student attends, to the extent feasible, the opportunity to transfer to a safe school within the district. Legal Reference (s):

ORS 339.240 ORS 339.250 ORS 339.260 ORS 659.150 OAR 581-021-0050 to 0075



December 2015

SUN MON TUE WED THU FRI SAT

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13 14 15 16 17 18 19

20 21 22 23 24 25 26

Winter Break - No School

27 28 29 30 31

Winter Break - No School

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Volunteers

The Board of Education recognizes that patrons volunteering their services in the schools can provide valuable assistance to the instructional programs, to school personnel, and to the educational enrichment opportunities of students. A volunteer is defined as a non-paid person assisting under the direction of a responsible teacher or administrator. The Board of Education actively encourages volunteer participation in appropriate school activities.

Responsible school personnel will identify appropriate tasks for volunteers, recruit volunteers as needed, and will plan training activities. Such training will include instruction on emergency and safety procedures, confidentiality, reporting of injuries and accidents, supervision of students, volunteer dress and behavior and the specifics of the assignment. The District shall require volunteers to abide by the same District personnel policies as school employees, including, but not limited to, criminal history checks and fingerprinting, smoking, profanity, discipline and the promotion of personal religious doctrine. Upon appropriate circumstances, the District may require volunteers to submit to a drug test at District expense.

Volunteers are not covered by the District Worker's Compensation policy, and are required to sign in/out upon entering/leaving school building and record the specific task/duties performed. Volunteers cannot bring children with them during their volunteer time. A volunteer's attention needs to be directed to the tasks assigned.

The District does not encourage volunteers to provide transportation to pupils in their own automobiles. However, volunteers may do so provided they complete the District's "Volunteer Drive-Private Vehicle" application at least two weeks prior to the event requiring transportation of students and have minimum of \$300, 000 auto insurance. The volunteer's personal insurance carrier will be the primary insurance in case of an accident.

The District shall conduct screening and background checks on volunteers before utilizing their services. This may include, but is not limited to, conducting annual criminal history verification required for any volunteers that have direct, unsupervised contact with students; driving record verification for any volunteers that will be transporting students in District-owned or private vehicles; and calling references.

The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of the school system, and such services may be discontinued at any time.

Board Policy IIBB.



January 2016

SUN MON TUE WED THU FRI SAT

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Martin Luther
King Holiday
No School

24 25 26 27 28 29 30

Last Day of the Semester Grading Day
No School

31

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Family Educational Right and Privacy ACT (FERPA) **Model Notice for Directory Information**

Access/Release of Education 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. Parent of a minor or an eligible student (if 18 or older), may inspect and review education records during regular district hours.

Education Records

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 school office. Permanent records shall include:

1. Full legal name of student
2. Name and address of educational agency or institution
3. Student birth date and birthplace
4. Name of parent/guardian; and federal laws

Media Access to Students

Media representatives may interview and photograph students involved in instructional programs and school activities. Information obtained directly from students does not require parental approval prior to publication. Parents who **do not want** their student interviewed or photographed should direct their student accordingly and sign an opt out form at the school office. You may do this at registration, or any time thereafter. District employees may release student information only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Requests for Education Records:

The district shall, within 10 days of a student seeking enrollment in or services from the district, notify the public or private school, education service district, institution, agency or youth care center in which the student was formerly enrolled and shall request the student's educational record.

Transfer of Education Records

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request.

Parental Review of Educational Records

Parents and eligible students have the right to:

- Inspect and review the student's education records
- Request an amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- The district will comply with a request of access to records within a reasonable period of time - In no case more than 45 days after it has received the request.
- If a parent or an eligible student so requests, the district shall give the parent or eligible student a copy of the student's educational record (ORS 192.440)

Questioning of Students

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, the Services to Children and Families and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.



February 2016

SUN MON TUE WED THU FRI SAT

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President's
Day - No
School

21 22 23 24 25 26 27

28 29

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PARENT COMPLAINTS

Complaints or concerns should be brought to the staff member involved. Then, if you are not satisfied with the results, you can discuss the concern with the principal. You may request that the principal be at your initial meeting as facilitator. For more information about public complaints, please see Board Policy KL.

VISITORS TO DISTRICT FACILITIES

The Board believes that a better understanding of our educational program and improved relationship between the school and community can be developed through school and classroom visitations of parents and patrons. Such visitations should be encouraged, arranged and permitted within considerations of the requirements of the educational program, the orderly administration of the school, school grounds and classrooms and the safety and welfare of students.

The district is responsible for the schools' supervision and administration. To ensure that schoolwork is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property.

- Teacher's work must not be impeded by interruption of visitors or by unreasonable demands on their time.
- Visitors must not contact individual students except as authorized by the principal and /or teachers.
- When in the interest of orderly educational programs and the safety of students it is determined by the principal that some specific visitor or visitors shall not be permitted to enter the school facilities, the principal shall do the following:
 - Advise the person that he/she is refused admission and give that person an explanation for the refusal:
 - If possible and appropriate, attempt to arrange alternative visitation of school facilities.
- A visitor with permission to visit may be directed to leave when any teacher or administrator reasonably believes the visitor has engaged in physical violence, loud or disruptive speech or behavior, violation of a posted school rule or illegal conduct. A visitor may also be directed to leave by the staff member administratively in charge of the building if the visit would be disruptive to the educational program or school order; would impede the work of teachers through visitor's interruptions of unreasonable demands on teacher time; or if the visitors' course of conduct would conflict with Board policies, district or building regulations or would violate the law.
- A direction to leave revokes any permission to visit or license to enter. Whenever possible, the direction should be given in writing or followed by written notice which identifies the issuer and gives a brief statement of the reason for the direction to leave. The principal's office should be notified of any direction to leave and given a copy of any written notice.
- Those who insist on remaining despite a principal's request to leave and who thereby create a disruption of the carrying on of school business are subject to citizen's arrest and a report made to the appropriate law enforcement agency. Failure to leave will render a visitor liable for criminal trespass pursuant to Oregon Revised Statutes.
- Any visitor, who believes that he/she has had a visit unfairly limited, may request a meeting with the district superintendent. The latter shall meet promptly with the visitor, investigate the dispute and render a written decision. The superintendent's decision may be appealed to the Board.
- Any visitor who commits a violent act or threatens to commit a violent act toward a student or staff member while on school grounds, at a school sponsored event or on the way to and from school shall be reported immediately to the principal and/or appropriate law enforcement agency. Board Policy KK

Public Conduct on School Property:

All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's sticker, which must be worn at all times while in the school or on school grounds. As a visitor, please sign out before leaving the building.

Parents or citizens who wish to observe a classroom while school is in session are asked to arrange such visits with the classroom teacher(s) and administration, so that class disruption is kept to a minimum. Please arrange this at least one day in advance.

All visitors are expected to abide by the rules listed above.

Student visitors may come for lunch with one-day notice.



March 2016

SUN MON TUE WED THU FRI SAT

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13 14 15 16 17 18 19

20 21 22 23 24 25 26

Spring Break - No School

27 28 29 30 31

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HOMWORK

Students bring schoolwork home on a regular basis, especially daily reading. Please help by making sure the homework is complete and returned with your child. Please feel free to contact your child(ren)'s teacher regarding questions concerning homework or class work in general. Homework is located in the school and home communication folder on a regular basis.

Homework for a prearranged absence:

Teachers will not be expected to provide homework during prolonged absences. We ask that you keep your child(ren)'s reading ability up by providing appropriate books. Each teacher will keep track of the skills and assignments missed by the student(s), and will "catch the child up" as quickly as possible when your child(ren) return to school. That way only the taught lessons will be covered and the family can enjoy their time away from school without worry, fear, or anxiety.



PARENTAL/COMMUNITY INVOLVEMENT

PARENT TEACHER ORGANIZATION

The purpose of the Brother Elementary PTO is to provide support to the teachers and students in their classroom studies and sports programs.

Meetings will be scheduled, September through May, in the school.

No Current Events are planned



Unattended children are not to play in the gym or other school areas for liability issues. Safety is of the utmost importance.

You are invited to become an active participant in our school. Please become involved.



April 2016

SUN MON TUE WED THU FRI SAT

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Conferences Conferences

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AFTER SCHOOL:

- Bus riders walk immediately to your bus and get on.
- Walkers leave the school grounds immediately.
- Bus students staying after school with a walker must have a parental permission slip to do so. Bus drivers will have permission slips with them at your stop to sign. Verbal permission with bus driver will not be accepted.
- Bus students are not to change their route routine without a signed note. You may not call home during the day, unless it is an emergency.
- Any student not picked up after five minutes at the bus stop will be returned to school.

PLAYGROUND:

Playground supervisors will circulate to all areas of the playground. Playground supervisors are under the direct supervision of the Head Teacher.

- Students will use appropriate language.
- Students must use good behavior when on the playground.
- If you cannot see the playground supervisor, you are in the wrong place. No playing behind buildings or trees.
- Recess equipment is to be taken back by students who brought it out.
- No tackle football, tripping, pushing, grabbing, etc.
- No throwing of rocks or wood chips.
- No side swinging or jumping out of swings.
- No running up the slide.
- No kicking balls in the gym or anywhere but the infield.
- Only one person in the swing at a time.
- Be courteous and give others a chance to use the equipment.
- No snowballs. Stay away from puddles and mud.
- Toys must be approved by the playground supervisor before use.
- Students must have permission to leave the playground to use the restroom or retrieve balls.
- Students are not to enter the classrooms during recess unless to use the restroom facilities
- Students are to line up quickly and quietly when called in.

BEHAVIOR MANAGEMENT

Staff use several techniques to redirect undesirable student behavior, including, but not limited to time-outs, change of seating, parent contact, and contracts. When necessary, staff document “minor offenses” which continue to occur after unsuccessful interventions. When a student receives 3 minor offenses in a trimester the result will be a “major offense” referral. This will be given to the office and students will be subject to disciplinary action as outlined below.

DISCIPLINE/DUE PROCESS:

A student who violates the Student Code of Conduct, which includes following rules and expectations, shall be subject to disciplinary action. A student’s due process rights will be observed in all such instances, including the right to appeal the discipline decision of staff and administrators.

Careful attention shall be given to procedures and methods whereby, fairness and consistency in discipline shall be assured each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one’s actions and maintain a productive learning climate.

District personnel to correct behavior problems shall use various disciplinary procedures. Examples include, but are not limited to, reprimands, conferences, detention and denial of participation in co-curricular and extracurricular activities. Titles and/or privileges available to or granted to students may be denied and/or revoked (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips. etc.).

Students may be suspended or expelled in case of serious infractions or repeated failure to comply with Board policy, administrative regulations, and school or classroom rules. Restitution may be sought for willful damage of district property. A referral to law enforcement may also be made for violations of the law. Parental assistance shall be requested when persistent violations occur.

Please be advised, confidentiality is a must and only your child can be discussed with you, the parent.



May 2016

SUN MON TUE WED THU FRI SAT

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Memorial Day - No School
Staff Development Day - No School

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CELEBRATIONS/PARTIES/INVITATIONS

The rules of good conduct and grooming shall be observed for any school social event.

CLASS PARTIES

During the school year, we will have parties for Halloween, Christmas, and Valentine's Day. Parents will be asked to assist. In keeping with health department guidelines, only food prepared in an inspected kitchen will be available in the district. This requirement includes all food sharing such as at school parties, events or activities as per Board Policy EFD. If your child is not to participate, a note should be sent to the school.

Invitations/Flowers/Balloons

Party invitations and individual student parties are not allowed at school. Additionally, flowers, balloons, or any special acknowledgments should not be sent to the school. They will not be delivered to students. This policy prevents many hurt feelings. We appreciate your understanding and cooperation.

CONFERENCES

Goal setting conferences are scheduled in the fall and conferences are scheduled in the spring to review student progress. The teacher may request a conference:

1. If the student is not maintaining passing grades or achieving the expected level of performance.
 2. If the student is not maintaining behavior expectations.
- In any other case the teacher considers necessary.

The district encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school or request that the teacher call the parent to arrange a mutually convenient time.

DROPPING OFF/PICKING UP

If you plan to pick up your child after school, please park in front of the school. Students are released to parents in the afternoon when the teacher sees the parent. We do not release children to walk to a parked car outside the school grounds.

Early Release:

If it is necessary for your child to leave school early, you **MUST** come to the **OFFICE** to check them out. Please **DO NOT GO TO THEIR CLASSROOM**. We may only release children to their **parents or those listed on their registration card**. This is for your child's safety. If you find yourself needing to have other people pick up your child, please send a note.

Late Pickup:

School is dismissed at 3:20 P.M. each day. Students need to be picked up promptly. Students not picked up by 3:20 P.M. will be taken to the office to wait. Students **MAY NOT** wait for parents on the playground after 3:30 P.M. Staff will remain with your child at school until you, your designee or authorities arrive.

Returned Bus Students:

If the bus driver brings your child back to the school, every effort will be made to make contact with you or those listed on the emergency card. The bus driver or other school personnel will remain with your child at school until you, your designee or authorities arrive.





June 2016

SUN MON TUE WED THU FRI SAT

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Last Day of
School -
11:30 release

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26 27 28 29 30

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EMERGENCY INFORMATION

It is of utmost importance that you fill out the emergency information on your child's registration card and update it regularly. Periodically, we need to call parents if a student is injured or ill. It is very important to keep us informed with current phone numbers, address, and emergency contacts.

Emergency school closure:

If school is closed or if there is a delayed start, our staff will call you.

FEES AND CHARGES

Report cards will not be issued to students who have outstanding charges such as: cafeteria charges, overdue books, or uniforms not returned.

HEALTHY STUDENTS

Immunization of Students

Proof of immunization must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the district. Proof consists of a signed Certificate of Immunization Status Form documenting with evidence of immunization or a religious and/or medical exception.

The board recommends that all students initially enrolling in school have a physical examination. Parent will be asked to complete a district Health History form when initially enrolling their students in the district and when registering them for seventh grade.

All student participating in athletic programs are required to submit to the district a School Sport Pre-participation Examination form prior to their initial participation in a district athletic program. The form is to be completed and signed by a parent and physician giving permission for the student to participate.

A student who is subsequently diagnosed with a significant illness or has had a major surgery is required to have a physical examination prior to further participation in extracurricular sports.

Emergency Medical Treatment:

In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary.

If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

Medication:

Sometimes it is necessary for students to take medication during the school day. Office personnel may administer medication with the following requirements:

For Prescription medication –1. Completed medication form signed by the parent and doctor. 2. The original container with the name of the student/medicine/dose/time/doctor may be used in lieu of a doctor's signature.

For Non-Prescription medication 1. Completed medication form signed by the parent for over-the-counter medication. **Do not** send medication in baggies, envelopes, etc. Medication should be brought to school and returned home by the parent. We do not allow students to carry medications home without parent permission which must be documented. One dose may be kept in their backpack. A few cough drops may be kept on their person if a medication form has been filled out.

Communicable disease:

The district will follow both the state and local health authorities' rules and regulations pertaining to communicable diseases as per Board Policy JHCC.

When should I keep my child home?

- *Brown, gray, tan or yellow drainage from nose
- *Vomiting - symptom free for 24 hours
- *Diarrhea - symptom free for 24 hours
- *Fever – free from fever (a measured temperature of 100 degrees F or higher) for 24 hours.
- *A deep, barking, congested cough - symptom free for 24 hours.
- *Always best to consult your physician.
- *These are only a few symptoms of when to keep your child home.

**SCHOOL CALENDAR 2015-16
BOARD READOPTED 6/15/15**

JULY				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3 Independence Day
20 School Board Meeting

**PAULINA ELEMENTARY /// BROTHERS ELEMENTARY
2015-16 SCHOOL CALENDAR**

AUGUST					0
M	T	W	TH	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					3

10 School Board Meeting
27-28 Teacher Inservice
31 All Staff Inservice / Training

SEPTEMBER					14
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			19

1 Teacher Inservice
2 & 3 Teacher Start-Up
4 Non-Contract Day
7 Labor Day
8 1st Day School-Grades 1-8
9 1st Day School-Grade K
14 School Board Meeting
25 .75 Staff Dev. - .25 Teacher Directed

OCTOBER					17
M	T	W	TH	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	18

5-8 Homecoming Week
9 Conf. Prep - NO SCHOOL
12 School Board Meeting
21 Conferences
22 Conferences

NOVEMBER					14
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					16

6 Grading - NO SCHOOL
9 School Board Meeting
11 Vet. Day & Teacher Direct Stf.Dev.
25 NO SCHOOL - Students & Staff
26-27 Thanksgiving Break NO SCHOOL

DECEMBER					11
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		12

14 School Board Meeting
21-31 Winter Break - NO SCHOOL
25 Christmas Day

JANUARY					14
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	17

1 New Year's Day Holiday
11 School Board Meeting
18 Martin Luther King Holiday-NO SCH
27 LAST DAY 1ST SEMESTER
28 Grading - NO SCHOOL K-8
29 .75 Staff Dev. - .25 Teacher Directed

FEBRUARY					16
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29					18

1 FIRST DAY 2ND SEMESTER
8 School Board Meeting
15 Pres. Day/Tchr Dir SD-NO SCH
26 1/2 Staff Dev. 1/2 Teacher Directed
NO SCHOOL K-8

MARCH					15
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		15

21-25 Spring Break
14 School Board Meeting

APRIL					16
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	17

8 1/2 Grading; 1/2 Conf. Prep-NO SCH
13 Conferences
14 Conferences
15 NO SCHOOL K-12
18 School Board Meeting

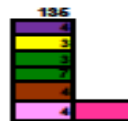
MAY					16
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				18

9 School Board Meeting
30 Memorial Day NO SCHOOL
31 .5 Staff Dev. .5 Teacher Dir. NO SCH

JUNE					6
M	T	W	TH	F	
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		7

9 Last Day School 11:30 RELEASE
13 School Board Meeting
10 Grading - last day for teachers

Teacher Work Schedule
139 Contract Days - Includes Conference Days
3 Start of School Prep Days for Teachers
3 Start of School Staff Development days
7 Staff Development Days during year
4 Grading Days / Conf. Prep
4 Holidays - Certified; 9-10 - Classified



160 Teacher Days **139** Student Days

160

(No School Certified/Classified)
School Board Meetings - 6:30 p.m. (locations vary)

School Start & End Dates & Breaks		
Sept.	8	1st Day School Grades 1-5
Sept.	9	1st Day School - Kindergarten
Nov.	26-27	Thanksgiving Break
Dec.	21-1	Winter Break
Mar.	21-25	Spring Break
June	9	Last Day School - Early Release 11:30

School Day Start and Stop Times:	
Brothers Elementary	8:05 a.m. - 3:20 p.m.
Paulina Elementary	8:05 a.m. - 3:20 p.m.

Conference Days:	
Oct. 21-22	2
Apr. 13-14	2

Directory Information

The Family Educational Right and Privacy Act (FERPA), a Federal law, requires that **Crook County School District**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Crook County School District** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Crook County School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduations programs;
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released. The following categories are designated as directory information. This information may be released to the public through appropriate procedures:

- Student's name
- Date
- Participation in officially recognized sports and activities
- Dates of attendance
- Degrees or awards received
- Most recent previous school or program attended; and
- Photographs
-

Directory information shall not included a student's address or telephone number

If you do not wish Crook County School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S. C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.