

# Green Acres Elementary Student/Parent Handbook 2017-2018



**HOME OF THE GRIZZLIES**

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700 South 10th Street  
Lebanon, Oregon 97355  
541-451-8534

Amanda Plummer  
Principal

Shelly Boykin  
Office Manager

Julie Campbell  
Secretary

*Dear Green Acres Elementary Students and Families,*

*Welcome to the 2017-2018 school year! The Green Acres Elementary Staff is committed to providing a quality education and a safe, caring learning environment for every student.*

*A positive, safe learning environment for children is created through good teaching, clear expectations for behavior, encouragement, and opportunities for children to make friends and play safely. Students who behave responsibly are better prepared to learn and also help those around them learn. In this handbook you will find our written plan for promoting responsible behavior titled, Green Acres Elementary Student Expectations, Procedures, and Discipline Policy. Classroom teachers will review the expectations, procedures, and policy with their students. We ask that you, too, carefully review it with your child and discuss the importance of positive, socially responsible behavior. The handbook also has some other general information that is important to know and we hope you find it helpful. Once you and your student have reviewed the handbook, please sign and return the section located at the bottom of the page.*

*Your child is very important to us. We value your participation and support in helping your child experience individual growth and academic success. You can stay informed and involved by attending parent-teacher conferences, meetings and school functions, communicating regularly with your child's teacher, helping out at school when possible, and reviewing homework each day. Please note that every Tuesday your student will bring home a communication folder. This folder has school newsletters, memos from teachers, and other important information to help you be aware of events and school happenings. You can also stay informed by signing up on your*

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## GREEN ACRES STAFF 2017 - 2018

Kindergarten Teacher	Tammy Brown	Room 43
Kindergarten Teacher	Jaime Williams	Room 42
Kindergarten Teacher	Arianna Bender	Room 6
1 <sup>st</sup> Grade Teacher	Kellie Blauvelt	Room 44
1 <sup>st</sup> Grade Teacher	Sara Hammerquist	Room 46
2 <sup>nd</sup> Grade Teacher	Teresa Craig	Room 19
2 <sup>nd</sup> Grade Teacher	Kelly Ulibarri	Room 17
3 <sup>rd</sup> Grade Teacher	Desirée Stainbrook	Room 15
3 <sup>rd</sup> Grade Teacher	Sarah Young	Room 13
4 <sup>th</sup> Grade Teacher	Ashley Yoder	Room 14
4 <sup>th</sup> Grade Teacher	Bree Wyatt	Room 4
5 <sup>th</sup> Grade Teacher	Diana Wilsey	Room 16
5 <sup>th</sup> Grade Teacher	Liz Sterling	Room 18
ELL Teacher	Jacque Wells	Room 2
IA, ELL		
IA, ELL	Noemi Ramos	
Bilingual Community Liaison	Yesenia Salinas	
Life Skills Teacher	Sonya Hostetter	Room 10, 11, and 12
Life Skills Teacher	Molly Tenbusch	Room 10, 11, and 12
PCA, Life Skills	Anna Beggs	Deanna Keenon
	Kelsey Bolen	Diana Lewis
	Stephanie Van De Hey	Lynette Lown
	Dana Darling	Bruce McIntyre
	Whitney Hook	LaDonna Snook
	Robin Hermans	Kristi Strom
LRC Teacher	Linda Barr	Room 1
IA, LRC	Joscela Pozder	
IA, LRC	Pam San Nicolas	
IA, LRC	Dawn Vorderstrasse	
IA, LRC	Stacey Zoon	
PE Teacher	Paige Bicknell	Gym
Music Teacher	Janet Crossan	Room 48
SEL Teacher	Katherine Harkins	Room 3
IA, SEL	Tony Stanley	
Speech Teacher	Catherine Broadhurst	Room 2
Title 1 Teacher	Vickie Brown	Room 40
IA, Title 1	Amy Baur	
IA, Title 1	Terrisa Cole	
IA, Title 1	Tracy Tracy	
Media Assistant	Cindy Thompson	Library
<b>Principal</b>	<b>Amanda Plummer</b>	<b>Office</b>
Office Manager	Shelly Boykin	
Secretary	Julie Campbell	
School Nurse	Debbie Burrows	
School Social Worker	Martha Calderon	
IA, Behavior Assistant	Taiah McClurg	Room 5
PCA, Behavior Assistant	Susan Roosa	
School Assistant	Victoria Knutson	Jolie Campbell
	Ely Wheeler	Ethan Riemer
Custodian	Evelyn Mecum & Colleen Schallig	
Food Services	Kelly Zaina	Cafeteria
Food Services	Liz Bitterman & Morgan Borntrager-Irwin	

## **PREFACE**

The Lebanon Community School District is dedicated to developing responsible and caring citizens. To develop responsible and caring citizens, the District believes in the right of the students' to receive the best education that our resources can provide.

The right to an education is based on the concept of individual human dignity, which includes individual choice and the responsibility of accepting the consequences of that choice. The orderly operation of schools requires the respectful cooperation of students, parents, community, staff, and the School Board.

Lebanon Community School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation 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; and the Americans with Disabilities Act Amendments Act of 2008.

The material covered within this *Green Acres Elementary Student and Parent Handbook* is intended as an opportunity to communicate to students and parents regarding general school information, rules and expectations, and procedures. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. This handbook is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.

# GREEN ACRES ELEMENTARY STUDENT EXPECTATIONS, PROCEDURES AND DISCIPLINE POLICY

*Green Acres...A diverse community empowering success for all!*

Welcome to Green Acres! Our goal is to establish and maintain a positive, safe and productive learning environment for all students. We want students and parents to be well informed about our expectations and procedures at Green Acres Elementary School. The following information communicates what is expected of Green Acres Elementary students, procedures used to promote positive behavior, and how misbehavior is handled at school.

*At Green Acres Elementary School We Believe:*

- Students need a positive and safe environment in order to learn.
- All students can learn and have a right to learn.
- Students, school staff, and parents share responsibility for promoting and maintaining a positive learning environment, free from harassment and bullying.

## **BEHAVIOR EXPECTATIONS at Green Acres**

At Green Acres, we believe in a positive approach to behavior and discipline. Realizing that, we have four Community Rules for each and every student and staff member to live by:

**Be Safe**

**Be Respectful**

**Be Responsible**

**Be Kind**

If you make it a habit to act according to our “Community Rules” you will be successful at Green Acres. The staff is committed to recognizing and rewarding positive and appropriate behavior.

In addition, it is expected that Green Acres Elementary students will follow the Student Code of Conduct in the [Lebanon Community Schools Student / Parent Handbook](#). The handbook can be found in the [Student and Parent Resources](#) on the District’s website.

### **Student Acknowledgement**

The Green Acres Elementary Staff work together to encourage positive student behavior through the following participatory activities:

1. School-wide and classroom recognition activities
2. Morning meetings with student helpers
3. Bulletin board recognition of individual student accomplishments
4. School leaders
5. Buddy Rooms
6. ClassDojo Points
7. Grizzly Greats
8. Grizzly Golds
9. Student of the Month Awards
10. Golden Awards
11. Virtue Recognition
12. Token Parties
13. Grizzly Growl

## Parent and Student Responsibilities

Green Acres Elementary parents and guardians can promote student success at school by doing the following:

1. Make sure your child attends school regularly and arrives on time.
2. Monitor the completion and return of all homework assignments.
3. Encourage sleeping, eating, and grooming habits that help your child be ready to learn.
4. Sign and return all school forms in the *Tuesday Folder*.
5. Work in partnership with your child's teacher to promote student success.
6. Provide a consistent means of two-way communication with school.

### Grizzly Gold



# Grizzly Gold

\_\_\_\_\_ was caught being:

Respectful      Responsible      Kind      Safe

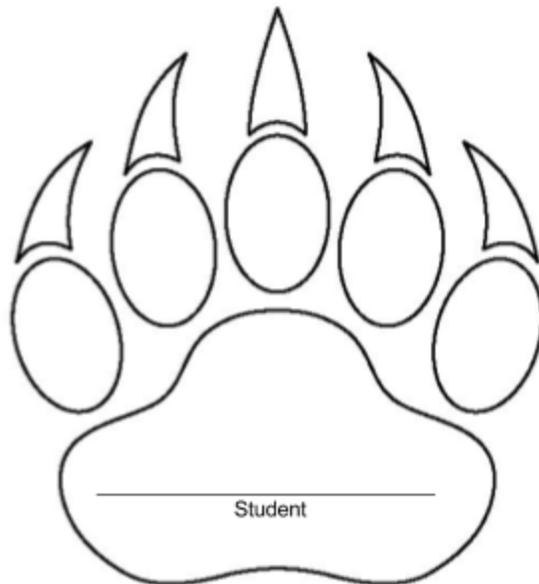
\_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_  
Area: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Please return this Grizzly Gold to the main office for a Pencil Pull!

### Grizzly Great



Awarded by: \_\_\_\_\_

Safe Responsible Respectful Kind

# Visiting and Volunteering at Green Acres Elementary

*Welcome! We are glad you are here. To protect the safety and welfare of children, Lebanon Community School District requires criminal background checks on any volunteers (including parents) who meet the following criteria:*

- *The volunteer will have contact with students;*
- *The volunteer has a regular and ongoing assignment at the school;*
- *The volunteer will be off campus on field trips with students; or*
- *Any frequent visitor.*

*Volunteers may not begin until their background check has been cleared.*

## **Background Check Process**

*As a visitor/volunteer, you will be asked to:*

1. *Submit the Criminal Background Check, which can be found online at:  
<https://www.helpcounterweb.com/welcome/apply.php?district=lebanon>  
Volunteers are required to complete a background check every three years.*
2. *The Volunteer Opportunity Application form is available at the School Office. This application should be submitted annually.*
3. ***\*\*All Visitors/volunteers are required to sign in electronically at the office and pick up a badge. Please sign out when you leave. When visiting please....***
4. *Try to arrange your visit ahead of time so that the teacher can have a place for you and your belongings.*
5. *We are unable to provide supervision for additional children. Speak to your teacher ahead of time to discuss special circumstances.*
6. *You may notice that visits may excite or distract some students during instructional time. Typically a smile or nod and then going about one's business will encourage those students to get back on task.*
7. *Teachers generally are unable to visit or answer questions during instructional time. If you have questions or concerns they will be happy to discuss them with you at a break or after school.*
8. *If you observe something that concerns you, please inform the teacher. Also, please be aware that discussing a child with someone other than the teacher can violate the child or family's privacy rights.*
9. *If you eat lunch with your child and plan to join him or her on the playground make sure to show the playground supervisor your badge. Due to liability and safety reasons, please limit your play to your own child.*

*Again, thank you for coming to Green Acres. We appreciate all that you do.*



## *Violations of Student Expectations*

### **Minor Misbehavior – Levels I-2**

Green Acres Elementary Expectations apply to all students while at school, at all school-sponsored activities and while traveling to and from school. Level I-2, minor misbehavior, is not considered of serious nature, unless it becomes a sustained behavior, and strategies are used to teach more appropriate behavior so students know what is expected of them. Logical and related consequences for misbehaviors are applied and the supervising adult determines the consequence. When students choose not to follow the student expectations they will be corrected in **one or more** of the following ways.

### **Consequences for Minor Misbehavior**

- Verbal reminder and discussion about appropriate behavior, use of a problem solving form, or apology form
- Time out to re-focus, followed with problem solving form or apology form
- Use of a Buddy Classroom
- Loss of privileges (i.e. recess, free time)
- Community service in the school or classroom
- Contact / conference with school counselor
- Parent contact
- *A Notice of Concern - Minor Referral* is completed and parents are notified.
- Other appropriate strategies developed by the classroom teachers

### **Serious or Unsafe Behavior – Levels 3-4**

Level III-IV behavior is misbehavior that is unsafe, disrupts an orderly environment, is serious and requires the principal to be involved. Such behavior violates the rights of others, puts self or others at risk or harm, or is chronic. For a complete description of student rights and responsibilities, please see your *Lebanon Community Schools Student / Parent Handbook*.

1. Excessive or Repeated Minor Misbehavior – three *Notices of Concern - Minor Referrals* per term result in an Major Referral.)
2. Defiance / Disrespect / Insubordination
3. Fighting / Physical Aggression
4. Harassment / Bullying
5. Offensive Language / Profanity
6. Serious Disruption
7. Theft / Forgery
8. Threat
9. Tobacco / Drugs
10. Weapon
11. Vandalism / Destroying School Property
12. Other Serious Behavior

### **Consequences for Serious and/or Unsafe Behaviors – Levels 3-4**

When students engage in Levels 3-4, serious and/or unsafe behavior, a *Major Referral* will be completed by a staff member and given to the behavior support personnel. Upon receipt of the *Major Referral*, the behavior support personnel will investigate the incident, provide an opportunity for the student, and others involved to be heard, consult with the principal to determine most appropriate action to be taken and disciplinary action to be taken. Student's parents or guardian will be contacted by behavior support personnel or principal depending on the behaviors involved. A copy of the Referral will be placed in the student's file, along with any supporting documentation. Any required school district report will be compiled and sent to the District Office.

To determine consequences for misbehavior, the seriousness of the infraction, the age of the student, any history of prior misbehavior and/or office referrals, and any other pertinent information will be used. The principal will set forth consequences, and because student behavior programs may vary in degree, corrective action to be taken must be determined by the professional judgment of the principal. Consequences may include the following actions:

- Conference with student / teacher / parent
- Loss of privilege or time out
- Detention/ Alternate Recess
- Apology and/or Problem Solving Sheet
- Community service
- Behavior contract
- Referral to Response to Intervention (RtI) Team
- In-school or out-of-school suspension
- Recommendation for expulsion to the Lebanon Community School Board

### **Definitions of Serious and/or Unsafe Behavior – Levels 3-4**

Excessive or Repeated Minor Misbehavior: Recurring problems that have been addressed by the teacher or supervising adult with no change in the behavior. This is an example of not being safe, respectful or responsible.

Defiance/Disrespect/Insubordination: Sustained refusal to follow directions or talking back despite reasonable steps taken by staff. This is an example of not being respectful or responsible.

Fighting/Physical Aggression: Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting, etc.). This is an example of not being safe, respectful or responsible.

Harassment/Bullying/Cyberbullying: Sustained or intense verbal, physical attacks based on ethnic origin, gender, disabilities or other personal matters. This is an example of not being safe, respectful or responsible. For a complete description see the Student Conduct section in the *Lebanon Community Student / Parent Handbook*.

Offensive Language/Profanity: Use of profanity, put downs, derogatory comments, obscene gesture, name-calling or use of words in an inappropriate way. This is an example of not being respectful or responsible.

Serious Disruption: Behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling or screaming, noise with materials, horseplay or roughhousing,

and/or out-of-seat behavior. This is an example of not being safe, respectful or responsible.

Theft/Forgery: In possession of, having passed on, or being responsible for removing someone else's property. This is an example of not being responsible or respecting others.

Threat: Threats of harm to self or others or threatening behavior, including threats to severely damage school property, shall not be tolerated at Green Acres Elementary or at school sponsored activities. This is an example of not being safe, respectful or responsible. For a complete description see the Student Code of Conduct section in the *Lebanon Community Student / Parent Handbook*.

Tobacco/Drugs: In possession of or using drugs, alcohol, tobacco, or imitations of illegal substances. This is an example of not being safe or responsible. For a complete description see the Student Conduct section in the *Lebanon Community Student / Parent Handbook*.

Weapon: In possession of knives, guns, or other objects readily capable of causing bodily harm. This is an example of not being safe, respecting others or responsible.

Vandalism / Destroying Property: Substantial destruction or disfigurement of property. This is an example of not being respectful towards our school or responsible.

Other Serious Behavior: Serious behaviors that affect the safety of others and disrupt the school's learning environment such as fire setting or false fire alarms. These are examples of not being safe, respectful of others or responsible.

### **Rules Related to Drugs, Alcohol, Tobacco, Threats, and Weapons**

*(Please see the Lebanon Community Schools Student / Parent Handbook 2017-2018 for a complete description of the district's policy and further explanation of federal law related to drugs, alcohol, tobacco, threats, and weapons.)*

Drugs, Alcohol, or Tobacco: Green Acres students shall not possess, use, transmit, or be under the influence of alcohol, any drug not prescribed by a physician, intoxicants of any kind, or tobacco. ***All medicines needed at school, including cough drops, aspirin, etc. require written permission and must be kept in the Health Room, not in the student's possession.***

#### Threats:

Threats of harm to self or others or threatening behavior, including threats to severely damage school property, shall not be tolerated at Green Acres Elementary or at school sponsored activities.

When the administrator at Green Acres receives a report of a threat, he/she may:

1. Immediately remove the student from any class.
2. Place the student in a setting where the student will receive immediate attention from appropriate school or law enforcement personnel.

Require the student to be evaluated by an appropriately qualified professional, such as the school counselor, before returning to class.

Within 12 hours of discovery of a targeted list or learning of a threat, the administrator will notify by phone personally:

1. The parent of any student violating this policy and the discipline imposed; parents of a student when the student's name appears on a targeted list that threatens harm or violence

to the students on the list; when threats are made by another student; or any school employee whose name appears on a targeted list threatening violence or harm to the district employee.

2. Written follow up notification will be sent within 24 hours after the discovery of a threat or targeted list.
3. The administrator will also notify district office upon learning of a threat.

Students, who have information or knowledge about a threat, should inform a teacher, the counselor, or principal immediately. Parents and other adults are also encouraged to report threats or threatening behavior to the office. All reports will be promptly investigated. Students who violate this policy are subject to discipline up to and including expulsion from school. A referral to law enforcement may also be made.

Weapons: Green Acres students shall not bring weapons or replicas of weapons of any kind to school. Weapons include, but are not limited to, pocket knives, knives, firearms, explosives, metal knuckles, poisons/noxious gases or other dangerous items intended to hurt, harass or threaten others. *Toy replicas of weapons are also prohibited at school.*

Immediate parent contact will be made for violations related to drugs, alcohol, tobacco, weapons, and threats. Students who violate these rules are subject to suspension and/or expulsion.

#### **Harassment/Intimidation/Bullying/Cyber Bullying/Menacing (an excerpt from Lebanon Community Schools Student / Parent Handbook 2016-2017)**

*(Please see the Lebanon Community Schools Student / Parent Handbook 2017-2018 for a complete description of the district's policy on hazing, harassment, intimidation, bullying, cyber bullying, menacing, and teen dating violence.)*

...Harassment, intimidation, menacing or bullying, cyberbullying...by students, staff and third parties toward students is strictly prohibited and will not be tolerated in the district. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Individuals may also be referred to law enforcement officials.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

1. Physically harming a student or damaging a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to

the student's property;

3. Creating a hostile educational environment including interfering with the psychological well-being of the student and may be based on, but not limited to, the protected class of the person.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property or equipment to violate this policy.

"Retaliation" means harassment, intimidation, menacing or bullying, and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation, menacing or bullying, and acts of cyberbullying or retaliation.

"Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

Administrators will take reports and conduct a prompt investigation of any report of an act of ...harassment, intimidation or bullying, menacing...cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the administrator who has overall responsibility for all investigations. Any student who has knowledge of conduct in violation of the policy or feels he/she has been....harassed, intimidated, menaced, or bullied,...cyberbullied in violation of this policy is encouraged to immediately report his/her concerns to the administrator who has overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

#### **Reporting Harassment, Intimidation, Menacing, Bullying, Cyberbullying at Green Acres**

A student or his or her parent/guardian who believes the student is the object of harassment, intimidation, menacing, bullying or cyberbullying shall, at the earliest opportunity, report the incident to a staff member on duty at the time, or to the student's teacher, or to the principal. The incident shall be investigated by the principal, and discipline enforced, as necessary, at the building level. Anyone reporting harassment or bullying shall be free from retaliation. A form is available in the office for students and parents/guardians to fill out who wish to document any concerns about harassment, intimidation, menacing, bullying or cyberbullying.

#### **Response to Intervention Team**

As a means of supporting students, a team of staff members meet regularly to look at student data and develop plans for improving student growth in behavior and/or academic needs. The RtI Team members generally include the resource room teacher, counselor, student's classroom teacher, principal and any other staff members having contact with the student or who may be a resource to the team. The goals of the RtI Team are:

1. Assist teachers with individualizing instruction to meet the needs of all students.
2. Provide ongoing support to teachers and staff in mainstreaming students with disabilities.
3. Provide efficient pre-referral screening for special education services.
4. Assist teachers in developing individual behavior plans to improve student behavior.



## GENERAL INFORMATION

**Attendance:** *Green Acres Elementary has a goal of 96% attendance each and every day. This means that a student may only miss five days for the year.* Research shows students with good attendance perform better in school and are better prepared for everyday life as an adult. Parents are asked to help us meet our goal by arranging for prompt and regular school attendance and to comply with attendance rules and procedures.

**When your child is ill or absent for a specific reason, please call the school office to let us know.** Students who are tardy need to check in at the office and get a pass before joining their class.

**Birthday Parties:** To protect instructional time, teachers will provide a celebration to honor the student birthdays once each month. Teachers will inform parents which day of the month they will celebrate birthdays and how parents may be involved.

We prohibit the passing out of birthday invitations during school time because it can be disruptive to learning. Teachers have differing policies regarding birthday invitations, based on the age group they are teaching. Please check with your child's teacher regarding bringing birthday invitations to school.

**Bus Transportation:** Transportation is provided by the school district to and from school for students living outside of the walking distance of one mile. Students must follow school, district and bus rules. Riding privileges may be suspended for violation of bus rules.

**Classroom Snacks:** In order to encourage healthy snacking and fit into our nut aware procedures, we recommend that students bring cheese, pretzels, fruit, or vegetables for a classroom snack.

**Closed Campus:** Green Acres is a closed campus and students may not leave the grounds at any time during the school day without permission from the office and parent/guardian. Students may not go home for lunch.

**Field Trips:** Field trips are an important educational opportunity and are connected to learning in the classroom. Parents will be notified with a permission slip if their child is invited to participate in a school related field trip. As a representative of Green Acres, we expect our students to have positive behavior when out in the community. Students who demonstrate the ability to manage their own behavior will have the privilege of going on field trips. When behavior warrants concern at school, students may be excluded from excursions or a parent may be asked to accompany the child, at the discretion of the teacher and principal. In such cases, parents will be notified in advance.

**Food, Drink and Gum:** Food and drink provided by a teacher may be consumed under teacher supervision in the classroom. Food and drink purchased in the cafeteria must be consumed in the cafeteria unless supervised by an adult. **Soda and energy drinks are not to be packed for student snacks or lunches.** For your safety, there will be **NO** sharing of food or drinks.

**Harassment, Bullying, and Cyberbullying:** It is never, ever, okay to pick on other students or staff, call names, or purposely make other students feel bad. Harassment of any nature may result in an office referral. Students who repeatedly exhibit these behaviors will sign a Cease and Desist form after conferencing. Examples of harassment include: name-calling, physical contact like pushing, poking, tripping, glaring, and mean looks, making threatening gestures or statements, taking or destroying someone's property, spreading rumors or lies, lying to an adult about something someone did to get them in trouble, saying nasty, obscene, or mean things, making unkind remarks about a person's parents, calling someone fat, short, gay, stupid, etc., referring to a race or other things in a mean way to hurt others.

Being a good citizen means standing up to what is wrong. If we do that, harassment will end. Tell an adult if you know or have heard of a dangerous situation. It might be tempting to be mean right back. Don't do it! Getting even with someone for their bad behavior does not help and is not allowed. You will get in trouble too! Follow this plan instead:

- 1) First, ask the student to stop; tell them you do not like what they did and what you want them to do in the future.
- 2) If it happens again, ask the student to stop again and warn them you will tell an adult if they do it again.
- 3) If it happens a third time, seek help from an adult at school (Playground school assistant or classroom teacher.)
- 4) If the problem still does not go away, write down your concern and submit it to Ms. McClurg or Mrs. Calderon.

Remember, bullies pick on others because they can get away with it. As soon as they are discovered and found out, they will stop. Take a stand against harassment by not harassing anyone yourself and not allowing yourself or your friends to be harassed.

***Fighting: ANY physical contact, including fighting or "play-fighting", is not allowed at school and may result in suspension.***

**Homework:** Homework is assigned to provide opportunities to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. Grade level expectations and policies regarding homework are available from the classroom teachers.

**Lost and Found:** A lost and found area will be maintained at school and reasonable care will be given to all lost and found articles turned into the office. The school is not responsible for lost or stolen items or valuables. Students should not bring valuable items or large amounts of cash to school. Labeling all clothing and personal items is helpful. Lost and found items, left at the end of the school year, will be donated to a local charity.

**Medications:** Except as provided by law, Green Acres staff are prohibited from providing or administering any medication, including aspirin, other pain reliever and cold medicines to any student. Students needing occasional medications such as antibiotics, etc., for colds, earaches and sore throats should take these medications at home, if possible. If medication **MUST** be given at school, it must be **personally delivered by the parent/guardian** and be stored in the school's health room, be in the original container, and be accompanied by written authorization using the Lebanon Community School District medication form. Only a trained, authorized staff member may be allowed to administer medications. This policy is derived from state law and includes cough drops, throat lozenges and all over-the-counter medications as well as prescriptions.

**Moving or Transferring:** Please notify the office of any change of address or telephone number. If you live in an area outside of Green Acre's attendance area, you must request a transfer from the school's main office.

### Passing Time Expectations

All teachers will escort and supervise their class in the hallways, staying with them in a continuous line of sight until they have reached their destination. The students will walk in a single file line, with a voice level of 0/1 out of respect for our quiet learning environment, pausing at the designated stopping points. Teachers will teach and reteach the expectations regularly throughout the year to ensure respectful hallway behavior.

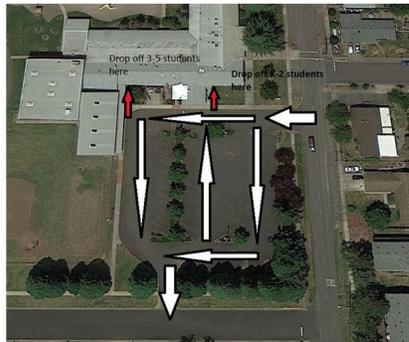
### Parent Drop-off:

- Parents need to enter the parking lot, forming a line along the curb, pulling up as far as possible to create access for other cars.
- For drop off, K-2nd grade enter through the cafeteria side door and 3rd-5th grade enter the gym doors through the covered play area.
- If students arrive after 7:45, they need to enter through the front doors and check-in at the office.
- Parents who want to accompany their child into the building must park in the parking lots' designated areas.

### Parent Pick-up:

Students are to be picked up between 2:35 - 2:45 (or 12:35 - 12:45 on early release days) at the drop-off/pick-up lane.

- Drive-up: Cars enter the parking lot from 10th Street and follow the line of cars to the covered play area. Parents will remain in their car until student is escorted to the car by a staff member.
- Walk-up: Parents will park in the parking lots' designated areas and walk to the cafeteria where they will pick-up their child.



**Personal Property:** We ask that students bring only school related materials to school each day. All other items are to be left at home to minimize school distractions. Acceptable electronic devices/items will be determined by the classroom teacher. Those devices/items, however, are not permitted around the school, outside of assigned times/spaces. Students unable to maintain respectful and appropriate care of any item will be supported by an adult to find a safe space for the item; the space could be, but is not limited to, the student's backpack, the teacher's desk, or the main office. The school cannot be held responsible for stolen or damaged items. The school *will* investigate the incident within reason, but ultimately, students will be responsible for all personal items.

The following protocols for handling confiscated items will be followed:

**First Offense** – Electronic device/item is placed in the office or classroom to be picked up by the student at the end of the day.

**Second Offense** – Electronic device/item is placed in the office or classroom and the parent contacted to pick up the electronic device/item at the end of the day.

**Third Offense** – Electronic device/item is placed in the office and the parent contacted by Administrator to pick up the electronic device/item after a meeting with the parent and student.

**Fourth Offense** – Student is no longer allowed to possess the electronic device/item on school property. Alternative arrangements may be made at the discretion of the teacher and principal.

**Bicycles, Skateboards, Scooters and Inline Skates:** Bicycles, skateboards, scooters and inline skates are personal property. All bicycles, skateboards and scooters must be kept in the bike rack outside and are brought to school at the sole risk of the owner. Students need to lock up bikes, skateboards and scooters to protect against theft and the school will not assume any responsibility for lost or stolen items. Students may use bicycles, skateboards, scooters and skates to and from school but must not ride around the front of the school, sidewalks, or parking areas. A student needs to remove skates when they reach the bike racks. In accordance with Oregon law, **helmets are required**. Students without helmets will not be permitted to ride their bicycles home. In this case, a parent will be notified.

**Dress Code:**

- Individuals must wear appropriate clothing to school at all times.
- Individuals may not wear any clothing or items that displays profanity, nudity, violence, depicts alcohol, tobacco or drug use, or any type of racial prejudice.
- Hats may be worn when they do not disrupt or create barriers to the learning environment. Hoods may not be worn in the building at any time.
- Clothing that reveals a bare midriff, bare back, (e.g. halter tops, spaghetti straps), or allows underwear to be clearly seen is not appropriate for school. Skirts and shorts shall be a reasonable length for school wear. The hem edge shall at least reach the tips of the wearer's fingertips.
- If the dress or grooming of an individual disrupts the educational climate or process, or it is unclean or a threat to the health or safety of the individual, students, staff, or any other persons, the school has a legitimate concern and will take appropriate action.

**During the school day students may not use, or have at school...**

***Contraband items listed below will be confiscated and returned only to the student's parents. Items not claimed after 30 days may be disposed of.***

- Cameras – **no photos are to be taken of students with cameras OR cell phones**
- iPods, iPads, personal computers, Kindles, and/or tablets of any kind. (Without adult approval and supervision.)
- Laser pens/pointers (due to the possibility of serious eye injury)
- Makeup, cologne, perfume, hairspray, nail polish, polish remover, or any aerosol cans
- Rubber bands, balloons, water balloons, or water devices (except under the direction of the teacher)
- Sharpies or other permanent markers, white out (other than designated by teacher)
- Lighters, matches, or other inflammables
- Students are not to have or do any writing on any part of the body or clothing at any time made with markers, pens, paints or other items that cause scarring such as erasers.

**Supervision:** Supervision of students is from 7:30-2:35 p.m. Supervision is not provided for times other than those designated here. Parents are required to provide supervision to their children outside of this time frame. Students will not be permitted to stay on school grounds after school. They must report to their designated after school space.

**Tardiness:** Tardiness is disruptive to the class and is difficult on your child as he/she will have missed important beginning of the day class routines.

***Instruction begins at 7:50 a.m. each day.*** A student is considered tardy if he or she is late to school (after 7:50 am.). *After 7:55 a.m. students must report to the office if he or she is late for school in order to be admitted to the classroom.*

**Technology/Computer Use:** Students who have signed the use agreement may use the school computers, provided they have parent permission. Misuse of any computer will result in the student losing all computer privileges for a time period, up to the remainder of the school year and having to pay for the cost of any damages done to the computer software or hardware.

**Textbooks and Library Books:** Textbooks and library books are loaned to students by the Lebanon Community School District without cost. Students are responsible for the materials checked out in their name until the items are returned. In an effort to encourage responsible behavior and hold down costs for replacing books, students are required to pay for lost books. A fine may be charged for damage done to a book while on loan to them.

The student, parent or guardian is welcome to inspect a damaged book. The book may need to be used by another student, if it is not too badly damaged, therefore arrangements to see the material must be made within two weeks.

The school may withhold grade reports, transcripts, and yearbook for any pupil who owes a fee or fines that results from the loss or damage of school district property. Green Acres does not charge overdue fines but encourages students to return materials promptly so that others can use them.

Green Acres students may check out one book at a time. If they have a lost book, students may not check out another book from the library until either the book is returned or fines are paid.

Any fees paid for lost books will be refunded as long as the book is returned within the same school year it was lost.

**Visitors and Volunteers:** As a matter of safety, we ask that all visitors—even parents—check in at the school office and receive a visitor’s pass to wear. We want parents to feel welcome, but want students and staff to be safe. Visitors are permitted on school grounds so long as their presence is NOT for the purpose of disrupting school nor threatening or intimidating others in school and so long as school officials know of and consent to the visit in advance. Please follow all dress codes while visiting.

No student expected to be in attendance at another school will be allowed to visit Green Acres. Parents wishing to visit Green Acres are always welcome and need to follow our check in procedures. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245. *For more details, please see Visiting and Volunteering at Green Acres on page 5.*

## Green Acres School Wide Expectation Matrix

LOCATION	WE ARE RESPECTFUL	WE ARE RESPONSIBLE	WE ARE SAFE	WE ARE KIND
<b>EVERY-WHERE ALL THE TIME</b>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Wait your turn</li> <li>● Ask permission</li> <li>● Use appropriate voice</li> <li>● Give personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Follow school rules</li> <li>● Remind others to follow rules</li> <li>● Take proper care of all personal belongings and school equipment</li> <li>● Be honest</li> <li>● Be self-directed</li> </ul>	<ul style="list-style-type: none"> <li>● Get adult help when needed</li> <li>● Walk facing forward</li> <li>● Keep your hands and feet to yourself</li> <li>● Use all equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Help others as much as you can</li> <li>● Use kind words</li> <li>● Treat others better than you want to be treated</li> <li>● Be friendly</li> <li>● Think of other people's feelings</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>● Listen to the speaker</li> <li>● Face forward</li> </ul>	<ul style="list-style-type: none"> <li>● Focus on presentation</li> <li>● Enter and exit quietly</li> <li>● Sit in designated area</li> </ul>	<ul style="list-style-type: none"> <li>● Keep personal space</li> <li>● Sit on bottoms</li> <li>● Walk into the assembly</li> </ul>	<ul style="list-style-type: none"> <li>● Be a polite audience</li> <li>● Applaud appropriately</li> </ul>
<b>BATHROOM</b>	<ul style="list-style-type: none"> <li>● Whisper voice</li> <li>● Give others privacy</li> <li>● Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Flush</li> <li>● 1-2 squirts of soap</li> <li>● 1-2 paper towels, put in trash</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns</li> <li>● Wash hands</li> </ul>	<i>Always Be Kind</i>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>● Calm talking voice</li> <li>● Kind words, safe bodies</li> <li>● Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Eat your food</li> <li>● Use equipment correctly</li> <li>● Clean up your mess</li> <li>● Dump your tray when done</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Stay seated</li> <li>● Raise hand when you need help</li> </ul>	<i>Always Be Kind</i>
<b>COMPUTER LAB</b>	<ul style="list-style-type: none"> <li>● Listen with eyes on speaker and voice off</li> <li>● Whisper voice during lab</li> </ul>	<ul style="list-style-type: none"> <li>● Be appropriate with websites and email</li> <li>● Clean up your area</li> <li>● X out when asked</li> <li>● Push in chair and stand behind quietly</li> </ul>	<ul style="list-style-type: none"> <li>● Gentle with equipment</li> <li>● Sit with back in chair facing computer</li> </ul>	<i>Always Be Kind</i>
<b>COVERED AREA (RECESS)</b>	<ul style="list-style-type: none"> <li>● Whisper voice in line</li> <li>● Share and take turns (include others)</li> <li>● Safe hands and feet</li> </ul>	<ul style="list-style-type: none"> <li>● Put away equipment</li> <li>● Line up quickly when whistle sounds</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Jump rope on sidewalk only</li> <li>● Bounce balls</li> <li>● Stay inside short wall and walk</li> </ul>	<i>Always Be Kind</i>

<b>CROSSWALK</b>	<ul style="list-style-type: none"> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk your bike, carry scooters and skateboards</li> <li>Arrive and leave on time</li> <li>Go straight to school/home</li> </ul>	<ul style="list-style-type: none"> <li>Wait for crossing guard</li> <li>Walk on sidewalks and crosswalks</li> <li>Be aware of traffic</li> </ul>	<i>Always Be Kind</i>
<b>LOCATION</b>	<b>WE ARE RESPECTFUL</b>	<b>WE ARE RESPONSIBLE</b>	<b>WE ARE SAFE</b>	<b>WE ARE KIND</b>
<b>DISMISSAL IN COVERED PLAY AREA</b>	<ul style="list-style-type: none"> <li>Keep personal space</li> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Line up with your teacher</li> <li>Say goodbye to your teacher before you leave</li> </ul>	<ul style="list-style-type: none"> <li>Keep backpack on</li> <li>Walk</li> <li>Stay on the sidewalk</li> </ul>	<i>Always Be Kind</i>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>Whisper voice</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Stay on right side</li> <li>In single file line</li> </ul>	<i>Always Be Kind</i>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>Listen with eyes on speaker and voice off</li> <li>Follow directions 1st time</li> <li>Whisper voice while in library</li> </ul>	<ul style="list-style-type: none"> <li>Use placeholder to keep place for book</li> <li>Clean up your area</li> <li>Push in your chairs</li> <li>Books/items returned in good condition and timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Use placeholder for checking out books</li> </ul>	<i>Always Be Kind</i>
<b>OFFICE / HEALTH ROOM</b>	<ul style="list-style-type: none"> <li>Voice off</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Have a pass</li> <li>Come to the front desk</li> <li>Phone calls are for emergencies only</li> </ul>	<ul style="list-style-type: none"> <li>Wait in a chair</li> </ul>	<i>Always Be Kind</i>
<b>P.E./GYM</b>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Listen with eyes on speaker and voice off</li> <li>Treat equipment nicely</li> <li>Show good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away when done.</li> <li>Wear P.E. shoes/clothes to class</li> </ul>	<ul style="list-style-type: none"> <li>Watch where you are going</li> <li>Stay in safe area</li> <li>Sit without sliding</li> </ul>	<i>Always Be Kind</i>
<b>RECESS (change to match check off list?)</b>	<ul style="list-style-type: none"> <li>Whisper voice in line</li> <li>Kind words, safe bodies</li> <li>Share and take turns (include others)</li> </ul>	<ul style="list-style-type: none"> <li>Put away equipment</li> <li>Line up quickly</li> <li>Follow directions</li> <li>Stop on first whistle</li> <li>Clean up after second whistle</li> </ul>	<ul style="list-style-type: none"> <li>Rocks, dirt and sticks stay on ground</li> <li>Kick balls in field</li> <li>Slide down or climb off toys</li> </ul>	<i>Always Be Kind</i>

