

# ELIZABETH PAGE ELEMENTARY



FAMILY HANDBOOK  
2017-2018



# **Elizabeth Page Elementary Student/Teacher/Parent Handbook**

*Our handbook's content may be revised throughout the school year.  
An up-to-date version will be maintained and reprinted annually.  
Please check with the office regarding changes.*

Welcome to Elizabeth Page Elementary School.

**We are so glad you are here!**

We are a community of lifelong learners recognizing our potential in a nurturing and challenging environment, rich with diverse opportunities. We are committed to ensuring a well-rounded education for all of our students. With a full-time music specialist, an outdoor garden program, innovative technology projects and a team of dedicated educators, Page students have access to a world-class education.

This handbook provides important information about rules, policies and procedures to increase safety and efficiency at Page Elementary. We ask that you and your student(s) become familiar with and abide by the expectations and rules outlined here.

This handbook summarizes Springfield School District policy and contains general guidelines and information. Please refer to official district policy and regulation documents for specific information by visiting **<http://policy.osba.org/sps/>**. If you have any questions regarding this handbook or the policies outlined, please contact your student's principal. Thank you for upholding the safety and wellbeing of our students, staff and volunteers!

## **Elizabeth Page Elementary School**

1300 Hayden Bridge Road, Springfield, OR 97477

**Phone:** 541-744-6407

**Website:** <http://blog.springfield.k12.or.us/epage/>

**Facebook:** <https://www.facebook.com/ElizabethPageElementary>

**Principal:** Lacey Macdonald

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# DISTRICT POLICIES

Springfield School District policies are available online at <http://policy.osba.org/sps/>.

## SCHOOL ATTENDANCE



### Arrival/Dismissal Times & Procedures:

8:00 a.m.	BREAKFAST ENTRANCE
8:25 a.m.	FIRST BELL
<b>8:35 a.m.</b>	<b>TARDY BELL</b>
2:50 p.m.	REGULAR DISMISSAL
12:30 p.m.	EARLY RELEASE DISMISSAL

**Arrival:** Students may enter the building at 8:00 to eat breakfast. Bus riders enter through bus doors and all other students enter through the front doors. If students are not eating breakfast at school they are required to wait at the front or rear entrance and enter when the bell rings at 8:25. The tardy bell rings at 8:35. Students entering the school after the tardy bell must report to the school secretary at entry.

**Dismissal:** School is dismissed daily at 2:50 p.m. On early release Fridays, school is dismissed at 12:30 p.m. During pickup, signs are placed in front of the school along the curb. Please pick up your student near their grade level signs. Students older than third grade may join their younger siblings so parents only have to make one stop.

## All K-2 grade students must either:

- Take the bus
- Walk home with a sibling in at least the third grade
- Be picked up by an adult on the approved list

Kindergarten through 2nd grade students are not allowed to walk home on their own after school. Please notify the office with any questions or concerns.



## Attendance Guidelines

We account for each child in the school every day. If your child is absent, please call the school at **541-744-6407** before 8:30 a.m.

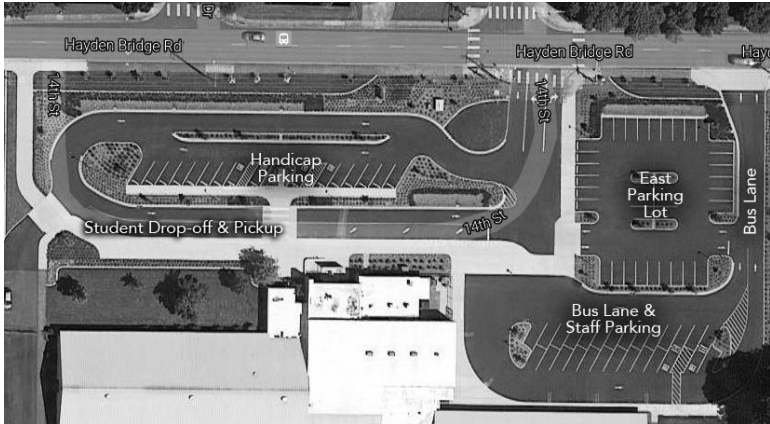
- If you do not call the office, you will be contacted.
- If your child is late for school, we require a phone call or a note with the date, reason for the tardiness and your signature.
- **Any student who accumulates ten (10) or more consecutive days of absences will be removed from school enrollment.**
- Planned (vacation) or Parent Request (unless excused by the Principal) are considered **unexcused** absences.
- On the 4th consecutive sick day, a doctor's note will be required for absence to be considered excused.

The habit of regular attendance is strongly related to student success. We ask that you help your child acquire this habit.

- When possible, schedule appointments outside school hours.
- Students released for doctor and dental appointments should check out in the office and are expected to check in if they return prior to the end of the day.
- Please call the school, or send a note to let us know about the appointment, ahead of time.

## Parking Lot

The parking lot can be a busy place before and after school. Please follow these guidelines to keep our parking lot safe for both students and drivers.



### Bus Lane Safety Rules

- Do not use the bus lane for dropping off or picking up students. The bus lanes and staff parking area are off limits to parents for pick up and drop off.
- Do not block the bus lane. Buses cannot pick up and drop off students safely when cars are blocking the lane entrance.

### General Parking Lot Safety

- Drive slowly and watch for students. Do not text and limit cell phone use to remain alert.
- Check behind you thoroughly before backing up.
- **Handicap parking spots are only to be used with a visible and current handicap placard.**
- Only leave your car after parking in a designated parking spot.
- Remain in your vehicle when in the drop off and pick up lane. Do not park your vehicle in the inside drive through lane.
- Kindergarten parents, please park in the East parking lot.

## Releasing Students During the School Day

Students are to remain under the supervision of school staff during regular school hours. Before releasing a child to anyone except a person identified on the registration form, a school official will telephone one of the child's parents or guardians for approval. Parents are encouraged to share with the staff any unusual problems regarding guardianship. Please inform the school of any changes or legal issues immediately. When parents wish to pick their children up during the school day, they must do so through the school office.

## Inclement Weather ❄️❄️❄️❄️❄️❄️❄️❄️

**Website:** <http://www.springfield.k12.or.us/weather>

To be notified of school closures during inclement weather, families with smart phones or tablets can download a new FlashAlert Messenger App from either Google Play or iTunes. Families may also have alerts sent to up to three email addresses.

*Please note that the Flash Alert service that the district uses to alert the community about weather closures or delays no longer provides alerts via text due to the inconsistency of delivery among providers.*



# SAFETY PRECAUTIONS

## Building Security / Student Safety

To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. We apologize for any inconvenience these procedures may incur, but the safety of our students is our main concern.

- Students are not allowed to be on campus earlier than 15 minutes prior to opening bell time.
- All visitors must check into the office as soon as they enter the building.
- Visitor tags will be issued and must be worn by visitors to help students and staff recognize them as authorized visitors.
- Volunteers must use the Springfield School District volunteer badge to identify themselves.
- All outside doors may be locked except when being used by groups of students to pass to and from activities.
- Anyone on school property unknown to staff will be challenged if they do not have a visitor's name tag

## Fire / Earthquake / Lockdown Drills

Schools are required to conduct 12 total drills per year:

- 10 monthly fire drills
- 2 earthquake drills
- 2 safety (lockdown) drills

**Actual Incidents:** During actual incidents, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.



## **Accident / Emergency Procedures**

Please be sure that the school office has **current** information regarding how parents and other emergency contacts can be reached. If you work, be sure that we have your current work telephone number, and *please let us know immediately if your telephone numbers change during the year.*

Students should report all accidents or injuries immediately to the supervisor on duty. In cases of serious accident or illness, we make every reasonable effort to reach the parents as soon as possible. If the injury or illness is, in our opinion, serious enough that immediate treatment is necessary and parents cannot be reached, we will either summon emergency assistance, transport by ambulance to Riverbend Emergency Room or contact the physician listed on the enrollment card. The parent/guardian will be notified of the emergency at the earliest possible time.

## **Law Enforcement Officers / DHS**

Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action **only with the consent** of the investigating officers.

## **Bullying and Harassment**

Page Elementary is committed to providing a safe learning environment for all students. We are dedicated to eradicating bullying and harassment in our school by providing awareness, prevention and education to promote a school atmosphere in which bullying, harassment and intimidation will not be tolerated by students, school employees, visitors or volunteers.

## PBIS (Positive Behavioral Interventions & Supports)

Our school is always working to find successful ways to encourage children to make safe, respectful and responsible choices across all school settings. Page School uses a research based school-wide process called PBIS to support students' behavioral learning.

- PBIS is a data driven approach to addressing student behavior.
- PBIS focuses on explicitly teaching, modeling, practicing and recognizing appropriate behavior.
- PBIS is a proactive system of supports that strives to acknowledge appropriate student behaviors.
- PBIS addresses classroom, school wide and district wide behavior issues.
- PBIS means that expectations are consistent and clearly defined in all settings.
- Our school uses the three rules with students in all settings, busses, classrooms, halls, playground & lunch:
  - Be **Safe**
  - Be **Respectful**
  - Be **Responsible**



## Time-Out Areas

Teachers have a designated area, in the hallway, or in another classroom that will be used as a time-out area. The time-out area serves as a temporary location outside of the classroom for students whose behavior is an infraction of the district's discipline policy. It is sometimes necessary to remove a student from the classroom to a safe place with visible supervision, for an age appropriate amount of time, to control inappropriate behavior. It is essential that every effort is made to maintain the dignity of the student. A consequence may be assigned to the student and/or a behavior plan identified to help the student be successful in the classroom and/or on the playground.

## **Reporting Concerns Regarding School Safety**

Parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator or to the school resource officer (SRO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

## **Traveling To and From School**

The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

## **Bicycles, Scooters, Skateboards, Heelies, Etc.**

While acceptable for transit to school, bicycles, scooters and skateboards are not to be used on school grounds. **BICYCLE HELMETS, AS REQUIRED BY OREGON STATE LAW, ARE NECESSARY FOR STUDENTS TO WEAR WHILE RIDING TO AND FROM SCHOOL.** Rollerblades and heelies are NOT allowed at school.

## **Photo/Video Exclusion**

Page School will often take photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school. Parents – if you **do not want** your child photographed or video taped while at school, please send a written notice to your child's school office as soon as possible after registering your child. **If there is no written notice on file**, the school will assume it has the right to photograph or videotape your child.

## Dress Code

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance which is not distracting to teachers or students or in any way disruptive to the instructional program. We are also concerned about clothing which can be hazardous to the health and safety of the student.

Clothing that is considered **not appropriate for school** includes, but is not limited to:

- Shirts that do not cover the midriff, halter/spaghetti straps, tube tops or see-through tops.
- Dresses and shorts that are too short.
- Clothing may not advertise drugs, alcohol, violence or gangs, and may not display inappropriate language or pictures.
- Hats, caps and/or sunglasses will not be worn in the school building unless medically advised.
- The hoods of hoodies will not be worn when inside.
- High heels are NOT allowed.
- It is highly recommended, for safety reasons, that students NOT wear flip-flops or other types of slip-on sandals.



# HEALTH & WELLNESS



## Illness

Children should stay at home or may be sent home for the following:

- Illness that prevents the child from comfortably participating in program activities.
- Student requiring more care than school can safely provide.
- Fever
- Stiff neck or headache with fever
- Vomiting or diarrhea (3 loose stools in one day) not including students with documented chronic conditions that may otherwise cause these symptoms
- Any rash with fever or behavior change, until a physician has determined that the illness is not a communicable disease.
- Colored drainage from eyes
- Difficulty breathing or shortness of breath
- Serious, sustained cough (spasms of cough, whooping, periods of apnea)
- Skin or eye lesions or rashes that are severe, weepy or pus-filled and cannot be covered.
- Unusual behavior such as severe irritability, lethargy or sleepiness
- Jaundice (yellow color of skin or eyes)

A child should not return to school after an illness until you are certain he/she is well. When your child returns, please send a written note stating the specific nature of the illness for the absence. Children are not permitted to remain in the classroom for health reasons during PE or recess unless they have specific permission in writing from their parents. In the case of an ongoing illness or health concern, please contact the school health nurse.

## Medication

Most medication schedules should be arranged so that medicine can be given at home. Children requiring medication during school hours will abide by the following guidelines:

- ANY medication (prescription or over the counter) must be current and in the original container.
- Prescription medication must be in a container from the pharmacy with the doctor's name, student's name and instructions for administration.
- For ANY medication to be given at school on a regular basis (prescription or over-the-counter), a parent must complete and sign a **Medication Permission and Administration Form**, available in the school office.
- Medication must be brought to school by a parent or guardian. Students are not to transport medication unless designated in medical protocol with school based nurse.
- Cough drops must be kept in the health room for students to take as needed.

## Head Lice

Small infestations of head lice could be found this year in some of our classrooms. Head lice do not discriminate--anyone can contract them, so school staff may perform periodic checks during the year.

**If lice are found:** If it is determined that a student has head lice, the school will contact the parent. The school will make a decision as to whether or not the student requires immediate treatment based on the degree of nits or presence of live lice. If the identified student(s) have other siblings in the school district, they may also be checked.

**Parents' responsibility:** The parent is responsible to provide the appropriate treatment and must accompany the student for

reinstatement in school. Students will be re-examined prior to returning to class.

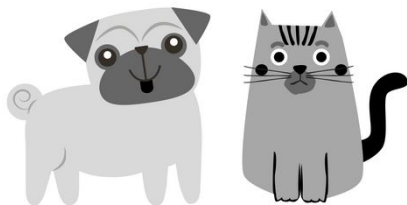
Additional information is available by contacting the office, by calling the Health Department at 541-278-5432 or your own doctor. We respect the sensitivity of this issue and will do everything that we can to make it a confidential and comfortable process for your child.

## **Home Prepared Food**

Home-prepared food presents a risk of causing illness by reason of spreading disease organisms or other contamination. Home-prepared foods, other than individual student and staff lunches, will not be brought into district locations for any school activity. Prepackaged food items that are made in licensed commercial facilities may be distributed in district locations provided handling is minimized. Distribution must be preceded by staff supervised hand washing. Utensils, such as tongs and gloves, must be used to ensure food is not contaminated as it is distributed and that servings are individual.

## **Animals**

Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals. This includes for pickup and drop-off. Prearranged visits may be set up between families and teachers.



# **PERSONAL ITEMS**

Students should not bring personal items (electronic devices, toys, games, jewelry, etc.) from home except to share for Show and Tell as determined by the teacher. The school does not take responsibility for students' personal items being either lost or stolen.

## **Cell Phones and Personal Electronic Devices**

We understand that many parents provide personal electronic devices for their children, but we require all personal devices be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day.

Should a student violate this school policy, the personal device will be taken and placed in the office until the end of the school day. Should it happen a second time, the device will be kept in the office until picked up by a parent and/or guardian.

Smartphones may be used in accordance with the Personal Electronic Device guidelines. We will now be incorporating the use of items such as iPads, Kindles, Nooks and other various tablets for educational purposes only. The mere possession of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy of others.

Students are responsible for personal communication devices they bring to school. The district/school shall not be responsible for loss, theft, or destruction of devices brought onto school property. Electronic devices may be confiscated if a student is found to be using them inappropriately or outside of the established rules. Devices will remain in the office until picked up by the student's parent/guardian.



## **Technology, Toys and other Non-School Items**

Cell phones should be in backpacks and not used during the school day. If they are out and being used they will be stored in the office until the end of the day. iWatches and Gizmos should not be activated or in use during the day for anything other than telling time.

Personal music devices and hand-held games, laser pens and other non-school items **SHOULD NOT** be brought to school unless prior approval is received from the classroom teacher. Game equipment for recess and physical education is provided by the school and should **NOT** be brought from home. Bringing make-up, perfume, etc. to school is not allowed due to allergies and other health concerns. Trading Cards of any kind are **NOT** allowed at school.

## **Lost and Found**

In the course of the school year, many children lose personal items. The children can look for misplaced items in our designated lost and found area in the gym. Small items may be turned into the office. Please use a permanent marker to write your student's name on all jackets, sweatshirts, removable clothing items, water bottles and lunch boxes to be sure they will be returned to the proper owner.



# CELEBRATIONS & GIFTS

## **Balloons, Flowers, Etc.**

Balloons, flowers, candy, stuffed animals, etc. will not be delivered to students during class time. All items must be delivered to the main office and the student will be called to the office at the end of the day to collect the item(s). Please keep in mind that due to possible allergies of other students in the classroom, some items may only be picked up as the child is leaving the building. Transportation does not allow balloons to be taken on the school buses, so please keep this in mind.

## **Birthdays**

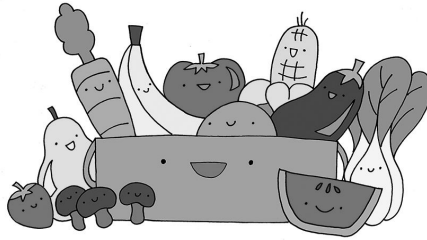
Students' teachers will "celebrate" the birthday child per the classroom policy. Please do not send in or bring in special treats.

## **Food for Celebrations**

When food is used as part of a social or cultural celebration at school, staff and parents are encouraged to provide nutritious foods that are consistent with the Healthy Classroom Food Guidelines. **Homemade foods are not allowed at school events.**

Healthy Classroom Food Guidelines:

<http://www.cdc.gov/healthyschools/npao/pdf/tips-for-teachers.pdf>



# ACADEMICS & FIELD TRIPS

## Homework

Classroom teachers will send home their classroom homework policies at the beginning of the year. If you have concerns or questions about homework contact your child's teacher. Each class will develop, publicize, and implement their own individual homework procedures to assure that:

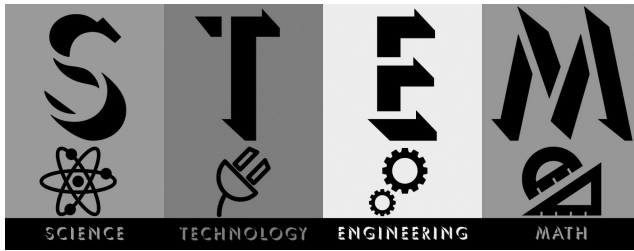
- Homework is consistent with the goals and objectives of the district curriculum as well as with community values.
- Homework is consistent with the maturity, achievement level, and ability of the student.
- Each student is instructed in appropriate study skills to aid success in homework assignments.
- The student and, where necessary, parent are given sufficient instructions for the homework to be completed.
- The student and parent understand that homework is an integral part of the course of study, and that there are rewards for accomplishments and consequences for failure to complete assigned homework.

## **RTI (Response to Intervention)**

RTI is a multi-level, instructional framework aimed at improving academic and behavior outcomes for ALL students. RTI's preventative framework provides immediate support to students who are at risk.

### **RTI models typically consist of three “tiers.”**

- **Tier 1** is the core, general education curriculum where schools monitor student progress using benchmark assessments and identify struggling readers. The majority of students typically remain within Tier 1.
- Students not progressing adequately in Tier 1 are placed into **Tier 2**, which monitors and supports struggling readers through more frequent assessments and data-driven interventions delivered via small groups. If students demonstrate improvement after receiving Tier 2 instruction, they will either remain in Tier 2 or return to Tier 1.
- If students continue to be unresponsive to Tier 2 instruction, they will be placed in **Tier 3**. This tier consists of intensive, often individualized, interventions to address struggling students' unique needs. For some students who do not respond to tiered interventions, schools may determine the child's eligibility for special education services.



## **STEM (Science, Technology, Engineering, Math)**

STEM education provides a student-centered learning environment. Students engage in questioning, problem solving, collaboration, and hands-on activities while they address real life issues. In STEM education, teachers function as classroom facilitators. They guide students through the problem-solving process and plan projects that lead to mastery of content and STEM proficiency. STEM proficient students are able to answer complex questions, investigate global issues, and develop solutions for challenges and real world problems while applying the rigor of science, technology, engineering, and mathematics content in a seamless fashion. STEM proficient students are logical thinkers, effective communicators and are technologically, scientifically, and mathematically literate.

## **ELD (English Language Development)**

Page's English Language Development (ELD) program provides services to students who require assistance in gaining English proficiency.

Program activities include instruction in learning English, content area classroom support, curriculum development, assessment, staff training, bilingual communication with families, and parent involvement.

## Computer Use

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. It is a general policy that all computers used through school are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of Springfield School District will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution, and/or referral to law enforcement authorities. Reinstatement will be at the discretion of the building administrator and the Springfield School District. Individual teachers may have students and families sign a “Technology Agreement” with more specific expectations.

## Field Trips

Field trips within Oregon, and to nearby points of interest, are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources in the community. Parents will receive notices of field trips in advance of the scheduled trip date. Field trip permission slips are included in the school registration packet at beginning of each school year, and must be signed by a parent, or guardian, before a child may participate in the field trip. A notice explaining the trip will be sent home prior to the activity. Note: Only students enrolled in that grade may attend field trips. No siblings may attend field trips. If students have ongoing and excessive behavior incidents and referrals that prevent them from maintaining safe, respectful and responsible behavior, an alternative, on-campus activity may be provided.



# VISITORS & VOLUNTEERS

## Visitors & volunteers

All adults that volunteer to help teachers and students, within the building or on field trips MUST complete a background check with Springfield School District. Please keep in mind that background checks may take up to one month to process. Background checks are current for one school year.

Parents/guardians are welcome to request a visit to the school. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building further than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require visitor to check in at the computer. Visitors entering the school beyond the office must receive a Page School Visitor badge that must be worn and visible during the entire stay.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions. In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances.

## **PTO (Parent Teacher Organization)**

Page PTO is a non-profit organization of parent volunteers and staff members that serves the greater good of Elizabeth Page Elementary School. Page PTO raises funds for field trips, special events, educational technology and software, capital improvements and classroom needs not otherwise funded. Page PTO also hosts family events to enrich the educational experience for students and their families while promoting goodwill between our community and school.

Visit the Page PTO website at **[www.fund-page.com](http://www.fund-page.com)** to learn about upcoming PTO meetings, events and volunteer opportunities, order Page spirit wear, learn how to earn for Page when you shop or contact current members for more information.

