

# Henry L. Slater Grade School Student/Parent Handbook 2023-2024



# MISSION STATEMENT

Empower all students through high expectations to embrace learning and achieve personal success.

# VISION STATEMENT

Embraced - Educated - Empowered

## BELL SCHEDULE

7:55 School Begins (Tardy after 8:00)

3:05 Prepare for dismissal

3:10 Bell for dismissal

## LUNCH SCHEDULE

Kindergarten 11:00-11:40

1<sup>st</sup> Grade 11:10-11:50

2<sup>nd</sup> Grade 11:20-12:00

3<sup>rd</sup> Grade 11:45-12:25

4<sup>th</sup> Grade 11:50-12:30

5<sup>th</sup> Grade 11:55-12:35



**HENRY L. SLATER  
GRADE SCHOOL**

[www.hcsd.org](http://www.hcsd.org)

Phone: 541-573-7201

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**VICE PRINCIPAL: Becca Birch**  
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## A Resource for Students, Parents, and Teachers

Our school is committed to developing a safe, caring, learning environment. Our goal is to have a school where we learn, grow, and students take responsibility for their actions.

In this handbook you will find guidelines for general school expectations, school-wide guidelines for attendance, behavior management, and samples of relevant forms.

Expectations:        **Be Respectful**  
                              **Act Responsibly**  
                              **Remember Safety**  
                              **Kindness Matters**

Henry L. Slater Grade School  
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### **THE SLATER SCHOOL SONG** **"YOU'RE A GRAND OLE SCHOOL"**

You're a grand old school.  
You're a high ranking school.  
You're the best in the west  
We all say, "SLATER"  
Where the kids are smart,  
They do their part.  
We're loyal to you every day.

Let your voice sing bright  
For our own red and white.  
You're the best school we'll ever see.  
But should auld acquaintance be forgot, SLATER BULLDOGS, WE'LL ALWAYS BE!!



## What You Can Do to Help Your Child Learn:

- A. Start each day right; a calm beginning at home makes the school day much better.
- B. Encourage your child to have a good breakfast and lunch.
- C. Make sure your child sleeps at least eight hours each night.
- D. Praise your child each day for something he/she has done.
- E. Have a special place to put schoolwork or whatever is brought home.
- F. Laugh and talk with your child about school experiences and listen attentively to what is said about their school day experiences.
- G. Stress attendance. If your child is ill, home is the best place; otherwise your child needs to take advantage of every school day.
- H. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation, which could influence your child's behavior. Also, if he/she is reluctant to go to school let the teacher know so that together we can find the reason.
- I. Take your child to the library and encourage reading for pleasure.
- J. Stress organization of school notebook, materials, etc.
- K. Make sure your child has the necessary supplies (pencils, paper, glue etc.)
- L. Work at home on the skills taught at school.

## School Calendar 2023-2024

August	14-18 21	Monday-Thursday Monday	District In-Service Back to School
September	4 7 29	Monday Thursday Friday	No School - Labor Day No School - Fair Day School in Session
October	13 30	Friday Monday	Burns Paiute Tribe Recognition Day 2nd Quarter begins
November	2- 3 17 22 23	Thurs-Fri Friday Wednesday Thursday	No School-Parent-teacher conferences School in Session Early Release- 12:40 No School- Thanksgiving
December	14	Thursday	Last full day before Winter Break
December	18-Jan. 1		No School - Winter Break
January	2 15 16	Tuesday Monday Tuesday	School Resumes No School - Martin Luther King, Jr. Day 3rd Quarter Begins
March	18 25-29	Monday Monday-Fri	4th Quarter Begins No School - Spring Break
April	4-5	Thurs-Fri	No School-Parent-teacher conferences
May	27 30	Monday Thursday	No School- Memorial Day Last Day of School-Early Release

## **PREFACE**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or collective bargaining agreement.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

## **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who does not abide by the district's Student Code of Conduct during an assembly shall be subject to disciplinary action.

## **ASSIGNMENT OF STUDENTS TO CLASSES**

Students are assigned to classes based on the individual needs of the student, staffing and scheduling considerations. Parent requests to place a student in a particular class may be submitted to the principal prior to **April 15** of the school year in question. Requests to change a student's assigned class at other times must be directed to the principal. Final decisions are the responsibility of the principal.

## **ATTENDANCE\*\***

### **Absence and Excuses**

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence.

Absence from school or class will be excused under the following circumstances:

1. Illness;
2. Emergency situations that require the student's absence;
3. Medical or dental appointments. Confirmation of appointments may be required.

A student who must leave school during the day must bring a note from his/her parent. A student who becomes ill during the school day should, with the teacher's permission, report to the office. The teacher decides whether or not the student should be sent home and the office will notify the student's parent, as appropriate.

A student who has been absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact the office to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. The teacher will need at least a day's notice to get make-up work ready.

When parents or legal guardians are aware in advance that their child will be absent from school, they should notify the school in writing or by phone at least 24 hours prior to the absence and make arrangements for the student to obtain homework assignments.

Absenteeism will not be used as a sole criterion for the reduction of grades.

### **Tardies**

Unexcused tardies will result in notification of the parent or legal guardian with a possible conference recommended. Students arriving to class after 8:00 am are tardy.

### Truancy

A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action including detention, suspension, expulsion, ineligibility to participate in athletics or other activities and/or loss of driving privileges. A student shall be considered to have withdrawn from school if the student has more than 10 consecutive days of unexcused absence. Failure to send a student to school is a Class C violation.

### **COMMUNICABLE DISEASES\*\***

Henry L Slater will follow all district, local and state guidelines in regards to any communicable disease concerns and protocols. At no time at Henry L Slater will we tolerate blatant disregard to the rules set forth by these agencies. Any blatant disregard to the rules will be handled at the administrative level immediately.

### **COMPUTER USE**

#### **COMPUTER USE AT HCSD #3 IS A PRIVILEGE AND WE EXPECT STUDENTS TO ACT RESPONSIBLY**

- No food or drinks are allowed in computer labs or in the library.
- Any debt acquired by using the Internet will be the responsibility of the student user.
- Any student who causes damage to or vandalizes any computer, computer equipment, or electronic device will be responsible for the cost of replacement and/or repair.

## **Henry L Slater Family Agreement for chromebook checkout:**

**Receiving Your Device:** A device and device charger will be distributed to all Slater students in need.

**Taking Care of Your Device:** Students/Parents are responsible for the general care of the device they have been issued by the school.

### **General Precautions:**

- Only use a clean, dry soft cloth to clean the screen- don't use cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage. Students may NOT personalize their device with stickers.
- Students/Parents are responsible for keeping their device secured at all times and kept in a safe place.
- Unattended devices will be collected and stored in the school's main office. Students are responsible for their devices at all times.

### **Screen Care:**

- The device screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure on the screen.
- To protect the screen from damage, device screens should face towards the students back when placed in their backpacks. Do not lean on the device, or place anything near the device that could put pressure on the screen.
- You can clean the screen (if needed) with a soft, dry cloth or anti-static cloth.

**Using Your Device:** Devices are intended for school use. In addition to curricular expectations, school messages, announcements, calendars and schedules may be accessed using the devices.

**Screensavers/Background Photos:** Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.

**Cost for Damaged, Lost or Stolen Devices:** You must return the District-provided charging accessory and any other device related items issued by the District when you return your device.

**Students/Parents will be held responsible for ALL** damages or loss to their device and device charger. In the event of damage, the student and parent will be billed for the cost of repairs.

**If you fail to return** the device and/or related components upon school return, upon withdrawal, or when directed to do so, the device and related components will be considered stolen property. If the device and charger are not returned or reimbursement for the cost of the device is not provided, transcripts could be withheld.

I have read and understand the policy regarding Chromebooks at Slater Grade School. I understand that it is my responsibility to take care of the Chromebook and use it properly. I understand that I am responsible for loss, misuse, or intentional damage or abuse of the Chromebook. Replacement cost for any of the above is \$225.00. Repair costs vary depending on the damage.

Printed Name Parent / Guardian : \_\_\_\_\_ Signature: \_\_\_\_\_ Student: \_\_\_\_\_



### **Student Rights and Responsibilities**

Among these student rights and responsibilities are the following:

1. Civil rights - including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others;
2. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

### **CONFERENCES**

Regular conferences are scheduled annually in the fall and spring to review student progress. Parents or guardians are required to attend as our parent conferences are student led.

Students and parents may also expect teachers to 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; or (3) 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, counselor or principal. A parent who wishes to confer with a teacher may call the office for an appointment before or after school, during the teacher's preparation period or request that the teacher call the parent to arrange a mutually convenient time.

### **COUNSELING**

The main goal of the Harney County School District Counseling Program is to ensure all students have the skills and support they need to become successful adults outside of high school. It will provide counseling services that support academic, career, and social/emotional development of each and every student. The school counselor will work with students individually, in groups, and in the classroom setting. They will also provide support to parents and guide them towards school and community resources that can help students find success in all life domains.

### **CYBERBULLYING**

The district prohibits any form of harassment, intimidation or bullying, through electronic means, which is known as cyberbullying. A student may be subject to discipline, up to and including expulsion, for a violation. A student may also be referred to law enforcement for a violation. Students or volunteers may report cyberbullying anonymously. Remedial action shall not be based solely on an anonymous report. ORS 339.3512339.364 District Policy JFCF, GBNA-AR, JFCF-AR, JFC, JFCM, JBN/JBA, JBA/GBN, AC, AC-AR.

### **DAMAGE TO DISTRICT PROPERTY**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property.

### **DISCIPLINE/DUE PROCESS\*\***

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

#### Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off campus conduct and outside of school time conduct that violates the district's Student Code of Conduct may also be the basis for discipline up to expulsion if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault
2. Hazing, harassment, intimidation, bullying, menacing + or teen dating violence, as prohibited by Board policy JFCF - Hazing/Harassment/Intimidation/Bullying/ Menacing/Cyberbullying/Teen Dating Violence - Student, and accompanying administrative regulation.
3. Coercion
4. Violent behavior or threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct, false threats and other activity causing disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon\* [as prohibited by Board policy JFCJ - Weapons in the Schools]
7. Vandalism, malicious mischief and theft, as prohibited by Board policies ECAB - Vandalism/Malicious Mischief/Theft and JFCB - Care of District Property by Students, including willful damage or injury to district property; or to private property on district premises or at school-sponsored activities
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation
9. Use of tobacco\*\*, alcohol\*\* or drugs\*\*, including drug paraphernalia as prohibited by Board policy(ies) JFCG/JFCH/JFCI - Use of Tobacco, Alcohol or Drugs, JFCG - Tobacco Use by Students, JFCH - Alcohol and JFCI - Substance/Drug Abuse
10. Use or display of profane or obscene language
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
12. Violation of district transportation rules
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

Disciplinary measures are applied depending on the nature of the offense. See District Policies.

## **ONLINE LEARNING**

The district has an online platform to offer to students that are seeking distance learning. Attendance and participation are expected for all students all four days.

## **DRESS AND GROOMING**

The district's dress code is established to promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. In general, students should dress in neat, clean, appropriate clothing/manner which does not disrupt the educational process and protects the rights of others. The Clothing Policy applies to school and school events:

### **Clothing Policy:**

- Tops that show bare midriffs or underwear are not allowed.
- Low-cut tops may not be worn.
- Tops that have spaghetti straps or an open back are not appropriate.
- Clothing worn under "see-through" tops must follow the criteria above.
- Tanks with low hanging armpits or cut at the midriff will also not be permitted.
- Shoes must be worn at all times. Slippers are not allowed.
- No heels higher than one inch and no flip-flops are allowed.
- Head coverings are not allowed in the building.  
Students are not allowed back in the classroom to get clothing items during recess times.
- Clothing must not advertise, represent or portray alcohol, tobacco, drugs, sexual or discriminating messages of any kind.
- Dresses, skirts and shorts must be midhigh (mid being outlined at the middle of the student in question thigh).
- Cuts or holes in jeans above midhigh will not be permitted.
- Chains or other noisy or dangerous items attached to clothing are not allowed and must be removed for safety purposes.
- All forms of head coverings must be removed when in the building, including caps, bandannas and visors.
- Sunglasses may be worn outside only.
- No inappropriate messages on clothing.
- Jewelry is prohibited if it creates a safety hazard.
- Students may choose to dress up for Halloween. Learning and safety are a top priority so costumes must allow the student to participate in the educational school day as usual (recess, P.E., sitting at a table or desk, walking in the halls, etc.). Costumes must be school appropriate and not promote violence (no weapons, gore, or blood). No face paint, makeup, or masks covering the student's entire face are to be worn.

## **DRILLS - FIRE, EARTHQUAKE AND OTHER EMERGENCY DRILLS**

Monthly emergency drills will be conducted. (Hold, Secure, Lockdown, Evacuate, and Shelter)

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly and in an orderly fashion.

## **EMERGENCY MEDICAL TREATMENT**

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms and 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 notify the student's parents.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

### **FIELD DAY**

Field Day is scheduled each year on the last day of school. It is a special day for Henry L Slater students to enjoy a very active and fun-filled day with their class and to have closure for the end of the year. Guests are not allowed to participate in Field Day activities, that includes siblings, cousins, etc. Everyone is welcome to eat their sack lunch with students after Field Day activities are over.

### **FIELD TRIPS**

Field trips may be scheduled for educational, cultural or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

### **FLAG SALUTE**

Students will be provided an opportunity to salute the United States flag daily by reciting *The Pledge of Allegiance*.

### **HOMELESS STUDENTS**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A student is permitted to remain in his/her school of origin for the duration of his/her homelessness or until the end of any academic year in which he/she moves to permanent housing.

Transportation to the student's school of origin will be provided, at the request of the parent, or in the case of an unaccompanied student, at the request of the district's liaison for homeless students. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact the district's liaison for homeless students. Harney County School District #3 Homeless Liaison - 541-573-2044

### **IMMUNIZATION\*\***

A student must be fully immunized against certain diseases or must present a certificate that, for medical, religious, or personal reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Oregon statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for this exclusion. A hearing will be afforded upon request.

### **INSURANCE\*\***

The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury.

### **INVITATIONS**

Invitations for parties/activities that occur outside of school **are not to be handed out at school**. The school is also not allowed to give out addresses or phone numbers of students.

### **LOST AND FOUND**

Any articles found in the school or on district grounds should be turned in to the school office. Unclaimed articles will be disposed of at the end of each trimester.

Loss or suspected theft of personal or district property should be reported to the school office.

### **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. School breakfast is served free of charge to all students.

Charging a meal is strongly discouraged. Charging is to be used only in the event of an emergency if the student has forgotten cold lunch or meal money. Students can't have more than three charges; students will not be allowed to charge anymore and may be asked to bring a sack lunch from home until charges are paid. If the parent is in financial difficulty for even a short period of time, the free/reduced meal program is available and should be used. Please feel free to call the Food Service Director, Channon Rebeiro at 541-573-7170.

### **MEDIA ACCESS TO STUDENTS**

Media representatives may interview and photograph students involved in instructional programs and school activities, including athletic events. 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.

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.

### **MEDICINE AT SCHOOL\*\***

Students may be permitted to take prescription or nonprescription medication at school or at school-sponsored activities on a temporary or regular basis, when necessary. Parents must personally deliver the medication in the original container. All medication is to be kept in the office. Medication is never to be brought to school on the school bus. Medication that is prescribed three times a day can be given before the student comes to school, after school and again at bedtime.

#### **District-Administered Medication**

Requests for the district to administer medication shall be made by the parent in writing.

Written instructions of the physician are required for all requests to administer prescription medication. Such instructions must include the following information: name of the student, name of the medication, dosage, route, frequency of administration and any special instructions. A prescription label meets the requirements for written instructions from the physician, if the information above is included. Written instructions of the parent which include the information above are required for all requests to administer non prescription medication.

All medication to be administered by the district is to be brought to school by the parent in its original container. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the district.

All medication must be kept in its appropriately-labeled, original container. The student's name is to be affixed to nonprescription medication.

### **PERSONAL COMMUNICATION DEVICES AND SOCIAL MEDIA**

Henry L Slater recognizes the importance of communication and collaboration, and provides chromebooks for students to be productive in the classroom. However, to keep the focus on our students developing academically as well as acquiring the necessary skills for face-to-face interaction with peers and adults, we feel it's imperative to reduce the unnecessary distractions that our elementary school-aged children are facing.

- All phones/devices are brought on campus at one's own risk.
- Electronic devices such as cell phones/gaming devices are to be turned off during the school day and must remain in the student's backpack~ not in clothing pockets or on the person. Place the device all the way inside of the backpack so that it is not visible.
- The school is not responsible for lost or stolen devices.
- Cell phones may be turned on after school but must still remain all the way inside the backpack~ not in clothing pockets or on the person.
- Phone calls, texting, and videotaping of oneself or others is strictly prohibited at any time during the school day to include classrooms, library, school-yard, cafeteria, common areas or restrooms.
- Smart watches may be worn, however cannot disrupt the educational setting.

If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call.

If a student is found using their personal device or disrupting the educational setting, it will be taken and turned into the office for a parent to pick up.

### **RETENTION OF STUDENTS\*\***

See District policy - IKE-AR.

### **SCHOOL HOURS**

School hours are from 7:55-3:10. Playground supervision is from 7:40-3:10. If you are bringing your child to school, please have them arrive at school no earlier than 7:40 a.m. Breakfast will be served in the classrooms beginning at 8:00. **Entering a classroom after 8:00 a.m. is counted as a 'tardy.'** Your child needs to be picked up immediately following school dismissal. Students are not allowed on the playground until after 4:30 p.m.

### **SEARCHES\*\***

District officials may search the student, his/her personal property and property assigned by the district for the student's use at any time on district property or when the student is under the jurisdiction of the school. Such searches will be conducted only when there is reasonable suspicion to believe evidence of a violation of a law, Board policy, administrative regulation or school rule, or the Student Code of Conduct is present in a particular place.

Searches will not be excessively intrusive in light of the age, sex, maturity of the student and nature of the infraction. Strip searches are prohibited by the district.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers and desks, may be routinely inspected at any time. Such inspections may be conducted to ensure maintenance of proper sanitation, to check mechanical conditions and safety and to reclaim overdue library books, texts or other instructional materials, property or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation or school rule, the Student Code of Conduct may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

### ***Questioning***

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 when an Oregon Department of Human Services or a law enforcement official is questioning a child whom the investigating agent believes may have been a victim of abuse of a child, the investigator may exclude district personnel from the investigation and may prohibit personnel from contacting parents.

### ***Students with Disabilities***

The school provides programs and services for students with disabilities. A student or parent with questions should contact the special education teacher.

### ***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 years of age, unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.

Parents of a minor, or an eligible student (if 18 years of age or older), inspect and review education records during regular district hours.

### ***Requests for Education Records***

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

### ***Student Restraint and Seclusion***

In an emergency, physical restraint and/or seclusion may also be used by a school administrator, teacher or other school employee as necessary when the student's behavior imposes a reasonable threat of imminent, serious bodily injury to the student or to others. The use of physical restraint/seclusion under these circumstances is only allowed so long as the student's behavior poses a threat of imminent, serious physical harm to themselves or to others.

Parents will be notified if their student has been restrained or secluded as described above.

### **TALENTED AND GIFTED PROGRAM\*\***

The district's TAG program and service options will be developed and based on the individual needs of the student.

### **TOBACCO FREE ENVIRONMENT**

Harney County School District #3 campuses are all alcohol, drug and tobacco free. District Policies- JFCK, JBK, KGC.

### **TRANSPORTATION OF STUDENTS**

Transportation is provided to and from school by the District. Students must follow the school, district, and bus rules. Riding privileges may be suspended for violation of rules. All students are in-serviced in the fall regarding bus safety.

### ***Elementary (Kindergarten-5<sup>th</sup> Grade) Consequences***

If a student chooses to misbehave on a school bus the following disciplinary procedure will be followed:

**Any disrespect to the bus driver moves the student automatically to Step 2 and 10 days off the bus.**

- Step 1** Driver will say student's name - warning
- Step 2** Driver will write student's name and give student a warning notice. The building principal will receive a bus incident report. Student will receive the following consequences: serve one detention and write an apology letter to the bus driver. Parents will receive a copy of the incident report.
- Step 3** Driver will give student a second check. The building principal will receive a second bus incident report. Student will receive the following consequences: serve two detentions and write an apology letter to the bus driver. Parents will receive a copy of the incident report.
- Step 1-3** **will start over at the beginning of each trimester.**
- Step 4** Driver will write the student a citation and give it to the building principal. At this point, the student will be in the citation process.

Severe behavior such as fighting, disobeying the bus driver, and stopping the bus from running smoothly will result in going immediately to Step 4.



- First Citation:** A citation will be issued by the driver. The building principal will send a letter to the parent/guardian, requesting a conference within five school days. Failure of the parent/guardian to phone or appear will result in loss of bus riding privileges until such time as a conference is held.
- Second Citation:** When a student receives a second citation during a school year, the student will lose bus-riding privileges for a minimum of ten school days. Before the student is allowed to ride the bus, a parent conference must be held with the building principal, transportation supervisor, and bus driver.
- Third Citation:** When a student receives a third citation during a school year, the student will lose all bus riding privileges for the rest of the year.

At the beginning of each trimester students will start over on Step 1 of the discipline procedure if they have not reached Step 4. If a student has reached Step 4, and is given their first citation, they will not start over each trimester; they will proceed in the citation process.

All citations must be signed by the parent/guardian, the transportation supervisor, the bus driver, and the principal before the student will be allowed to ride the bus again.

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used. If the student or parent wishes to complain about a school employee's decision, use Policy KLD - Complaints About School Personnel. The students will remain off the bus until the appeal process is completed.

Kindergarten students riding home on the school bus will receive **Hand-in-Hand** delivery; they will not be let off the school bus unless there is someone there to meet them or accompanied by a sibling. The third time a parent fails to meet the bus during the year the child will lose transportation privileges for the remainder of the school year and parents will have to provide their own transportation.

### **Bus Boarding Procedures**

At the beginning of each year, specific after school plans are made for each child. Therefore at the end of every day students are released from their classroom to the bus loading area according to the bus number they ride. As soon as buses are loaded, they depart from Slater School. **If other arrangements need to be made for your child, you must send a note with your child in the morning or call before 1:00 pm, otherwise, your changes may not be honored.**

After students exit the school bus, they are expected to immediately go home to a parent/guardian at a designated location.

No food/eating will be allowed on the school bus at any time. This is a significant choking hazard!

We expect our students to follow the same rules at the bus stop as they do at school. Students are to stay off private property. Students who create problems at bus stops will be reported to parents. At the discretion of the transportation supervisor, students may be removed from that bus stop, if problems continue.

### ***Parent Pick Up, Drop Off, and Parking***

#### **Before School Drop Off:**

Student drop off is **in front of the school on Fairview Street.**

#### **After School Pick Up:**

Student pick up is **in front of Slater School on Fairview Street.** From 2:30-3:30, no unattended cars along the curb, in order to maintain the traffic flow as parents pull in to load students. Please park across the street if you must leave your vehicle.

#### **Parent/Staff Parking:**

Unattended vehicles along the curb on Fairview Street are permitted from 8:30-2:30. Parents may use the staff parking lot by the bus pick up on some occasions. Many other personnel use this parking lot, and it can be busy. **Do not pick up or drop off your child in the staff parking lot.**

#### Parent Pick Up

Parents picking up their children after school must wait outside for students to be released.

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students under the age of 16 must wear a helmet as required by law.

The district assumes no liability for loss or damage to vehicles or bicycles.

#### **VISITORS**

Parents and other visitors are encouraged to visit district schools. To ensure the safety and welfare of students, that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors must report to the office upon entering school property. Photo ID of visitors may be requested. In the absence of photo ID, a visitor may be denied access to the district facility. The principal will approve requests to visit, as appropriate. Students will not be permitted to bring visitors to school without prior approval of the principal. All visitors must have a background check completed and up to date, as well as proof of COVID vaccination or exception form on file. All paperwork will be filled out and on record at the district office.

#### **WHAT NOT TO BRING TO SCHOOL:**

Students are not to bring beepers, radios, stereos, cd/dvd players, ipods, gameboys, or electronic devices, toys, footballs, basketballs, kickballs, baseballs, bats, skateboards, scooters, roller-blades, wheelies or any expensive item, i.e. jewelry. This includes any item deemed unsafe. Items will be confiscated and parents will have to pick them up.

*Be*  
**Responsible**

*Be*  
**Safe**



*Be*  
**Respectful**

## School Bus Expectations

### Bus Loading

- \*Be on time
- \*Stay 10 ft. away from the bus
- \*Keep the bus stop clean
- \*Follow directions of the bus driver
- \*Take care of your belongings
- \*Be kind to others

### Bus Riding

- \*Face forward
- \*Appropriate voice level
- \*Keep feet and hands to self
- \*Keep feet away from aisle
- \*Stay seated
- \*Keep bus clean- No food or drinks
- \*Ask to open or close windows
- \*Use emergency exit only in an emergency
- \*electronic devices -driver approval only

### Unloading

- \*Watch the driver before crossing
- \*Stay 10 ft. away from the bus
- \*Cross in front of the bus
- \*Walk across the street

### At All Times

- \*Be courteous
- \*Hands, feet, objects, and body, to yourself
- \*Use appropriate language and voice level
- \*Be courteous to others
- \*Help younger students
- \*Follow directions of the bus driver



## Henry L. Slater Elementary Behavior Expectations

	<b><u>Be Respectful</u></b>	<b><u>Act Responsibly</u></b>	<b><u>Remember Safety</u></b>	<b><u>Kindness Matters</u></b>
<b>All Areas</b>	<p><b><u>STUDENTS:</u></b>            *Use respectful words, gestures, and tone of voice            *Help others when needed            *Respect others' feelings            *Call people by their names</p> <p><b><u>ADULTS:</u></b>            *Have a background check            *Check in with the Office</p>	<p><b><u>STUDENTS:</u></b>            *Be safe, respectful, responsible            *Follow adults' directions            *Make good choices            *Report problems right away            *Be responsible for actions</p> <p><b><u>ADULTS:</u></b>            *Arrive on time            *Follow school rules</p>	<p><b><u>STUDENTS:</u></b>            *Walk in the building            *Keep hands and feet to self            *Wear appropriate clothing            *Use words to solve problems</p> <p><b><u>ADULTS:</u></b>            *Walk in the building            *Keep hands and feet to self            *Wear appropriate clothing</p>	<p><b><u>STUDENTS:</u></b>            *Think before you speak            *Use a kind tone            *Help others            *Greet others with a smile</p> <p><b><u>ADULTS:</u></b>            *Think before you speak            *Use a kind tone            *Help others            *Greet others with a smile            *Use words to solve problems</p>
<b>Restroom</b>	<p><b><u>STUDENTS:</u></b>            *Walk            *Keeps your hands, feet, and objects to self            *Report problems to an adult</p> <p><b><u>ADULTS:</u></b>            *Use indoor voice levels            *Do quick visual sweep each time you walk by</p>	<p><b><u>STUDENTS:</u></b>            *Go            *Flush            *Wash with soap            *Exit</p> <p><b><u>ADULTS:</u></b>            *Provide sign out sheet            *Only allow 1 student to leave at a time            *Report issues to Office</p>	<p><b><u>STUDENTS:</u></b>            *Keep the floor dry            *Keep the area clean            *Throw trash away</p> <p><b><u>ADULTS:</u></b>            *Monitor students            *Check after whole class visits</p>	<p><b><u>STUDENTS:</u></b>            *Respect others' privacy            *Use quiet voices            *Keep walls and stalls clean</p> <p><b><u>ADULTS:</u></b>            *Model and expect desired behavior</p>

<p><b>Classrooms</b></p>	<p><u>STUDENTS:</u>  *Walk  *Keep your hands, feet, and objects to self  *Use quiet voices</p> <p><u>ADULTS:</u>  *Call students by their names  *Treat students with respect  *Model high expectations</p>	<p><u>STUDENTS:</u>  *Be on time  *Be on task and focused  *Do your best</p> <p><u>ADULTS:</u>  *Arrive on time  *Follow school rules  *Keep classroom organized and tidy</p>	<p><u>STUDENTS:</u>  *Be on task and focused  *Eyes watching, ears listening, quiet voices, body still</p> <p><u>ADULTS:</u>  *Walk in the building  *Keep hands and feet to self  *Wear appropriate clothing  *Use words to solve problems</p>	<p><u>STUDENTS:</u>  *Allow others to learn  *Raise your hand to talk  *Respect others' property  *Take hats and hoods off indoors</p> <p><u>ADULTS:</u>  *Model empathy and compassion  *Speak kindly to and about others</p>
<p><b>Hallway</b></p>	<p><u>STUDENTS:</u>  *Walk  *Keep your hands, feet, and objects to self  *Eyes and body forward</p> <p><u>ADULTS:</u>  *Walk and talk quietly  *Respect others learning by passing rooms quietly and quickly</p>	<p><u>STUDENTS:</u>  *Stay to the right  *Walk with a purpose  *Must have a pass  *Properly store your belongings</p> <p><u>ADULTS:</u>  *Make sure shoes are clean when entering building</p>	<p><u>STUDENTS:</u>  *Respect others' learning by using quiet voices and quiet feet  *Line up and walk in a silent, single line</p> <p><u>ADULTS:</u>  *Monitor students in line  *Walk quietly in building  *Keep to right in hallways</p>	<p><u>STUDENTS:</u>  *Respect property  *Honor others' personal space  *Use quiet voices (level 0 in the hallway)</p> <p><u>ADULTS:</u>  *Model walking with a Level 0 voice</p>
<p><b>Cafeteria</b></p>	<p><u>STUDENTS:</u>  *Raise your hand to talk to an adult  *Sit at your assigned table  *Keep your hands, feet, and objects to self</p> <p><u>ADULTS:</u>  *Monitor students in line  *Quiet conversations voices  *Use BARK tickets and rewards  *Monitor tray stacking</p>	<p><u>STUDENTS:</u>  *Remember your lunch  *Know your student ID number  *Sit at your assigned table  *Eat what you take</p> <p><u>ADULTS:</u>  *Walk around and monitor  *Switch garbage cans as needed  *Teachers stay until kids are seated</p>	<p><u>STUDENTS:</u>  *Walk  *Hold your tray with both hands  *Clean up after yourself</p> <p><u>ADULTS:</u>  *Have students clean area before leaving  *Ensure students walk out to recess  *Release 5-6 at a time  *Wipe down tables and clean spills</p>	<p><u>STUDENTS:</u>  *Follow adult directions  *Use quiet voices  *Wait to be dismissed  *Say "Please" and "Thank you"</p> <p><u>ADULTS:</u>  *Say "Please" and "Thank you"  *Help students when needed</p>

<p><b>Library</b></p>	<p><u>STUDENTS:</u> *Follow instructions **Say "Please" and "Thank you"</p> <p><u>ADULTS:</u> *Use indoor voice levels *Help others when needed</p>	<p><u>STUDENTS:</u> *Pay attention *Return books to their proper place *Push your chairs in</p> <p><u>ADULTS:</u> *Enter and leave at your scheduled times</p>	<p><u>STUDENTS:</u> *Share resources *Use walking feet *Listen to the adult in charge</p> <p><u>ADULTS:</u> *Food, drinks, and gum not allowed</p>	<p><u>STUDENTS:</u> *Take good care of books *Work quietly</p> <p><u>ADULTS:</u> *Require safe book handling *Communicate kindly with librarian</p>
<p><b>Playground</b></p>	<p><u>STUDENTS:</u> *Play and stay in supervised area *Walk to line *Keep your hands, feet, and objects to self</p> <p><u>ADULTS:</u> *Watch and monitor students using equipment *Move in different patterns; know your zone of monitoring *Let Office know of any equipment defects</p>	<p><u>STUDENTS:</u> *Follow game rules *Pick up trash after snack and lunch, and place in correct trash cans</p> <p><u>ADULTS:</u> *Redirect students needing attention to activities *Use BARK tickets and trackers for behavior</p>	<p><u>STUDENTS:</u> *Include others in play *Make new friends *Embrace others' differences</p> <p><u>ADULTS:</u> *Watch and monitor students using equipment *Move in different patterns; know your zone of monitoring *Cone off areas off limits or unsafe *Let Office know of any equipment defects</p>	<p><u>STUDENTS:</u> *Follow adult directions *Use kind words *Honor others' personal space *Share and take turns</p> <p><u>ADULTS:</u> *Use kind words and listen to all sides of the story</p>
<p><b>Special Events &amp; Assemblies</b></p>	<p><u>STUDENTS:</u> *Walk in a single line *Keep your hands, feet, and objects to self</p> <p><u>ADULTS:</u> *Limit side conversations *Interact with students during breaks to not distract them from listening.</p>	<p><u>STUDENTS:</u> *Sit criss cross in designated area *Respond quickly to hand signals</p> <p><u>ADULTS:</u> *Monitor students *Enter and leave quietly</p>	<p><u>STUDENTS:</u> *Listen attentively *Eyes watching, ears listening, quiet voices, body still</p> <p><u>ADULTS:</u> *Enter and leave safely *Use pathways to come closer for picture moments</p>	<p><u>STUDENTS:</u> *Appropriate applause *Keep eyes and ears on speaker</p> <p><u>ADULTS:</u> *Limit restroom visits *Listen carefully; no side conversations *Show your pride by applauding, interacting, and taking photos</p>
<p><b>Pick up/ Drop off</b></p>	<p><u>STUDENTS:</u> *Watch traffic *Keep your hands, feet, and objects to self</p> <p><u>ADULTS:</u> *Respect others waiting for pick up or dropping off kids</p>	<p><u>STUDENTS:</u> *Pay attention to the crossing guard *Be polite</p> <p><u>ADULTS:</u> *Drop off and pick up on time</p>	<p><u>STUDENTS:</u> *Stay in line *Use walking feet *Stay behind the red line in the front of the school</p> <p><u>ADULTS:</u> *Park appropriately *Watch for children crossing</p>	<p><u>STUDENTS:</u> *Provide others personal space *Use nice words</p> <p><u>ADULTS:</u> *Use nice words *Greet others</p>
	<p><u>STUDENTS:</u> *Treat others fairly</p>	<p><u>STUDENTS:</u> *Follow all rules</p>	<p><u>STUDENTS:</u> *Practice safe behaviors</p>	<p><u>STUDENTS:</u> *Speak kindly to others</p>

<b>Specials</b>	*Show good sportsmanship & stay positive  <u>ADULTS:</u> *Treat others with respect	*Use equipment properly *Be ready to learn  <u>ADULTS:</u> *Check out the gym for use *Use equipment properly	*Wear tennis shoes in gym  <u>ADULTS:</u> *Practice safe behaviors *Keep street shoes off the middle of floor; wipe feet	*Listen to the teacher's directions  <u>ADULTS:</u> *Show up to specials on time *Pick up students from specials on time
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### **DEFINITIONS & DATES**

As used in this document, the term parent includes legal guardian or person in a parental relationship. For the purpose of special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred or a foster parent, as defined in OAR 581-015-2000. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed, pursuant to ORS 109.056.

Harney County School District #3 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; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

The following have been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues:  
 District official(s)/Compliance officers

◆ Parents and students must acknowledge receipt of the Student Code of Conduct and the consequences to students who violate district disciplinary policies. Parents objecting to the release of directory information on their student should notify the district office within 15 days of receipt of the student handbook.

Parents must also give their signed and dated written permission for the district to release personally identifiable information.

### ***School Board***

All School Board Meetings all held the second Tuesday of every month and are posted on each of the school building doors. For more information go to [www.hcsd3.org](http://www.hcsd3.org).

# Henry L. Slater Grade School SCHOOL-PARENT COMPACT

*This school-parent compact is in effect during the 2023-24 school year.*

Created 02/15/08  
Revised 8/17/23



Slater Elementary School vision: Slater School Scholars support a collaborative and engaging learning environment where children come first and all are enriched in a love of learning.

*The staff at Slater Elementary School, along with the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the **parents**, the entire **school staff**, and the **students** will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.*

## **School Responsibilities**

Slater Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - use district-adopted curriculum and materials that are aligned with the Common Core State Standards
  - instruction will be provided by Highly-Qualified personnel
  - provide a positive and safe learning environment, and maintain a positive attitude



2. Hold parent-teacher conferences during the second and fourth quarters with others to be scheduled as needed.
3. Provide parents with frequent reports on their children's progress. Specifically:
  - *Second and Fourth Quarter Parent-Teacher Conferences, and later as needed*
  - *Student progress will be reported to parents at least every 8 weeks*
4. Provide parents reasonable access to staff. Specifically:
  - *By appointment, Monday-Thursday (7:30-8:00 a.m.; or 3:30-4:30 p.m.)*
  - *Other times may be available, by appointment, as needed*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities:
  - *Parents are encouraged and invited to volunteer or observe in their child's classroom. Please contact your child's teacher for further information.*

### **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

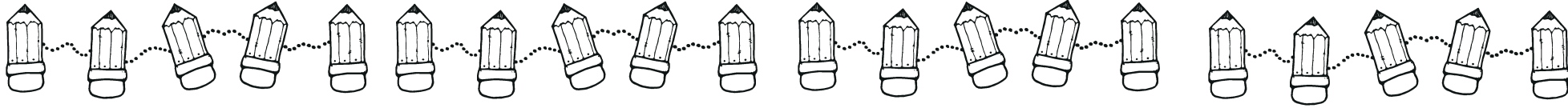
- *monitor attendance and tardiness*
- *make sure that homework is completed on time*
- *read with my student for 20 minutes at least four days a week*
- *review and practice math facts 3-5 minutes at least 4 days each week*
- *monitor the amount of television my children watch and video games played*
- *make sure that my child goes to bed at a reasonable time*
- *stay informed about my child's education by checking their backpack, homework folder, or planner each day*
- *serve, to the extent possible, on policy advisory groups, such as the Leadership Team, and/or other school groups.*

### **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards.

Specifically, we will:

- *come to school on time prepared to learn every day*
- *have a positive attitude about school*
- *be safe, be respectful, be responsible*
- *complete all homework on time and ask for help when needed*
- *read 20 minutes or more a day outside of school time for at least 4 days a week*
- *practice math facts 3-5 minutes at least 4 days each week*
- *give parents or guardians all notices and information received from school*



Created 2/15/08  
Revised 8/17/23

## Family Involvement Plan Henry L. Slater Grade School

Slater Elementary School vision: Slater School Scholars support a collaborative and engaging learning environment where children come first and all are enriched in a love of learning.

*The Title 1-A program at Slater Elementary School is a collaborative effort involving the student, the teacher, and the parents who work together to achieve high student performance.*

1. Each year, an annual parent information opportunity will be held. This opportunity will be used to review the Family Involvement Plan, School-Parent Compact, School-wide Plan, as well as to invite parents to observe, volunteer, or join the Leadership Team for the purpose of reviewing the Compact and Family Involvement Plan. Parent and community member suggestions for revising the Compact or Family Involvement Plan, as well as ideas regarding Slater activities will be taken at this time to potentially be implemented the following year. If you are interested in observing or volunteering in your child's classroom, please be sure to schedule a time with the teacher and check in at the office for a visitor badge. If you are interested in helping develop the School-Wide Plan with the Leadership Team, let the office know. We will be updating the plan for next year in March/April.
2. Invitations will be sent to parents from each grade level, or classroom teacher, inviting them to attend their Reading and Math night for parents. These evening events are intended to provide families with training, resources, and materials to support their child's academic success at home.
3. Teachers will communicate with parents regarding their student's progress at least once every 8 weeks. These contacts may be made via telephone, written communication, or parent meetings.
4. A description of classroom expectations will be presented to parents in a manner chosen by the classroom teacher. Parents are encouraged to review all grade-level curriculum standards at <http://www.corestandards.org/>.

1. Title 1-A notices will be translated into Spanish upon request. All Title 1-A workshops will offer translation in Spanish if needed.
2. Parent and community feedback is always welcome and encouraged.

*Spanish copies available upon request*

# Henry L. Slater Grade School Student/Parent Handbook Contract 2023-2024



The Slater Staff welcomes the opportunity to work with you and your child this year. Your child’s education and success are our goals and each one of us takes this seriously. We are here to work hand-in-hand with you to do what is best for your child.

Please review our Student-Parent handbook online at: <https://www.hcsd3.org/>. **A copy of the handbook has been sent home in your child’s red folder.**

You are encouraged to read the handbook carefully and discuss it with your child.

If you have questions about the handbook, or any of the school procedures, please contact your child’s teacher.

We are looking forward to an enjoyable year.

Sincerely,  
Stephanie Lardy, principal

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**Please sign and return to your child’s teacher ASAP!**

I understand the consent to the responsibilities outlined in the Student/Parent Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Slater School Discipline Plan at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided

transportation. I understand that, should my student violate the Slater School Discipline Plan, he or she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials for violations of the law.

Student's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_