

Scio School District 95C

Elementary Student Handbook
2022-2023



The Pursuit of Excellence

Centennial believes we are leaders worthy of our best,
and use this principle to honor and inspire.

This is lived out through strategic evaluation, creativity,
accountability, honesty, and hard work.

Table of Contents

3	Important Phone Numbers	
3	School Hours	
3	Centennial Elementary School Staff	
4	Statement of Non-Discrimination	
4	Athletics	
5	Attendance, Tardies, Leaving School Early	
5	Behavior Support:	
	7 Habits of Happy Kids and RULER	Harassment and Bullying
	Behavior Consequences Guidelines	Items Not Allowed at School
	Behavior Referral Process	No Threats Policy
	Dress Code	Racial Harassment
8	Board Policies	
8	Book Deposit	
8	Breakfast and Lunch Program	
	Free and Reduced Meal Program	
8	Complaint Procedure	
8	Emergency Closures	
9	Equal Educational Opportunity	
9	Grading and Curriculum	
9	Library	
10	Lost, Found, and Stolen Items	
10	Movie Policy	
10	Parent Involvement	
	Field Trips	Parent-Teacher Conferences
	Parent Club	Parent Training Regarding Child Abuse
	Parent's Right-to-Know	Visitors and Volunteers
12	Registration	
12	Student Accident Insurance	
12	Student Records	
13	Transportation	
	Student Pick-Up and Drop-Off by Personal Vehicle	
	Bike Riding, Skating, and Walking to School	
	Bus Riding	
	Rules for Students Riding School Buses	
14	When Your Child Is Sick	
	Highly Contagious Diseases	
	Medication	

Important Phone Numbers

Centennial Office 503-394-3265
 District Office 503-394-3261
 Bus Barn 503-394-3350

School Hours

Doors Open 7:45 am
 Classes Begin 8:10 am
 Kinder and 1st Grade Lunch 11:20 am
 2nd and 3rd Grade Lunch 11:50 am
 4th and 5th Grade Lunch 12:15 pm
 Dismissal 2:50 pm

Centennial Elementary School Staff

Principal	Kim Roth	Reading Specialist	Angie Dedera
Office Manager	Janice Ferguson	Librarian	Kathie Whitmire
Office Assistant	Emily Hays	Library Assistant	Diana Roofener
Behavior Support Specialist	Rheanna McDaniel	Kinder Assistant	McKenzie Reger
Kindergarten Teacher	Lindsay Alsup	Kinder Assistant	Nicole Schumacher
Kindergarten Teacher	Jennifer James	Reading Assistant	Nancy Hallin
1st Grade Teacher	Stacy McAllister	Reading Assistant	Patti Bergby
1st Grade Teacher	Megan Traeger	Instructional Assistant	Jeanie Lewis
2nd Grade Teacher	Michelle LeFeber	Instructional Assistant	Jessica Davis
2nd Grade Teacher	Chari Justesen	Instructional Assistant	Mary Wyman
3rd Grade Teacher	Emily Barker	Instructional Assistant	Bailey Hensen
3rd Grade Teacher	Savanna Green	Instructional Assistant	Boni Claassen
4th Grade Teacher	Dominique Hunter	Instructional Assistant	Margot Cooper
4th Grade Teacher	Roby Reeder	Custodian	Maria Zumudio
5th Grade Teacher	April Tate	Food Service Manager	Brenda Miller
5th Grade Teacher	Scott Golden	Food Service	Carla Porter
Special Education Teacher	Carlene Blanchard	Food Service	Kori Nelson
Music Teacher	Kaitlyn Burt	Food Service	Linda Burnett
PE Teacher	Lauren Biamont	Food Service	Nancy Childress

Statement of Non-Discrimination

Scio School District shall promote non-discrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates. This is a comprehensive federal civil rights law under Title IX. The Title IX coordinator for Scio School District is the superintendent. If you have questions regarding Title IX, please contact the district office.

Athletics

Athletics are an important part of student life and participation is encouraged. For 5th graders participating in Scio Middle School sports, eligibility requirements are established by the middle school. Please consult with their athletic handbook for grade and behavior expectations.

Attendance

State laws require school attendance. The Scio School District expects regular attendance of all students. Regular attendance is very important if students are to make good progress with their learning. Oregon law requires the school to review any absences and determine whether or not it is an excused or unexcused absence. When a student is absent, work will be made up upon their return to school. To verify the safety of all students, please call the office by 8:30 am every time your child will not be in school. If we do not hear from you, we will contact you to confirm the absence. Whenever a student has been absent or tardy from school for more than two (2) days, parents must contact their child's teacher or the office upon return to school to explain the absence. Doctor notes may be required if there is a pattern of tardies or absences. Each excuse must give a specific reason for the absence. With a few exceptions, the only acceptable reason for absence is illness. All excuses must be dated. The student may be excused from school in advance by the parent if the student is making satisfactory progress in school.

Unexcused absences include, but are not limited to:

- the student does not want to go to school
- the student and/or parent has slept in
- Lack of school supplies, clothes, or alarm clocks (assistance is available in the office)
- the parent wants to spend time with the student
- babysitting younger brothers or sisters

Tardies

In addition, students must maintain an attendance average above 90% (16 absences per year). School begins each day at 8:10 am and the tardy bell rings at 8:15 am. If tardy, students must be signed in at the office. Arriving after 9:00 am will be considered absent for a half day. The truancy officer visits our school each week, and may be contacted when there is a pattern of unexcused absences.

Leaving School Early

All students must be checked out through the office prior to leaving the school grounds early. Please arrange for appointments to be after 1:30 pm to avoid missing class. Students who are going home with another student need to have a note from a parent as well as a note from the friend's parent that arrangements have been made. These arrangements must be made ahead of time, not during school hours. If there is a change to how your child is going home, please call the school office before 2:00 pm to notify teachers and bus drivers.

Behavior Support

The behavior support program at Centennial is called Social-Emotional Learning, or SEL. Through the use of the 7 Habits of Happy Kids and the RULER approach, it is our desire to work in partnership with parents to train students to be part of a community by modeling and teaching positive attitudes, expectations, and practicing making good decisions. Our SEL team meets each month to review schoolwide expectations and plan events that focus on maintaining a positive environment at school.

7 Habits of Happy Kids

The overarching expectations for students at Centennial follows the 7 Habits of Happy Kids by Stephen R. Covey. The first three habits are focused on taking responsibility for one's life and developing independence: Be Proactive, Begin with the End in Mind, Put First Things First. The next three habits help develop interdependence, the idea of cooperation and working with others: Think Win-Win, Seek First to Understand Then to Be Understood, Synergize. The last habit, Sharpen the Saw, is about continually maintaining oneself physically, emotionally, and mentally.

Using the 7 Habits as a guiding force, each teacher is responsible for discipline in his/her own classroom. The 7 Habits are taught in each class as expectations for working toward our school motto: The Pursuit of Excellence, and our school's mission: We are leaders worthy of our best, and use this principle to honor and inspire. This is live out through strategic evaluation, creativity, accountability, honesty, and hard word.

RULER

RULER is a systematic approach to SEL developed at the Center for Emotional Intelligence that infuses the principles of emotional intelligence into the leaders, teachers, students, and families. RULER is an acronym for the five skills of emotional intelligence: Recognizing, Understanding, Labeling, Expressing, and Regulating. The development of these five skills relies on four core tools: the Charter, Mood Meter, Meta-Moment, and Blueprint.

Behavior Consequence Guidelines

Below are several behaviors and their corresponding consequences. We use this guide to maintain fairness and consistency among all students. We are always mindful of age, intent, and understanding of our growing students. The guide is only an example, and is not meant to include every possible infraction. If a student has a pattern of misbehavior, then the parent, teacher, and administration may create an individual plan for that specific student. The final decision for discipline is left to the discretion of the staff and administration.

Behavior	Consequence Possibilities
Minor Incidents: bus citation, pushing, minor unsafe actions, continuous reminders, lying, arguing, name calling, disrespect, non-directed profanity, property misuse, minor disruption	removal from classroom, lunch detention, apology, clean up, loss of privilege, time out of recess, conflict management meeting with counselor
Office Referral - Level One: repeated unsafe actions, hitting, possession of tobacco, drug, or alcohol paraphernalia or delivery devices, cheating/plagiarism, defiance, theft, vandalism, directed profanity, major disruption, harassment	lunch detention, in-school suspension, behavior intervention, conflict management meeting with counselor, parent conference

Office Referral - Level Two: threat, fighting, bullying	out-of-school suspension, possible expulsion
Office Referral - Level Three: assault, arson, weapons, bomb/death threat, alcohol/drug use or possession	out-of-school suspension up to 10 days awaiting an expulsion hearing; may be referred to legal authorities

Behavior Referral Process

Often, student misbehavior is treated as a teachable moment and is handled by the teacher or recess supervisor. When this happens, consequences will be used that match the misbehavior, and parents may be contacted. If a pattern of misbehavior continues parents will be notified by the principal, and additional consequences may be assigned.

For major infractions, students will be referred to the office and given an appropriate consequence. The Behavior Consequence Guidelines help inform what consequences are given to students. An office referral will be completed and parents will be notified. Office referrals are kept for reference throughout the year, but they are not placed in student files.

Dress Code

Centennial expects that all students will dress in a way that is appropriate for the school day. Student dress choices should respect the intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent or guardian. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group. Any restrictions on the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Basic Principle: Certain body parts must be covered for all students at all times. Clothing must cover all of the areas of the body indicated in the diagram below, front and back. All items listed in the "must wear" category below must meet this basic principle.

Students Must Wear:

- a shirt with fabric in the front, back, and on the sides under the arms AND
- pants/jeans or the equivalent (skirt, sweatpants, leggings, dress, shorts) AND
- shoes (athletic shoes for PE)



Harassment and Bullying

Harassment and bullying by students, parents, or third parties is strictly prohibited and shall not be tolerated in the school district. Harassment is defined as repeated, unwelcome treatment of another person. Bullying is the repeated, targeted aggression to dominate another person. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Parents and third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or School Board.

Items Not Allowed at School

We ask that all toys be kept at home. They are a distraction to the learning process, create the potential for theft or damage, and sometimes lead to negative comparisons among students. If seen at school, such items will be held by the teacher until a parent picks them up. Students may arrange with the teacher to bring a specific item for a sharing experience in their class.

Personal electronic devices (phones, mp3 players, etc.) should not be brought to school. The risk of theft for such items is very high. If they are at school, they must be in backpacks and kept off until school is over. Students may not attempt to use their electronic devices during the school day.

No Threats Policy

We will not tolerate threats of violence. We continue to have discussions in our classrooms about this subject, and we appreciate community support in this matter. As students get older, the more responsibility they have for understanding the significance of their words. Examples of threats are: "I will get you for that." "I will knock your head off." "I will kill you." "You are dead." These kinds of comments create an unsafe environment for kids and seriously hinder students' ability to learn. We will deal with them seriously if they are overheard by staff or reported by students and substantiated. If there is a threat reported by a student, efforts will be made to substantiate the report. However, more than two reports regarding the same student will constitute credible substantiation.

If the comment or threat is overheard by an adult, no further investigation will take place. In-school suspension and a determination of attitude and the means to carry out the threat will be considered.

Racial Harassment

Whereas several residents of the community of Scio have been subject to racial harassment by community residents, some of whom are present or former students of the Scio School District; and whereas the community of Scio prides itself on being a safe environment for families of all racial, ethnic, and cultural backgrounds to live and raise children; and whereas Scio School Board wish to make a clear statement with respect to the school district's values on this issue; now, therefore, the Scio School Board declares as follows:

1. Affronts to racial or ethnic heritage and criminal racial harassment will not be tolerated in the school.
2. Laws and policies related to racial harassment will be strictly enforced in order to promote an environment that does not permit racial intolerance or harassment.
3. The Scio School District will expand curricular efforts to address racial and cultural diversity.
4. The Scio School District will work with media and community representatives to broaden understanding of students, parents, and the general community of racial harassment and its consequences for the victims and the community at large.

We find that these actions are necessary to provide a strong statement of expectations within our district and to promote a safe environment in our community, homes, schools, and neighborhoods.

Board Policies

All Board Policies are available for parent viewing online at the district website and in the district office.

Breakfast and Lunch Program

Breakfast and lunch are available to all students each school day. For the meal charge policy, free & reduced meal applications, online payment, menus, pricing, and general information, please visit the Scio District's nutrition page at: <https://scio.k12.or.us/departments/nutrition/> Parents may buy lunch to have with their child at school only if you call the office by 9:00 am that day.

Free and Reduced Meal Program

Centennial participates in the Federal Free and Reduced Meals Program. This program is available all year to qualifying families based on income levels. We encourage everyone to apply for the program. Eligible families help our school receive federal programs, and families may re-apply as financial situations change. Please contact the school office for information on completing the necessary paperwork. Breakfast will be accessible at no charge to students who qualify for reduced lunch prices.

Complaint Procedure

Complaints are handled and resolved as close to their origin as possible. The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Building Principal
3. Superintendent
4. Board Members

If talking with the person directly does not resolve the concern, a formal complaint form may be obtained from the building principal. Please refer to Board policy for further procedures and questions.

Emergency Closures

Families will be advised of emergencies concerning the opening or closing of school due to hazardous road conditions or other extreme unforeseen circumstances. The decision to close school will be made between 6:15 and 6:30 am. You can find information on the district website under School Closure, using FlashAlert.net, or referring to local radio/tv stations or www.pdxinfo.net site. Please do not call school personnel.

Stations notified are: KGAL 1580 AM, KRKT 990 AM, KSHO 920 AM, KLOO 1340 Am, KWIL 790 AM, KATU Channel 2, and KGW Channel 8.

Equal Educational Opportunity

Scio School District provides equal educational opportunities for all students. A variety of resources and services are available to meet the specific educational needs of individual students and provide alternative educational programs.

The district has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 0-21 years of age and who fall within the district's jurisdiction. Students found eligible for special education services receive specially designed instruction to meet the needs of the individual's unique needs. When appropriate, students receiving special education services:

- Remain in the general education program with special education support, supplementary aids, or other special arrangements, if needed;
- Are educated to the maximum extent appropriate with students who are not receiving special education services;
- Are placed in an instructional arrangement as close as possible to the student's home;
- Are provided opportunities to participate in school activities on the same basis as students who are not receiving special education services; and
- Are offered an opportunity for interaction on a regular basis with students who are not receiving special education services.

The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from the Special Education Director, Greg Nolan, or the Oregon Department of Education.

Grading and Curriculum

Progress is assessed to determine how well each student is doing in reaching required content and performance standards and curriculum goals in each course taken. Periodic assessments are recorded in the teacher grade book. Selected work samples from classroom assignments may be kept in a portfolio that follows the student to their next grade. Progress in each course is also reported to parents and guardians on the Report Card issued three (3) times a year. Progress may be reported informally to the parents or guardians at other times, such as conferences.

Parents or guardians may make an appointment with the teacher or the building principal if they desire to find out what progress has been made on any of the course work used to determine grades. Instruction is related to the state content standards, program guides, and course goals.

Library

Each class is scheduled at library time once a week. Students are allowed to check out a specific number of books according to their grade level. Grades K-3 may keep their books for one week. Grades 4-5 may keep their books for up to two weeks. Students are not fined for overdue books, however, they will be charged for lost books.

Lost, Found, and Stolen Items

Every year the school is confronted with the problem of locating and identifying objects, especially clothing, that have been lost by students. To aid in solving this problem, please mark first initial and last names on all clothing and school related items. The district has no responsibility for lost items, so it is recommended that valuable items be left at home. The school office maintains a lost and found area, and students are asked to look through it periodically. Unclaimed items are donated to local charities three times a year.

Backpack and coat hooks are provided to each student. The school assumes no responsibility for the safeguarding of articles left on these hooks in a classroom; students should be aware that coat hooks are not a secure place to keep valuables, and they are encouraged to leave them at home, especially electronic devices. The school does not assume responsibility for items lost or stolen. Backpacks and coats are subject to inspection at any time by the staff if there is a reasonable suspicion that its contents are relevant to an investigation of wrongdoing.

Movie Policy

The Scio School Board recognizes the showing of commercially produced and rated feature films and videos may have a legitimate purpose in a school's educational program. However, since the content is customarily designed for general audience viewing, the Board feels certain precautions should be taken to ensure the showing of a particular film is consistent with the educational values espoused by the district. Only films rated G, PG, or PG-13 may be shown as part of the school program. The Board directs procedures to be developed to accompany this objective, including the provision that a parent has the opportunity to preview the film when practicably possible, and that a parent must give prior consent before his/her child may view a film rated PG or PG-13. Edited or unrated films may be shown at the discretion of the administration. Any rated films not specifically noted above require Board approval prior to viewing.

Parent Involvement

Through meaningful consultation with parents, Centennial Elementary will develop and conduct programs, activities, and procedures in accordance with this definition: Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

Centennial Elementary will support parent involvement and community partnership to improve student achievement through the following activities:

- The school will provide training to help parents support their children's academic achievement.
- The school will invite parents to attend Open House, evening programs, and Parent-Teacher Conferences.
- The school will provide a Parent Library with materials to support reading at home.

Centennial Elementary will take the following actions to involve parents in the process of school review and improvement:

- Invite parents to be on the Site Council to develop strategic training for teachers.
- Send an annual Parent Feedback Survey.
- Work with the Parent Volunteer Coordinator to enhance parent volunteer opportunities at school.

In carrying out the Title IA parent involvement requirements, to the extent practicable, the school will provide opportunities for the meaningful participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.

Field Trips

Field trips are an educational experience. During registration, parents can give permission for their child to attend all field trips that occur during the school hours. Trips that include hours outside of the school day will be described in communication from the classroom teacher. If you have agreed to chaperone a field trip, please take the responsibility seriously. Siblings may not attend field trips if you are attending as a chaperone. Each school year a criminal history background check is required for parents to participate in a field trip as a chaperone. Students may leave a field trip only with their parents or guardian, and they must sign out with the teacher.

Parent Club

Centennial has a group where parents can become involved in supporting the school with extra projects and activities that cannot be funded through the regular budget. This group sponsors a variety of fun activities for families and the community to raise funds for the school and/or promote positive involvement in the school. Joining and attending the meetings is a good way for parents to find out more about the school. Supervised childcare is usually available during Parent Club meetings.

Parent's Right-to-Know

At any time, parents may request information regarding the professional qualifications of the student's classroom teacher(s).

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled during the 1st and 3rd grading periods to provide better understanding and cooperation between school and home. Our hope is that parents of all students attend the fall conference. We try to reserve the spring conferences for families with a teacher and/or parent concern. It is important that all students have a parent present for at least one formal conference with the teacher each year. Parents will be contacted as to a suitable time for their conference. However, parents may request a conference with the teacher at other times.

If you would like to meet with a teacher, please call ahead for an appointment. The time before school and during release times are not appropriate for conferencing with a teacher as their responsibilities necessitate their full attention with preparation and students at those times. Please also respect that teachers' work hours end at 3:45 pm on most days.

Parent Training Regarding Child Abuse

Each year all Scio School District employees are trained in how to look for and report child abuse. This includes abuse that may be happening in the home and preventing abuse from happening at school. If parents or community members are interested in participating in this training, they may contact the district office.

Visitors and Volunteers

Parents and volunteers are required to check in at the office and complete a background check each school year. It is important for the safety of our campus that all visitors and volunteers wear a badge. Student-aged visitors may stay for lunch and noon recess only; prior arrangements must be made with the office and teacher. Background checks must be cleared through the district office before volunteering in the classroom or on field trips. Volunteer opportunities include being a Room Parent, preparing classroom materials, helping in the classroom, classroom parties and so much more.

Registration

To become registered as a new Kindergarten student the child must be five (5) years old on or before September 1st. You will need:

- copy of the child's birth certificate
- up-to-date immunization records, and
- proof of residence

Students transferring from another school will need to complete our registration form as well as a Records Transfer Request and proof of residence. In order to prepare materials, students arriving mid-year will begin attending class the day after registration is complete.

Student Accident Insurance

Scio School District has voluntary student accident insurance available. You can get a brochure in the school office.

Student Records

This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the child's enrollment in that institution. For a nominal fee you may receive a copy of the record transfer if you wish.

Prior to your child's withdrawal from our school district, you have a right to see their student records, and a right to a hearing should you wish to challenge the content of the records. There must be a two (2) day period between the time of the request and the hearing. The hearing must be held before your child leaves the district.

As a parent, a student 18 years of age, or an adult receiving a post-secondary education, you have the right to inspect your child's records. You have a right to a hearing should you wish to challenge the content of such records to ensure the records are not inaccurate, misleading, or otherwise in violation of your child's rights; to provide an opportunity to correct or delete any inappropriate data contained within; and to include such records a written statement by the parent or eligible student regarding the content of the records. Your statement will remain part of the record as long as the disputed portion of the record exists. Your request to inspect records shall be complied within 30 days, not to exceed 45 days. The same time limit applies to a request for a hearing to challenge the content of educational records.

The principal in each building has a copy of the district's student records policy, which you may examine or receive a copy of for 25 cents per page. You have a right to file a complaint with the Office of the Secretary of Education if you feel the district has failed to comply with the requirements of Public Law 93.380. Oregon schools maintain two types of student records, designated "progress records" and "behavior records." The principal is the person in charge of the records in each building.

The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent, but require that a record be maintained indicating specifically the legitimate educational or other interest that person, agency, or organization had in seeking this information. This statement is to become a permanent part of the record only for inspection by the parents or students more than 18 years of age and the school official responsible for the custody of such records.

Transportation

Student Pick-Up and Drop-Off by Personal Vehicle

When you bring students to school, please drop them off in the safest place which is the sidewalk outside the cafeteria or the sidewalk behind Pod B. To keep traffic flowing smoothly, do not get out of the car to unload your child when you pull up to the sidewalk. If you park in a parking space, please walk your children through traffic. Do not attempt to park between buses along 1st Avenue in front of the school building.

After school, parents may park in front of the cafeteria or along Cherry Street. Spaces are reserved in front of the school office for visitors, parents, and parents with small children. When picking up your child along Cherry Street, students must use the crosswalk.

Bike Riding, Skating, and Walking to School

Please caution your children about the hazards of walking and/or riding their bikes to school. Due to a lack of sidewalks in some areas, it may be necessary to walk on the highway or street to and from bus stops. Everyone should walk along the left side of the street, facing on-coming traffic at all times. Bikes, skateboards, scooters, etc. are NOT to be ridden on the sidewalks or breezeways surrounding the school buildings.

Bus Riding

The school district provides buses. Students will be transported from the school to their regularly designated stops, but in the case of an emergency, school authorities may arrange for the driver to pick up or drop off students at another designated stop. Please see that students are at the bus stop on time, and provide written authorization to the school each time a student is to get off the bus anywhere other than their home or school. An adult must be present at drop off for kindergarten and first grade students.

Our goal is to transport students to and from school in the safest possible manner. To do this, good behavior is fundamental. When the driver observes distracting and/or unsafe behavior on the bus, a Conduct Report will be issued. Such a report is a means of sharing with parents the inappropriate behavior of the student and asking for your cooperation in solving the problem by discussing the incident with your child. If more serious discipline problems occur, more serious action will be taken. Please instruct your children in safe walking practices and proper behavior at the bus stop and on the bus for the safety of all riders.

Rules for Students Riding School Buses

- Obey the driver at all times.
- Do not throw objects.
- Do not have in their possessions any weapons as defined by Board Policy JFCJ.
- Do not fight, wrestle, or scuffle.
- Do not stand up and/or move from seats when the bus is in motion.
- Do not extend hands, head, feet, or objects from the windows or doors.
- Do not have in their possessions tobacco, alcohol, illegal drugs, matches, or any other incendiaries or concussion devices.
- Use emergency exits only as directed by the driver.
- Do not damage school property or the personal property of others.
- Do not threaten or physically harm the driver or other riders.

- Do not engage in any disruptive activity that may cause the driver to stop the bus in order to establish order.
- Do not make disrespectful or obscene statements or gestures.
- Do not eat or chew gum.
- Do not carry glass containers or other glass objects.
- Do not take onto the bus skateboards, musical instruments, or other large objects which may pose safety risks or barriers to safe entry and exit from the bus.
- Accept assigned seats.
- Stay away from the bus when it is moving.
- Be at the bus stop five (5) minutes before the scheduled pick-up time.
- Answer to coaches, teachers, and chaperones who are responsible for maintaining order on trips.

When Your Child is Sick

If for any reason, you are concerned about your child's health, please contact your physician. School staff are not trained to give medical advice or diagnose illnesses. To ensure a healthy environment at Centennial, please keep your child/children at home if he/she has any of the following symptoms.

- **Cough:** When your child has a deep, barking, congested, or mucus-producing cough, they should stay home. They may return when symptom-free or they have been on antibiotics for 24 hours and a doctor's written statement.
- **Diarrhea:** When your child has more than one abnormally loose stool in a day, they have diarrhea. They may return to school when the diarrhea has stopped for 24 hours or with a doctor's written statement that it is not due to a communicable disease.
- **Fever:** Your child may not attend school for 24 hours after their temperature drops below 100.4 degrees without the use of medication such as Tylenol to reduce fever.
- **Rash:** If your child has skin lesions, eye lesions, or rashes that are weeping or pus filled, they may not attend school. They may return when the rash is completely dry or with a doctor's written statement that the rash is non-communicable and has been appropriately treated.
- **Vomiting:** Children must stay home for 24 hours after the last time they vomited due to illness. Motion sickness is excluded from this requirement, but coughing fits that result in vomiting are not.
- **Head Lice:** If a student presents with any of the following symptoms of head lice: itchy scalp, scratching, seeing bugs, or finding lice eggs, they should be screened by school staff that have been trained by a Healthcare Professional. If lice or nits are found, the student may stay in school and be instructed to have no head-to-head contact. Parents will be notified so that treatment may begin. Students will not be excluded from school.

If a student becomes ill at school, we will call people listed on the emergency contact information. It is important that emergency contact numbers be kept accurate and up to date by parents and guardians. If needed, the student will be removed from contact with other students until picked up.

A cough, sore throat, or mild headache are not reasons to exclude a child from school. We do offer cough drops, chapstick, and Tylenol in the school office with written parental permission.

Highly Contagious Diseases

As CDC guidelines change, our District policies are subject to change. A student suspected of having a disease that would restrict them from attending school (pink eye, hand-foot-mouth, scabies, chicken pox, or a virus), will have their parents notified as soon as reasonably possible. Students will be screened by an administrator, school nurse, or office staff, who may decide the student should be excluded for assessment by a health care provider. A student excluded from school with a highly contagious disease will be re-admitted with a doctor's written statement.

If you find your child has a specific illness that is highly contagious, please contact the school office. We report highly contagious illnesses to parents and the Linn County Health Department when there is evidence it is spreading through the school. Please include a note stating the dates absent and the reason for the absence.

The district nurse recommends that you see a doctor immediately if:

- brown, gray, tan, or yellow drainage from nose, eyes (with or without pink/reddened sclera), or any other part of the body
- white, clay-colored, or bloody stool
- yellow skin and/or eye color
- brown or bloody urine
- stiff neck or headache with fever
- unusually sleepy, lethargic, or grumpy for days

Medications

Personnel trained to give medication are the only people at school who may dispense it. A specific procedure will be used only after the school receives written permission from parents or guardians, and dispensing directions from the doctor (prescription medication) and the original packing instructions (over the counter medication). By state law, cough drops are considered a medication, and can only be dispensed in the office. All medication must be left at the school office and never with a student or in the classroom.