

Scio School District 95C

Elementary Student Handbook 2025-2026



The Pursuit of Excellence

At Centennial, we believe every member of our community is a leader, and we strive to bring out the best in one another through shared commitment and care.

We live this out by approaching our work with compassion, collaboration, reflection, and purpose, grounded in creativity, accountability, honesty, and hard work.

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Important Phone Numbers

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

School Hours

Doors Open 7:40 am
 Classes Begin 8:00 am
 Dismissal 2:40 pm

Centennial Elementary School Staff

Principal	Lindsay Alsup	School Nurse	Kylie Stillman
Office Manager	Emily Hays	Librarian	Diana Roofener
Office Assistant	Holli Eby	Instructional Assistant	Patti Bergby
Behavior Support Specialist	Michelle Henderson	Instructional Assistant	Margot Cooper
Kindergarten Teacher	Molly Swain	Instructional Assistant	Katrina Fallin
Kindergarten Teacher	Jennifer James	Instructional Assistant	Nicole Jones
1st Grade Teacher	Stacy McAllister	Instructional Assistant	Jill Mitzel
1st Grade Teacher	Megan Traeger	Instructional Assistant	Jenny Slusser
2nd Grade Teacher	Michelle LeFeber	Instructional Assistant	Sareta McWhorter
2nd Grade Teacher	Chari Justesen	Instructional Assistant	Mary Wyman
3rd Grade Teacher	Bailey Henson	Instructional Assistant	Star Ziebert
3rd Grade Teacher	Savanna Tibbs	Instructional Assistant	Jamie Crews
4th Grade Teacher	DeeAnn Moore	Instructional Assistant	Desiree Majors
4th Grade Teacher	Alona Altuhov	Instructional Assistant	Kaitlyn Slusser
5th Grade Teacher	Scott Golden	Custodian	Maria Zamudio
5th Grade Teacher	Amanda O'Reilly	Custodian	Reyna Raygoza
Reading Specialist	Angie Deder	Food Service	Kori Nelson
Special Education Teacher	Andrew Hatzenbihler	Food Service	Mikayla Wendel
Music Teacher	Charlie Scott	Food Service	
PE Teacher	Caitlin Holzouser	Food Service	
Food Service Manager	Carla Porter		

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 tardiness 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 7:40 am, and the tardy bell rings at 8:00 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 stating 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

At Centennial, we prioritize creating a safe, respectful, and inclusive learning environment for all students. Our behavior support approach is proactive, consistent, and rooted in positive reinforcement.

- Positive Behavior Interventions and Supports (PBIS): We use a schoolwide PBIS framework that teaches and encourages positive behaviors through clear expectations, modeling, and reinforcement.
- Clear Expectations: Students are taught school-wide expectations. These are reinforced in classrooms, hallways, playgrounds, and all school settings.
 - **Safe** – Keep hands, feet, and objects to yourself. Make choices that protect yourself and others.
 - **Respectful** – Use kind words and actions. Listen and follow directions the first time.
 - **Responsible** – Take care of your materials and space. Follow through with tasks and clean up after yourself.
 - **Ready to Learn** – Come prepared, stay focused, and give your best effort every day.
- Recognition and Reinforcement: Positive behaviors are acknowledged through praise, reward systems, and recognition programs like monthly SOARR awards or behavior charts.
- Restorative Practices: When conflicts arise, we focus on problem-solving, accountability, and restoring relationships rather than just punishment.
- Tiered Support: For students who need extra help, we offer tiered interventions including small group support, behavior plans, and collaboration with school counselors or specialists.
- Family Involvement: We value strong partnerships with families and regularly communicate about student behavior and progress.

Overall, our goal is to support the whole child—socially, emotionally, and academically—while fostering a positive school culture where every student can thrive.

SOARR - Awards Character Traits

Each month at Centennial Elementary, we highlight one of our SOARR character traits—**Safe, Optimistic, Accountable, Respectful, Responsible**—as part of our social-emotional learning (SEL) focus. These traits help guide student behavior, build a positive school culture, and encourage personal growth.

Throughout the month, teachers and staff look for students who consistently demonstrate the featured trait in their actions and attitudes. At the end of each month, we celebrate these students during our SOARR Awards Assembly, where students from each class are recognized for standing out as role models.

This is a wonderful opportunity to build character, boost confidence, and celebrate all the ways our students contribute to making our school a great place to learn and grow!

Trait	Definition	What it Looks Like at School
Safe	Keeping yourself and others free from harm.	Walking in hallways, using materials appropriately, and keeping hands and feet to oneself.
Optimistic	Believing in positive outcomes and trying your best, even when it's hard.	Encouraging yourself and others, having a growth mindset, saying "I'll try" or "I can do this!"

Accountable	Taking responsibility for your actions and choices.	Admitting mistakes, completing tasks on time, and following through on commitments.
Respectful	Treating others, yourself, and the school environment with kindness and care.	Using kind words, listening when others speak, respecting personal space, and respecting school property.
Responsible	Being dependable and making good choices, even when no one is watching.	Being prepared for class, following directions, taking care of your belongings, and school tools.

Social Emotional Learning (SEL)

At Centennial, we are committed to supporting the social, emotional, and behavioral growth of all students. Social Emotional Learning (SEL) is a schoolwide priority and is integrated into daily classroom instruction by all teachers. In addition, our Behavior Support Specialist plans and delivers whole-class SEL lessons and conducts small group instruction to support students who need targeted skill development. We also have a Behavior Assistant who helps with immediate behavioral needs and works closely with staff and students throughout the day. Our SEL instruction draws from a variety of engaging, age-appropriate resources, including *Little Spot*, *RULER*, and other literacy-based materials. These supports help students build self-regulation, empathy, problem-solving, and responsible decision-making skills while fostering a safe and respectful school climate.

Consequence Matrix

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 (Classroom Managed): <ul style="list-style-type: none"> - Off-task behavior - Minor Disruption - Not following directions - Unkind language (non-threatening) - Property misuse (e.g., throwing objects not in anger) - Refusal to complete work - Minor unsafe actions (e.g., rough play, pushing) - Bus citation 	<ul style="list-style-type: none"> - Reteach expectations - Verbal redirection - Restorative conversation - Seat change - Classroom reflection time - Out of class reset break - Loss of privilege - Logical consequence - Time out of recess - Parent contact (if repeated)
Office Referral - Level One: <ul style="list-style-type: none"> - Repeated minor behaviors despite interventions - Defiance/disrespect - Inappropriate language - Unsafe physical behavior (non-aggressive-eg. shoving/pushing) - Property misuse - Theft (eg, non-value items) 	<ul style="list-style-type: none"> - Reflection time with Admin/Beh.Supp. - Loss of recess/privilege - Lunch Detention - Alternative education location - Parent contact - Behavior contract - Restorative practice - Minor restitution

<ul style="list-style-type: none"> - Elopement (leave the classroom but stays in building, visible/safe location) 	
<p>Office Referral - Level Two:</p> <ul style="list-style-type: none"> - Aggressive physical contact (e.g., hitting, kicking, biting, etc.) - Bullying (Intentional, Targeted, Repetitive, Unsafe) - Harassment (Persistent, Disrespectful, Unkind) - Property damage - Verbal threats - Lying that causes harm, or involves safety - Major defiance - Theft (items valued under \$20) - Elopement (leaves supervised area and attempts to exit building, refuses to return, or hides in school) 	<ul style="list-style-type: none"> - In-school suspension (ISS) - Out-of-school suspension (OSS) - Intentional physical aggression/significant safety concern - Loss of activity privileges - Restitution/repair of damage - Behavior plan or FBA referral - Safety plan review - Parent/guardian conference
<p>Office Referral - Level Three:</p> <ul style="list-style-type: none"> - Severe physical aggression - Possession of dangerous items - Serious threats or intimidation - Major vandalism - Major theft (items over \$20) - Repeated Level 2 behaviors 	<ul style="list-style-type: none"> - Out-of-school suspension(OSS)-up to 10 days awaiting the decision of an expulsion hearing. - Threat assessment - Referral to Behavior Interventionist - Law enforcement contact (if needed) - Team safety planning - Special education team referral (if applicable)

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 teacher or principal, and additional consequences may be assigned.

For major infractions (office referral - level one to three), students will be referred to the office and given an appropriate consequence. The Consequence Matrix helps inform what consequences are given to students. All consequences are determined on a case-by-case basis and will consider the student's recent (current school year) behavior history. Consequences are determined with the best interest of all students in mind. 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.

Electronic Devices/Cell Phones

Personal electronic devices (phones, tablets, smart watches, etc.) should not be brought to school. If any cell phone or electronic device is brought to school, it needs to be turned off and put in a backpack and kept off during school hours, from 8 am-2:40 pm. If students need to call home during the school day, they must get permission from their teacher and be sent to the office to call home from our district phones.

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, they have more responsibility 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

Centennial Elementary is committed to providing a safe, inclusive, and respectful environment for all students and staff. Racial harassment of any kind is not tolerated and will be addressed promptly and effectively.

Racial harassment is defined as any unwelcome behavior based on a person's race, ethnicity, or

national origin that causes harm, fear, or discomfort. This can include:

- Name-calling or racial slurs
- Imitating accents or cultural practices
- Spreading hurtful stereotypes
- Drawing offensive symbols or messages
- Excluding someone because of their race

Anyone who experiences or witnesses racial harassment should report it to a teacher or other school personnel immediately. Reports can be made in person or in writing. Parents are encouraged to speak with school staff.

Every report will be taken seriously. The school will investigate, keep everyone safe during the process, and speak with those involved. Families will be informed, and support will be provided.

If racial harassment occurs, consequences will match the age and understanding of the student. Support like counseling, mediation, or restorative circles will be offered to help everyone learn and grow.

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 they 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 reapply 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.

In the event of inclement weather or emergency situations, the district will communicate updates in the following order:

1. FlashAlert - notification system
2. Synergy Email - Messages sent to parent/guardian contacts
3. District Website
4. District Facebook Page

Families are encouraged to sign up for FlashAlert and ensure that Synergy contact information is current.

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 who qualify for special education services are provided with specially designed instruction to support their specific learning 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, Jacob Alburn, 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's grade book. Progress in each course is also reported to parents and guardians on the Report Card issued four (4) 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 coursework used to determine grades. Instruction is related to the state content standards, program guides, and course goals.

Library

Each class is scheduled to visit the library every other week as part of their regular rotation. 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 the 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 their contents are relevant to an investigation of wrongdoing.

Movie Policy

The Scio School Board recognizes that 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 school hours. Trips that include hours outside of the school day will be described in a 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 a 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 for 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.

Cell Phone Usage for Visitors and Volunteers

To protect student privacy and maintain a safe, respectful environment, visitors and volunteers are expected to use cell phones responsibly while on school grounds. The use of cell phones to show videos to students is not permitted. Additionally, taking or posting pictures or videos of students without the express permission of their parents or guardians is prohibited. We appreciate your cooperation in helping us maintain a secure and respectful learning environment for all students.

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

The 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 completed 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.

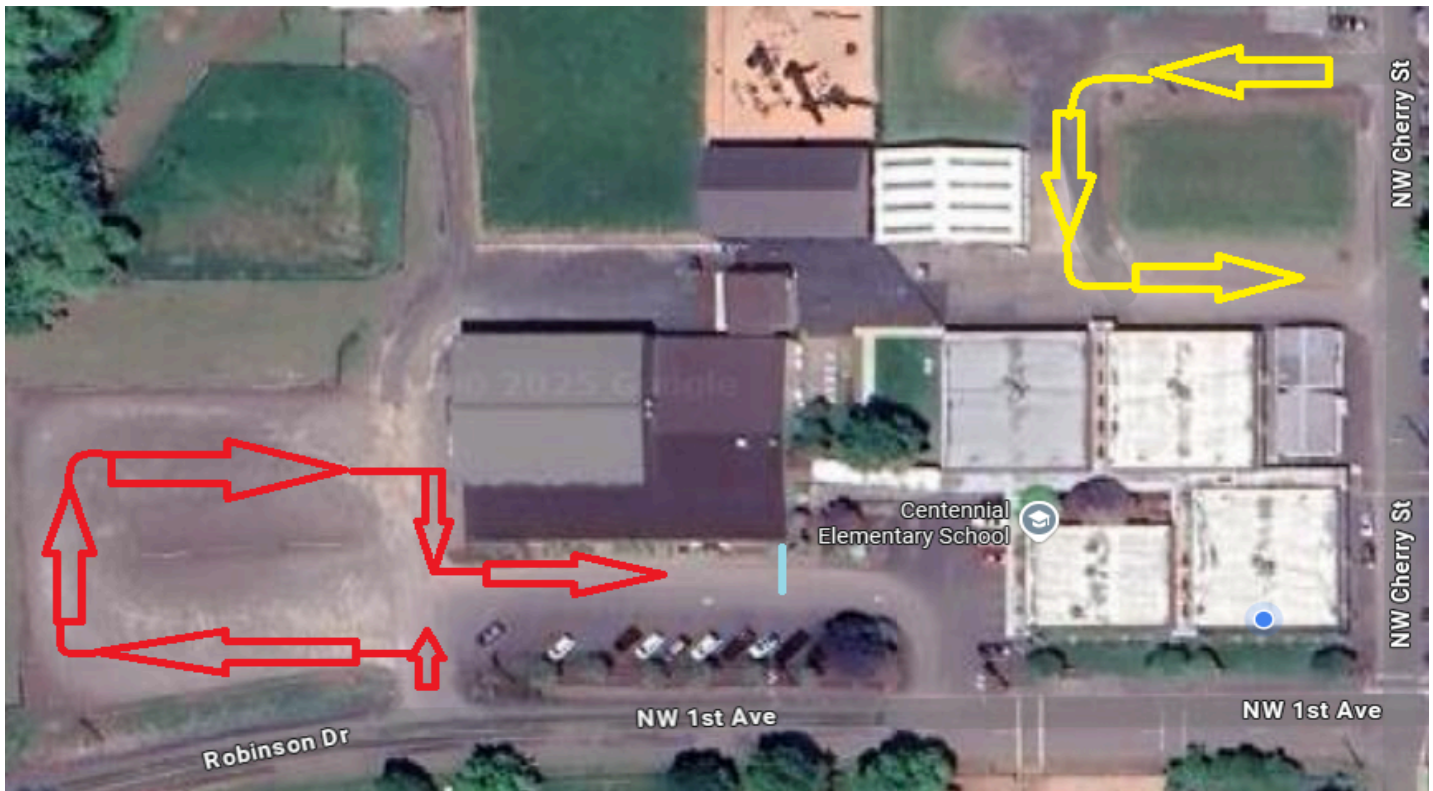
The Education Amendments of 1974 provide that certain state and federal agencies may inspect student records without written consent, but require that a record be maintained indicating specifically the legitimate educational or other interest that person, agency, or organization had in seeking this information. 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

To ensure a safe and smooth arrival and dismissal process, please follow the procedures below based on your child's grade level:

- **Only approved individuals** may pick up students. Be sure emergency contacts are current.
- Changes in pick-up plans must be communicated to the front office and the classroom teacher by 1:45 PM.
 - **Students in Grades K–2:**
 - Use the **Front Lot** along the sidewalk by the gym for both drop-off and pick-up.
 - If a K–2 student has an older sibling, they may also be picked up in the front lot.
 - Enter the pick-up line from the **second entrance** of the school on **NW 1st Ave** and follow the loop around the gravel parking lot.
 - A staff member will greet you at drop-off to assist your child out of the vehicle.
 - At pick-up, a staff member will approach your car to ask for your student's name/teacher, and call for them.
 - **Students in Grades 3–5:**
 - Use the **Back Lot** along **NW Cherry Street** for pick-up.
 - Enter the back-lot line and remain in your vehicle.
 - Your student will walk to your vehicle once it is safely stopped along the school building.



Thank you for helping us keep all students safe during arrival and dismissal.

Bike Riding, Skating, and Walking to School

We encourage students to use safe and respectful practices when walking, biking, or skating to school.

- Students in grades below 2nd are encouraged to walk with an older sibling for safety.
- Students may walk home independently only if they have parent permission and their teacher is aware of their go-home plan.
- Please remind your student to use crosswalks at all times when crossing streets.
 - Crossing guards are typically stationed at:
 - NW Beech Street and NW 1st Avenue (by the middle school)
 - Cherry Street (by the elementary school)

Due to limited sidewalks in some areas of town, students may need to walk along streets or highways to reach their bus stops or school. In these situations, students should always walk on the left side of the road, facing oncoming traffic.

For safety:

- Bikes, scooters, skateboards, and skates are not permitted on the sidewalks or breezeways surrounding the school buildings.
- Students should walk their wheels once on school property.

Thank you for helping reinforce safe travel habits to and from school.

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 their 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 possession 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 possession 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 15 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 who 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 the 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 is not a reason 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 that 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 the 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.