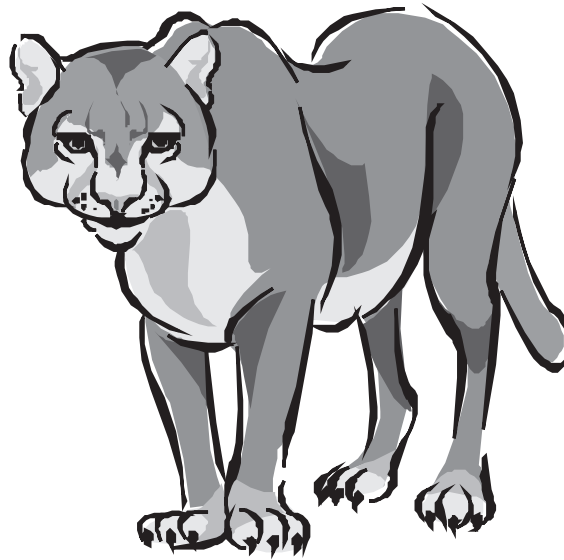


2011-2012

Student-Parent Handbook



OREGON TRAIL

ELEMENTARY SCHOOL

North Clackamas School District 12

13895 S.E. 152ND Drive
Clackamas, Oregon 97015
503-353-5540



Oregon Trail Elementary School
 13895 SE 152ND Drive, Clackamas, Or 97015
 Phone: (503)353-5540
 Fax: (503)353-5555

Dear Students and Parents,

Welcome to Oregon Trail Elementary School! I am excited and humbled to join the school community as the Principal. The commitment and passion of our students, staff, and families helps to maintain our focus on student achievement and success.

This will be another year of teaching and learning and we are committed to our mission of providing a respectful and trusting learning environment where the uniqueness of each child is honored. Each and every child deserves a great teacher and we prepare ourselves to meet this challenge. We ask that you accompany us on this journey of teaching and learning.

Family involvement continues to be the success of our student's learning. Your involvement within the classroom, school, and/or district helps to strengthen the education of a child. There are many ways to become involved at Oregon Trail Elementary School; please contact the Main Office and we will provide you with specific information. Our website is also a valuable resource for families and community members.

We strive to create a school community that is dedicated to setting high expectations for academic achievement and student involvement, with relevance to experiences outside of the school setting. Ultimately, we want to provide a quality education for your child. Our school expectations include behaviors that are safe, kind, and responsible. These expectations will help to ensure that each student will be engaged today, inspired for the future, and ready for the next set of challenges.

Thank you for allowing us the opportunity to provide a meaningful education for your child. Together we can make a difference!

Sincerely,
 Khaliyah Williams-Rodriguez, Principal

Our Mission

In partnership with families and the community, Oregon Trail Elementary School seeks to challenge all students to achieve maximum academic growth by accepting responsibility for learning, working hard, and celebrating success. We will offer a respectful, trusting, learning environment where the uniqueness of each child is honored. A successful educational program is the foundation for developing lifelong learners.

School Schedule

Breakfast begins at 8:15AM
 Front doors open at 8:20AM
 Grades 1-5: 8:30AM to 2:45PM
 Grade K-AM: 8:30AM to 11:45AM
 Grade K-PM: 11:30AM to 2:45PM

School Mascot: Wildcats
 School Colors : Teal & Purple

North Clackamas School District #12

Administration Office: 503-353-6000
 Transportation Office: 503-353-6150

Parent-Teacher Organization

The Oregon Trail Elementary PTO is a very active support group, that organizes various academic and cultural programs, school improvement projects and promotes parental volunteerism. To support these functions, they engage in a variety of fundraising and community building activities. The PTO provides support for the quality of education your child receives at Oregon Trail Elementary. All parents are invited and encouraged to be active in and supportive of the PTO.

2011-2012 PTO Executive Board:

Jennifer Manullang & Sunshine Buzo, Co-Presidents
 Wendy Wilson, Vice President
 Tina Maciokas, Secretary
 Sharon Manuel, Treasurer
 Vicki Rellis, Fundraising
 Theresa Atkinson, Family Activities
 Shannon Morrison, Student Enrichment
 (to contact a board member, e-mail: ptoboard@oregontrailpto.com)

Pictures

Pictures will be taken on Tuesday, September 20TH. Information concerning the cost and other details will be sent home. The purchase of pictures is optional.



SEPTEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labor Day Holiday	6 First Day of School	7	8 First Day of Kindergarten	9	10
11	12	13	14	15	16 Partnership with the Principal, 8:30AM (English)	17
18	19 Monday Morning Meeting, 8:30AM	20 Picture Day	21 PTO Meeting, 6:00PM	22 Back to School Night, 6:00–7:30PM	23	24
25	26	27	28 NO SCHOOL Teacher Work Day	29	30	



Oregon Trail Elementary Staff

Khaliyah Williams-Rodriguez
Principal
williamsk@nclack.k12.or.us

Denise Amy
Secretary
amyd@nclack.k12.or.us

Kim Webb
Secretary
webbk@nclack.k12.or.us

Teachers

Kindergarten

Patty Moeller
moellerp@nclack.k12.or.us

First Grade

Kim Iacolucci
iacoluccik@nclack.k12.or.us

Linda Watzig
watzigl@nclack.k12.or.us

Second Grade

Peggy Harris
harrisp@nclack.k12.or.us

Vietthy Nguyen
nguyenv@nclack.k12.or.us

Third Grade

Sue Boyes
boyess@nclack.k12.or.us

Heather Gomez
gomez@nclack.k12.or.us

Fourth Grade

Corinna Cho
choc@nclack.k12.or.us

Kathy Plump
plumpk@nclack.k12.or.us

Fifth Grade

Becky Callahan/
Marlene Mullins
callahanb@nclack.k12.or.us
mullinsm@nclack.k12.or.us

Megan Johnson
johnsonme@nclack.k12.or.us

Specialists

Stacy Rager
School Psychologist
ragers@nclack.k12.or.us

Larry Madsen
Counselor
madsenl@nclack.k12.or.us

Eric Knauss
Physical Education
knausse@nclack.k12.or.us

Janna Urdahl
Music
urdahlj@nclack.k12.or.us

Susie Finegan
Learning Specialist
finegans@nclack.k12.or.us

Ann Krieger
Language Specialist
kriegera@nclack.k12.or.us

Jenny Wilkinson
Services for English Learners
wilkinsonj@nclack.k12.or.us

Penny Bradley
Nurse
bradley@nclack.k12.or.us

Instructional Assistants

Tracy Cook
Amy Dahmen
Chris Straley
Judy Tacheny
Susan Weishan

Media Assistant

Holly Russell
russellh@nclack.k12.or.us

Head Custodian

Gabe Beyerle

Night Custodian

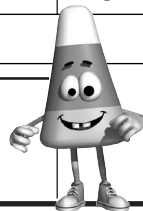
Carlos Martinez

Cook

Rita Finley

OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 PTO Movie/Game Night, 6:30PM
2	3 Monday Morning Meeting, 8:30AM	4	5	6	7 Partnership with the Principal, 8:30AM (Russian, Spanish, Vietnamese)	8
9	10	11	12	13	14 NO SCHOOL	15
16	17 PTO Jog-a-Thon	18 PTO Meeting, 6:00PM	19	20	21 NO SCHOOL Teacher Work Day	22
23	24	25	26	27	28	29
	October 24–28 Scholastic Book Fair					
30	31 Kindergarten Conferences Monday Morning Meeting, 8:30AM			NO SCHOOL K–5 Parent Conferences		



DIVERSITY COMMITMENT POLICY

District schools are responsible for ensuring safe environments for all students and will not tolerate acts of unlawful discrimination or harassment. The district has a goal to enhance the dignity, importance, and academic achievement of every student.

VOLUNTEERS

Volunteers are an essential component of the total educational climate at Oregon Trail Elementary School. Volunteers help build our community of learners by working with the school to provide a quality education for the whole child.

Thank you for sharing your talents with us. If you have questions or comments about the volunteer program, please call one of this year's volunteer coordinators or the school office.

VOLUNTEER OPPORTUNITIES:

- Chaperoning Field Trips
- Working in the classrooms
- Special class Projects
- Classroom Party planning
- Clerical tasks in the office/workroom
- Clerical tasks performed at home
- Telephoning
- Vision Screening of Students
- Picture Day Assistant
- Fundraising (including school carnival)
- Library services
- Building and Grounds beautification
- Parent Lead activities (BBQ, Carnival, etc.)
- PTO offices
- Art Literacy Program
- Child Care for other volunteers
- Tutoring/Mentoring students (training required)



VOLUNTEER SIGN-IN PROCEDURES:

Whenever you volunteer at school it is essential that you sign-in and out at the volunteer desk in the front lobby and pick up a badge. A computer program is used to keep track of volunteer hours and to help us locate you if necessary.

VOLUNTEER ABSENCES:

If you made a commitment to volunteer in a specific place at a specific time, someone is depending on you. This is an opportunity for you to demonstrate, by example, the importance of following through on a commitment. If you are unable to fulfill your commitment, please make every effort to find your own substitute. Also, please notify the affected teacher or staff member as soon as possible if you need help finding a substitute.

SITE COUNCIL

The Oregon Act for the 21ST Century calls for every school to have a School Council composed of parents, teachers, classified staff and administrators. School Councils are charged with developing plans to improve the schools' instructional program and professional growth of the staff. The Oregon Trail Elementary Site Council is a collaborative decision making committee, which is selected by the end of September each year to serve two-year terms according to School Board Policy.

APPOINTED ADVISORY COMMITTEE

The overall objective of the Oregon Trail Elementary Advisory Committee is to provide a communication link between the school, community and the School Board. The advisory committee is intended to be one avenue to facilitate this communication as they work to seek citizen involvement. The committee meets on a quarterly basis with the school principal.

This committee assists in the collection of information and community opinions from the Oregon Trail Elementary community. Members of this committee are appointed by the School Board and serve two-year terms.

PARTNERSHIP WITH THE PRINCIPAL

Please join the Principal in a casual conversation about important school information and share your ideas about what is happening within our school community. This is an opportunity to strengthen our school's community while maintaining high expectations for our student's learning. Your partnership helps to make our vision a reality. The discussions will be available to families who speak English, Russian, Spanish, or Vietnamese as their primary language.

NOVEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Picture Retakes	2	3 PTO Donuts with Dads, 7:45–8:20AM	4	5 PTO Movie/Game Night, 6:30PM
6	7	8	9	10	11 NO SCHOOL Veterans' Day Holiday	12
13	14 Monday Morning Meeting, 8:30AM	15 PTO Meeting, 6:00PM	16	17	18 Partnership with the Principal, 8:30AM (English)	19
November 14–18 School Psychologists Week						
20	21	22	23	24	25	26
NO SCHOOL Furlough Days			NO SCHOOL Thanksgiving Holiday			
27	28 Monday Morning Meeting, 8:30AM	29	30			



EMERGENCY SCHOOL CLOSURES

For information regarding North Clackamas Schools, please listen to the radio, television or visit the NCSD web site <http://www.nclack.k12.or.us>

FM Radio	AM Radio	TV
KGON 92.3	KEX 1190	KATU 2
KINK 101.9	KUPL 1330	KOIN 6
KKSN97.1	KWBY 940	KGW 8
KKRZ 100.3	KINK 620	
KKCW 103.3	KXL 750	
KMUZ 94.7	KUIK 1360	
KBDX 96.3/107.5	KWJJ 1080	
KUPL 98.5		
KXL 95.5		
KXYQ 105.5		
KWJJ 99.5		
KOPB 91.5		



SCHOOL CLOSURES

Two Hour Delay: Schools will be opened, but two hours late.

Early Release: When schools must close early, activities will be cancelled.

Kindergarten: When there is a two-hour delay, morning kindergarten classes will be cancelled.

VISITORS

For the protection of all children, you must register at the office upon entering the building and wear a visitor's badge. Our academic program is not designed to accommodate non-student guests (i.e. cousins, friends, siblings etc.). We do not allow such visits.

EARLY DISMISSAL/LEAVING SCHOOL

Parents coming to school for their children during the school day must sign them out through the office. This is for the protection of parent, student, and school. Please send advance written notification when possible. We will call your child from class to meet you in the office. If your child returns during the school day, he/she must be signed back in at the office.

If a student will be going home to a different destination than normal, a signed note from a parent/guardian must be sent to school with the child and given to the office first thing in the morning.

COLD WEATHER ATTIRE

It is the parent's responsibility to ensure children are dressed appropriately for both weather conditions and classroom work. Students are expected to be outside for recess and active play almost every day. Children should dress accordingly.

NO HOME-BAKED ITEMS

The North Clackamas School District follows the Clackamas County Department of Human Services Public Health Division recommendations to prevent hepatitis outbreaks. Therefore, homemade foods may not be shared at school.

FOOD ITEMS FOR CLASSROOM PARTIES

We strongly encourage you to not bring cupcakes, doughnuts, cookies, etc. for your child's birthday. You must check with the classroom teacher before bringing any shared treats.

HOT LUNCH 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. For information about the school lunch program in North Clackamas Schools, call 503-353-6034.

Because children need healthy meals to learn, North Clackamas schools offer healthy meals each school day. The schools provide nutritious free and reduced-price meals and free milk to children in low income families. All schools offer lunch programs, and we also provide breakfast.

Children in households that receive Food Stamps or Temporary Aid to Needy Families (TANF) and most foster children can get free meals regardless of their income. These families should only submit an application if they are not notified of their eligibility by the school district.

Children can also receive free meals if their household income falls within the federal guidelines. Meal benefits begin as soon as an application is approved and school begins. If you have questions, please call 503-353-6034.

Families in need of a free lunch before the school year begins can phone Oregon Safenet at 1-800-723-3638 to find out about a program near their home.

Apply online at <https://district.ode.state.or.us/apps/frlapp/>

PRICES:	Breakfast	Lunch
Regular	\$1.40	\$2.35
Reduced	FREE	40¢
Milk	50¢	50¢
Adult	\$1.90	\$3.55




If an account does not have sufficient funds your child will be given a peanut butter sandwich. This option may be exercised three (3) times during the school year. Parents will be notified when all three options have been used.

FREE OR REDUCED LUNCH FORMS

Forms are available in the office for families who qualify for this program. All information is confidential. This program provides free or reduced price lunch and breakfast to children who qualify. Please read the information on free or reduced lunch carefully. If you qualify, not only does your child benefit, but the school benefits as well. Federal education dollars are often tied to a school's free and reduced lunch statistics. You help everyone if you take the time to fill out the paperwork.

DECEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 End of First Trimester	2 NO SCHOOL Teacher Work Day Partnership with the Principal 8:30AM (Russian, Spanish, Vietnamese)	3
4	5	6	7	8	9 1 ST Grade Date with Dad, 1:20-2:00PM	10
11	12 Monday Morning Meeting, 8:30AM	13	14	15	16 	17
18	19	20	21	22	23	24
December 19–30, Winter Break. NO SCHOOL						
25	26	27	28	29	30	31
Winter Break. NO SCHOOL						

TO AND FROM SCHOOL

All students are encouraged to ride the school bus to school. Students who ride bikes, or are transported by their parents are requested to arrive at school after 8:20AM. There is no adult supervision on the school grounds before this time. Students who eat breakfast may enter the cafeteria at 8:15AM.

BICYCLES

Kindergarten students may not ride their bikes to school. However, 1ST through 5TH grade students may as long as they follow the basic rules.

Bikes should be parked and securely locked to the bike holder upon arrival at school. Bikes are private property and students should not loiter around other students' bikes. Bike riders are to observe the same traffic rules as an automobile. Bikes should be walked on school property for the safety of all those who are walking.

Remember **it's the law** that your child **must** use a bike helmet, without a helmet your child will **not** be able to ride a bike to school.

ROLLERBLADES/SKATEBOARDS/SCOOTERS

WARNING! Skateboards, Heelies and Roller Blades are not allowed at any time.

BUS RULES AND REGULATIONS

Riding the bus to and from school is a privilege for Oregon Trail Elementary students. The primary responsibility of our bus drivers is to transport children to school and home **safely**.

Students who ride the bus are under the authority of the bus driver. Students who violate bus rules will be issued a bus citation. Bus drivers give a verbal warning first, unless it is an extreme incident. Three bus referrals will result in a suspension of bus riding privileges and parents will need to find alternative transportation for their student.

School Bus Rules:

- If crossing the road, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall have written permission to leave the bus other than at home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of the bus driver.
- Students shall keep the bus clean and refrain from damaging it.
- Students shall be courteous to the driver, to fellow students, and passers-by.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

SCHOOL DRESS CODE

1. Clothing which is inappropriate for school:

- An adequate coverage of the body is required. Bare midriff, halter tops, strapless tops, spaghetti straps, low necklines, backless tops, tank top muscle shirts, or otherwise revealing tops are inappropriate.
- The length of shorts and skirts must not be shorter than the length of the fingers extended when the arms are held downward from the shoulders in a relaxed manner. Underclothing should be covered at all times.
- Clothing promoting any illegal activity i.e., tobacco, alcohol, or other drugs.
- Clothing which promotes violence, direct hatred, or prejudice towards any group or individuals because of race, gender, religion, etc.
- Clothing which is suggestive or lewd in nature (containing sexual references or inappropriate language for school.)
- Clothing/accessories associated with gang activity. This includes:
 - Bandanas worn on the head, arm, leg or hanging from the body
 - Excessive baggy or "sagging" clothes
 - Belts that hang vertically from the waist
 - Clothing that openly or subversively promotes gang activity.

2. Tattoos - Inappropriate tattoos/body art should be covered.

3. Spikes on Collars, Bracelets, etc. and chains hanging from the body or clothing are not acceptable.

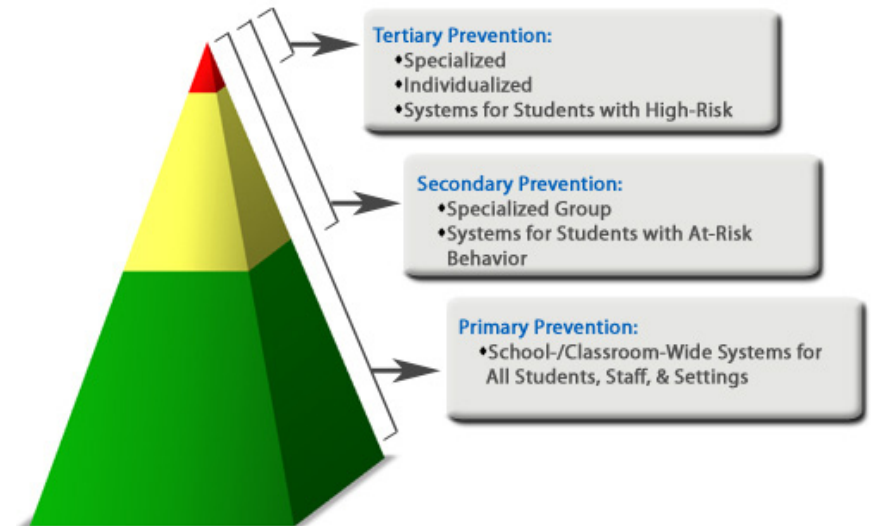
Students found in violation of these standards will be asked to change the inappropriate clothing and may be subject to discipline. If the student does not have extra clothing to change into, they will be asked to call home and have parents bring something appropriate.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides a framework for achieving these outcomes. PBIS is not a curriculum, intervention, or practice, but is a decision making framework that guides selection, integration, and implementation of the academic and behavioral practices.

Oregon Trail Elementary is committed to building a positive, caring, and safe environment in which all students can learn. Students will be taught a variety of skills of independence and responsibility. Our expectations include holding every child responsible for his/her own behavior. Students are taught that they control their own behavior and will face a logical consequence for their choices.

Continuum of School-Wide Instructional & Positive Behavior Support



SCHOOL-WIDE EXPECTATIONS

- Be Safe
- Be Kind
- Be Responsible

CELEBRATION OF POSITIVE BEHAVIORS

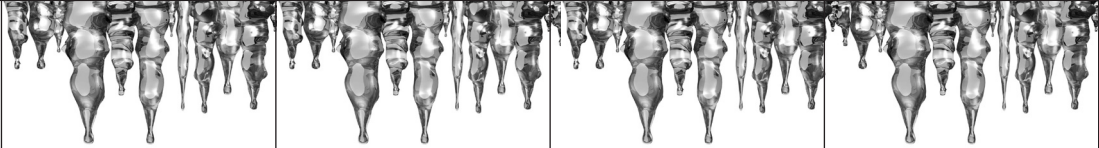
As part of our school-wide PBIS program, we recognize students who have shown positive behavior by following school rules and expectations. We will host celebrations throughout the year to honor these students.

OUR CONTINUUM OF PBIS

When students choose not to follow our school-wide expectations, then action is taken to teach appropriate behavioral skills and to motivate them to behave in a mature and responsible manner. Consequences will increase in severity based on the number of previous offenses. Behaviors are divided into two levels depending on the severity of the behavior:

1. Wildcat Warning: occurs when a student fails to follow school or classroom expectations.
2. Office Referral: occurs when a student fails to follow school or classroom expectations that may or may not disrupt the learning of self and/or others.

JANUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 NO SCHOOL New Year's Holiday	3	4	5	6	7 PTO Movie/Game Night, 6:30PM
8	9	10	11	12	13	14
15	16 NO SCHOOL Martin Luther King Jr. Holiday	17 PTO Meeting, 6:00PM	18	19	20 Partnership with the Principal, 8:30AM (English)	21
22	23 Monday Morning Meeting, 8:30AM	24	25	26	27	28
29	30 NO SCHOOL Teacher Work Day	31				

OREGON TRAIL STUDENT BEHAVIOR EXPECTATIONS

Area/setting	BE SAFE	BE KIND	BE RESPONSIBLE
Bus	<ul style="list-style-type: none"> -Walk to enter the bus -Sit back-to-back, seat-to-seat -Keep hands and objects to self 	<ul style="list-style-type: none"> -Help younger students get organized in their seats -Use kind words -Respect anyone's right to sit with you -Use short voices to visit with your seat partner -Follow directions of the driver -Thank driver when leaving the bus 	<ul style="list-style-type: none"> -Follow all bus rules -Leave your seat area clean -Get written permission from parent to change transportation plans and submit to the office in the morning -Be prepared to get off at your stop
Arrival	<ul style="list-style-type: none"> -Walk bikes and carry scooters when on school grounds -Wait on the front sidewalk -Respect others personal space -Stand away from the front doors -Report unsafe behaviors to the office 	<ul style="list-style-type: none"> -Use kind, caring words -Help students in need 	<ul style="list-style-type: none"> -Wait patiently -Follow directions -Turn off all cell phones before entering the building
Office Area	<ul style="list-style-type: none"> -Enter the office calmly -Sit where directed 	<ul style="list-style-type: none"> -Enter quietly -Wait patiently(do not talk to the secretaries if they are on the phone) -Speak respectfully -Follow directions -Keep hands to self 	<ul style="list-style-type: none"> -Get a pass before walking directly to the office
Hallway	<ul style="list-style-type: none"> -Walk facing forward and honoring each student's personal space -Keep hands, feet, and objects, to yourself 	<ul style="list-style-type: none"> -Respect hall displays -Keep feet quiet and voices off -Pick up objects to keep hallway clean and safe -Smile and be courteous 	<ul style="list-style-type: none"> -Stay with your class -If you are not with your class, carry a pass -Use Kelso choices to solve problems

FEBRUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Partnership with the Principal, 8:30AM (Russian, Spanish, Vietnamese)	4
5	6 Monday Morning Meeting, 8:30AM	7	8	9	10 1 ST Grade Date with Mom, 11:20AM–2:00PM	11
February 6-10 National Counseling Week						
12	13	14 	15	16	17 NO SCHOOL Furlough Day	18
19	20 NO SCHOOL Presidents' Day Holiday	21 PTO Meeting, 6:00PM	22	23	24	25 PTO Winter Festival, 4:00–7:00PM
26	27 Monday Morning Meeting, 8:30AM	28	29			

Area/setting	BE SAFE	BE KIND	BE RESPONSIBLE
All Areas	<ul style="list-style-type: none"> -Move safely -Ask for help when needed -Report strangers -Keep hands, feet, and objects, to self -Use materials and equipment correctly -Report unsafe behaviors to adults 	<ul style="list-style-type: none"> -Use kind words and actions -Help others when you see a need -Be polite and use "manner" words -Greet others with a wave or smile -Respect others personal space and property -Use appropriate voice for the area -Be honest 	<ul style="list-style-type: none"> -Follow school rules -Be prepared and on time -Clean up after yourself -Take care of personal and school property -Leave non-school item and toys at home -Do the right thing even when no one is watching -Always do your best -Use Kelso Wheel to solve problems
Restrooms	<ul style="list-style-type: none"> -Carry a pass when not with your teacher -Wash hands after using the toilet -Keep the water and soap in the sink -Report problems to adults 	<ul style="list-style-type: none"> -Allow people privacy -Always flush -Throw away paper towels -Patiently wait your turn -Use voices ONLY when necessary 	<ul style="list-style-type: none"> -Leave writing tools outside the restrooms -Use the restroom at appropriate times WITH PERMISSION (PASS): before school, after school, recess, and lunch -Use the rule of one (One pump, I'm done)- soap, water, paper towel
Recess	<ul style="list-style-type: none"> -Follow rules for games and use of equipment -Stay in playground boundaries -Get a pass to leave the playground -Report injuries or concerns to adults -Solve problems using the Kelso wheel -Walk in covered area after the line up whistle 	<ul style="list-style-type: none"> -Include everyone who wants to play -Share and take turns -Use polite words -Invite others to join you in play 	<ul style="list-style-type: none"> -Take care of playground equipment and put it away properly -Use the Kelso Wheel to resolve conflicts -When the whistle is blown, immediately stop, get off equipment, and follow directions -Move quickly, but carefully, to silently line up, walking when undercover -Leave all personal items at home
Cafeteria	<ul style="list-style-type: none"> -Walk to the line -Keep hands and feet to oneself -Carry tray with both hands -Report spills to an adult -Eat only your own food 	<ul style="list-style-type: none"> -Welcome anyone who wishes to sit near you -Use good manners -Use short voices, visiting with those NEAR you -Leave your area clean for the next class 	<ul style="list-style-type: none"> -Pay for lunches before school -Take only what you can eat -Be seated with your class -Clean your area before leaving -Remain seated until excused -Light off =voices off -Respect the silent signal

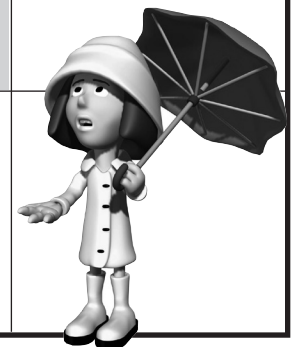
MARCH 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 PTO Movie/Game Night, 6:30PM
4	5	6	7	8	9	10
March 5–9 Classified Employees Week						
11	12 Monday Morning Meeting, 8:30AM	13	14	15	16 NO SCHOOL Teacher Work Day Partnership with the Principal, 8:30AM (English)	17
18	19	20 PTO Meeting, 6:00PM	21	22	23 NO SCHOOL Furlough Day	24
25	26	27	28	29	30	31
March 26–30, Spring Break. NO SCHOOL						

Area/setting	BE SAFE	BE KIND	BE RESPONSIBLE
Computer Lab	<ul style="list-style-type: none"> -Walk to your assigned computer -Push in chair when leaving -Leave food and drink outside the computer lab 	<ul style="list-style-type: none"> -Follow directions respectfully -Wait patiently for assistance -When leaving, return the computer to log in screen -Clean up your area before leaving 	<ul style="list-style-type: none"> -Keep hands away from other's computers -Allow computer time to process -Ask for help as needed -Leave all settings as they are -Request change in computer setting in writing -Abide by District guidelines for the use of the Internet -Report problems to adults
Safety Drills	<ul style="list-style-type: none"> -Calmly walk to assigned areas -Listen for important changes in the safety plan -Voices off during ENTIRE drill -Keep hand, feet, to oneself -Follow directions 	<ul style="list-style-type: none"> -Model courteous behavior during safety events 	<ul style="list-style-type: none"> -Use assigned exits -If separated from your class, report to the closest adult -Go directly to assigned line -Look straight ahead -Follow directions
Dismissal	<ul style="list-style-type: none"> -Leave your room in line with your class -Do not make ANY stops before leaving the building without permission of your teacher -stay in line, waiting at designated stopping points for your teacher -Enter the parking lot only when directed by an adult -Do not stop to play on school grounds unless you have an adult with you 	<ul style="list-style-type: none"> -Help others -Follow directions from all staff -Walk bikes and carry scooters until off school grounds 	<ul style="list-style-type: none"> -Follow teacher directed stopping points -Get permission from your teacher before using the bathroom(teacher will not check class out until all students are out of building) -Meet your friends and family outside the building NOT at classroom doors. -stay on sidewalks -move away from the entrance before using cell phone -After leaving the building, go directly where you are expected -Have any change in plans for dismissal approved in the office before school
Field Trips	<ul style="list-style-type: none"> -Follow bus rules -Report strangers to chaperoning adults -Stay with your group -Report problems to adults 	<ul style="list-style-type: none"> -Greet chaperones, drivers, and hosts politely -Be helpful to others -Respect the hosts, chaperones, and visitation sites -Thank all adults at the end of the trip 	<ul style="list-style-type: none"> -Be on time -Be prepared for the planned trip with a lunch, if necessary, and appropriate clothing
Assemblies and Special Events	<ul style="list-style-type: none"> -Be seated and remain seated in assigned area -Keep hands, feet, and objects, to yourself -Walk 	<ul style="list-style-type: none"> -Use good audience manners -Give attention to the presenter -Be seated on your bottom, facing forward -Be willing to help others see the event -Join in showing appreciation at directed times 	<ul style="list-style-type: none"> -Enter and exit the area calmly and quietly -Watch for the presentation to begin -Once the presentation begins, keep voices off, unless asked to participate

APRIL 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Partnership with the Principal, 8:30AM (Russian, Spanish, Vietnamese)	7
8	9 Monday Morning Meeting, 8:30AM	10	11	12	13	14 PTO Movie/Game Night, 6:30PM
15	16	17 PTO Meeting, 6:00PM	18	19	20	21
22	23 Monday Morning Meeting, 8:30AM	24	25	26	27 NO SCHOOL Teacher Work Day	28
April 23–27 Secretaries Week						
29	30					



CLASSROOM VISITS/TEACHER VISITS

If you wish to observe in your child's classroom, please check with the teacher in advance to determine the day and time of your visit. Schedules vary from day to day, so please work with your child's teacher in advance.

If you wish to visit with the teacher about your child's work, progress or any problem he/she may be experiencing, please call or e-mail the teacher and arrange for a conference. Teachers have meetings and extended duties (sometimes immediately after dismissal times), so calling may save you an extra trip.

LOST AND FOUND

Please mark all personal items with a last name. The school assumes no responsibility for loss or damage to personal items. Parents and students are welcome to check the Lost and Found for any missing items. At the end of each trimester, all unclaimed clothing will be donated to local groups.

STUDENT HEALTH/SAFETY

ILLNESS

Our goal is to help our students maintain optimum health. Sick children often feel quite uncomfortable being at school and could infect their classmates with a variety of illnesses. When a student appears to be ill or injured at school, the teacher will send him or her to the office for evaluation. Students who are feeling ill, but do not need to go home immediately will be allowed to lie down in the Health Room for 10 minutes. If there is no improvement in the child's condition in that length of time, parents will be called to take the child home.

District health guidelines state that children should be excluded from school if they display any rash that is undiagnosed and/or untreated. Likewise, students who have had a fever, or who have vomited during the night should not be sent to school the following morning. A student must be fever free without the aid of fever medication for 24 hours before returning to school.



EMERGENCY CARD

Emergency card information is critical! In an emergency, it is essential that the school have ways to contact you or those you trust. Notify the office immediately of any change of address and/or telephone number during the year. Please cooperate with this essential request for information.

It is also important that parents make sure that school has all pertinent health information.

In the event of illness or accident at school, the instructions provided on the registration card will be followed. Please keep your emergency numbers current. If, in the judgment of the principal or her designee, the accident may require professional assistance, 911 will be called. A child with allergies, need for medication, or other physical problems, should have this condition noted on the registration card and reported to the school nurse.

DISTRICT-ADMINISTERED MEDICATION

Requests for the school to administer medication shall be made by the parent/guardian on a Medication Assistance form available in the school office.

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 nonprescription 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 at the end 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.

INSURANCE

Insurance information is sent home with elementary school students the first week of school.

MAY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 PTO Movie/Game Night, 6:30PM
6	7 Monday Morning Meeting, 8:30AM	8	9 School Nurse's Day	10	11	12
May 7–11. Teacher Appreciation Week						
13	14	15 PTO Meeting, 6:00PM	16	17	18 Partnership with the Principal, 8:30AM (English)	19
May 14–18. Educational Bosses Week						
20	21 Monday Morning Meeting, 8:30AM	22	23	24	25 NO SCHOOL Furlough Day	26
27	28 NO SCHOOL Memorial Day Holiday	29	30	31		

ACCESS TO PUBLIC EDUCATION

All people, with limited exceptions, living in the district between the ages of 5 and 21 who have not completed high school in any country may register for school free of charge. Children who turn 5 before September 1 can enter kindergarten. Children who turn 6 before September 1 can enter first grade. Students are to register at the school in their attendance areas using their legal first and last names, so their permanent records will carry that name. For students to attend a different school, their parents/guardians must submit a request to the school in their attendance area.

Equal Opportunity: No person (on the basis of any condition) shall be excluded from participating in any educational program or activity of the district for which they qualify. Anyone alleging discrimination should contact the staff member involved, and then, if the problem is not resolved, the school principal or district administrator. District complaint procedure forms are available at the district office.

Americans with Disabilities Act: The district provides to individuals with disabilities equal opportunity for employment, communication, and transportation. Anyone concerned about access to district facilities may contact the Human Resources department for requests for reasonable accommodations required by law.

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 Kristin Kinnie at 503-353-5663, the district's liaison for homeless students.

WITHDRAWING STUDENTS

If you are moving and/or your child is leaving the school, please let the office know as soon as possible. This helps us with the timely transfer of your child's records.

TALENTED AND GIFTED PROGRAM

Identification of Talented and Gifted Students The district serves academically talented and gifted students in grades K-12, including talented and gifted (TAG) student from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students will be identified based on:

A nationally standardized mental ability test for assistance in identifying intellectually gifted students;

A nationally standardized academic achievement test for assistance in identifying academically talented students or Oregon Assessment of Knowledge and Skills (OAKS).

Identified student shall score at or above the 97th percentile on one of these tests. Only students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

SERVICES FOR ENGLISH LANGUAGE LEARNERS

Our English Language Development Specialists work in providing specialized instruction in English for the English-Learners Oregon Trail Elementary School. Bilingual Instructional Assistants work closely with the teachers and other school staff to assist these students and their families to access the many programs and opportunities available at the school.

English Language Development Specialists collaborate with committees and work groups at the school and district level to ensure that the needs of English-Learners are considered during processes such as curriculum adoptions or the design of specialized services like Title I, TAG or Special Education.

HOME LANGUAGE SURVEY

In order to ensure that all students who are eligible for services are considered, the North Clackamas School District identifies students who have the influence of a language other than English or are of American Indian or Alaska Native heritage and qualify for specialized instructional services. Most initial identification occurs during registration.

A Home Language Survey embedded in the registration form (question #29) must be completed for every student. If the survey indicates there is an influence of a language other than English, eligibility must be determined.

STUDENT SUPPORT SERVICES

Program services are available for students, birth to age 21, who have been determined to have an eligibility that qualifies them for special education services. Parents who are concerned or suspect that their child has special needs should discuss this with their child's classroom teacher. Parents with preschool age children should call Student Support Services of the North Clackamas School District. Any community member who suspects a child may have a disability should contact the child's school. The district ensures that the confidentiality of personally identifiable information is protected at collection, storage, disclosure, and destruction stages.

At Oregon Trail Elementary, a multidisciplinary team processes referrals whose members include the learning disabilities specialist, speech and language specialist, school psychologist, counselor, principal and appropriate classroom teachers and specialists. The team gathers data, conducts diagnostic testing and observations, and then makes recommendations for the appropriate services. Parents are involved in this process and receive reports of the results. Members of the multidisciplinary team work with classroom teachers to promote success for students with special challenges. The speech and language specialist works with children who have expressive/receptive processing problems or articulation difficulties. The learning disabilities specialist works with qualified students in the areas of reading, math and/or written language. The school psychologist conducts diagnostic testing and classroom observations. The school counselor conducts classroom observations and provides classroom instruction on conflict resolution, friendship, diversity, etc. as well as contributes to parent education.

JUNE 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 1 ST Grade Grandparent Picnic, 11:00AM –12:30PM	2
	3	4 Monday Morning Meeting, 8:30AM	5	6	7	8
10	11	12	13 5 TH Grade Award Assembly	14 Last Day of School	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ATTENDANCE

All students between the ages of 7 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law.

Any parent who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Failure to send a student to school is a Class C violation of law and is punishable by a court imposed fine, as provided by ORS 339.925.

The district will notify the parent in writing that, in accordance with law, the school official will schedule a conference with the non-attending student and his/her parent(s) to discuss attendance requirements. The written notice will include the following:

- The superintendent or the designee has the authority to enforce the provisions of the compulsory attendance laws;
- Failure to send a student to school is a Class C violation;
- A citation may be issued by the district;
- A conference with the parent and student is required.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may, under ORS 163.577 (1)(c), be found by the courts to have committed the offense of failing to supervise a child who has not attended school as required.

Failing to supervise a child is a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

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:

- Illness of the student;
- Illness of an immediate family member when the student's presence at home is necessary;
- Emergency situations that require the student's absence;
- Field trips and school-approved activities;
- Medical or dental appointments. Confirmation of appointments may be required;
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

Students may be excused on a limited basis from a preplanned classroom activity or from selected portions of the established curriculum on the basis of a disability or for personal, religious or ethnic considerations.

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 school nurse or designee. The school nurse or designee will decide whether or not the student should be sent home and 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. Absenteeism will not be used as a sole criterion for the reduction of grades. A student who is absent from school for any non-school related reason will not be allowed to participate in school-related activities on that day or evening.

SAFETY RING HOTLINE TO REPORT ABSENCES & LATE ARRIVALS

When your child is absent or will be late to school, please contact the Safety Ring hotline (503-353-5558) before 8:30 am on each day of absence. If a child is marked absent in the attendance system and the school has not received notification, the automated safety calling program will call the contact numbers provided.

CELL PHONES

We understand some students may need to carry a cell phone for family safety outside of school. We do ask that if your child carries a cell phone it be turned **off** during school hours and kept secure in their backpack. **All** classrooms have telephones and all emergency calls will be made from our office. Cell phones can create problems with home communication and are an "attractive" nuisance while at school. In the past personal items have been damaged and/or stolen at school. The school District and/or Oregon Trail Elementary cannot be responsible for lost, stolen, or damaged cell phones or electronic equipment. There truly is not a need for such items at school and we ask that these items **not** come to school. Thank you for your help and support.

INTERNET USE

Children will be allowed to have appropriate access to internet information while at school. All such usage will be supervised. The district uses systems to ensure that students cannot access inappropriate sites, and children are instructed on appropriate usage of the internet.

TRIMESTER REPORTING AND CONFERENCES


Our reporting system is the same as used in all North Clackamas Elementary Schools. At the end of each trimester a report of effort, academic progress and social development are recorded at all grade levels.

Parent/Teacher Conferences are held in the Fall for all students to provide parents with information about their children's progress and expectations. These conferences provide a wonderful opportunity for goal setting, sharing ideas and checking up on student progress. You are welcome and encouraged to contact the teacher at other times during the year for a conference if needed. Messages can also be sent to your child's teacher via e-mail. See the Oregon Trail Elementary website for our staff e-mail list.

TELEVISION COVERAGE

Often we are called upon to "Showcase" our students working and playing in a variety of situations during the academic year. We receive opportunities to have our students interviewed for regional television news programs as well as for the local cable access channel. It is our responsibility to make sure that we do not showcase our students in any way that would compromise their safety or the safety of their families.

JULY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4  4th of July	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

STUDENT RECORDS

The information contained below shall serve as the district's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English.

Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws.

Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include:

- Full legal name of student;
- Name and address of educational agency or institution;
- Student birth date and place of birth;
- Name of parent/guardian;
- Date of entry into school;
- Name of school previously attended;
- Course of study and marks received;
- Data documenting a student's progress toward the achievement of state standards and must include a student's Oregon State Assessment results;
- Credits earned;
- Attendance;
- Date of withdrawal from school;
- Social security number;
- Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, Imp's, etc.

Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

INTERNET PUBLISHING

Schools may release the following student information only with the permission of the superintendent: Name, address, phone number, date and place of birth, photograph, and information about student or activities. Names, addresses, and phone numbers of students will be released to the military and colleges upon their request as required by law.

The schools may publish student work or may videotape students for films or television shows. A student's name or photograph may appear in a district publication.

Parents/guardians may write to the principal to request that directory information, student information to the military or colleges, or student work and images not be released or used in publication or films.

PARENTAL RIGHTS

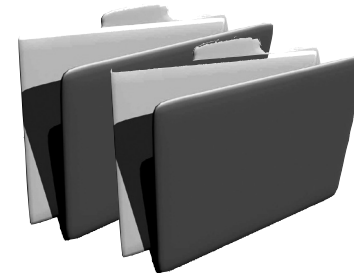
Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent;
- Mental or psychological problems of the student or the student's parent;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers;
- Religious practices, affiliations or beliefs of the student or the student's parents;
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

Requests to review materials or to excuse students from participation in these activities, including any non-emergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.



AUGUST 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

HARASSMENT/INTIMIDATION/BULLYING/CYBERBULLYING

The Board is committed to providing a positive and productive learning environment. Harassment, intimidation or bullying and acts of cyber bullying by students, staff and third parties toward students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

"District" includes district facilities, district premises and non-district property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intra-district athletic competitions or other school events.

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

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment including interfering with the psychological well being of the student and may be based on, but not limited to, the protected class of the person.

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

"Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form, which substantially disrupts or prevents a safe and positive educational environment, may also be considered. Students and staff will refrain from using personal communication devices or district property/equipment to violate this policy.

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

Reporting

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

Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent/designee review the actions taken in the initial investigation, in accordance with administrative regulations.

The district is encouraged to incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyber bullying.

The superintendent shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's website, and school and district office and the development of administrative regulations, including reporting and investigative procedures.

END OF POLICY

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

The building administrator and superintendent/designee has/have responsibility for investigations concerning harassment, intimidation or bullying and acts of cyber bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step 1 Any harassment, intimidation or bullying and acts of cyber bullying information (complaints, rumors, etc.) shall be presented to the building administrator. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, menacing or bullying and acts of cyber bullying complaints and documentation will be maintained as a confidential file in the district office.

**North Clackamas School District
2011-12 ** Students K - 5**

First Day of School - Sept 6, 2011
 First Day for Kindergarten - Sept 8, 2011
 Last Day of School - June 14, 2012

Grading Periods




December 1, 2011
 March 15, 2012
 June 14, 2012

Staff Furlough Days

5 Days - All Employee Furlough Days
 (Hexagon Symbol )
 November 21, 22, 23, March 23, and May 25






+ 1 day - Furlough Certified Staff Only
 February 17, 2012

September

S	M	T	W	T	F	S
4			7	8 ⁺	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27		29	30	








Instruction Days 18

October

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13		15
16	17	18	19	20		22
23	24	25	26			29
	30					

Instruction Days 17

November

S	M	T	W	T	F	S
			2	3	4	5
6	7	8	9	10		12
13	14	15	16	17	18	19
20						26
27	28	29	30			




Instruction Days 16

December

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



Instruction Days 11

January

S	M	T	W	T	F	S
1		3	4	5	6	7
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
29		30	31			



Instruction Days 19

February

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16		18
19		21	22	23	24	25
26	27	28	29			


Instruction Days 19

March

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15		17
18	19	20	21	22		24
25	26	27	28	29	30	31



Instruction Days 15

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28
29	30					



Instruction Days 20

May










S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24		26
27		29	30	31		

Instruction Days 21

June

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13			16
17	18*	19*	20*	21	22	23
24	25	26	27	28	29	30

Instruction Days 10

-  First/Last Day of School
-  Conference Day K-5
-  End of Trimester
-  Holiday - No School
-  Teacher Work Day - No School
-  District Furlough Day - No School
-  Certified Only Furlough Day - No School
-  School Not in Session
- * Emergency Day in Event of School Closure
- + First Day for Kindergarten
-  Conference Day Kindergarten Only