

Meadow Ridge K-3



Guardian - Student Handbook 2022-2023

Sharing, Caring, & Working Together

Our School-Wide Expectations:

Be Safe
Be Respectful
Be Responsible

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GENERAL INFORMATION

STUDENT DAILY SCHEDULE

Students may arrive beginning at 8:45 am. Students may go to the gym or the Commons (cafeteria) at 8:45 am. Supervision begins at 8:45 AM and ends at 4:00 PM (unless your child is attending CAP).

School starts: 9:00 a.m.
All school dismissal: 3:35 p.m. (2:35 early release on Wednesdays)

DROPPING OFF AND PICKING UP STUDENTS

When dropping off your student, please park and walk your child over to the gym entrance. Alternatively, you may use the drive through. In this case, please pull all the way forward to allow cars behind you to pull in and get off the street as soon as possible. Avoid stopping on driveways and crosswalks. Drive slowly and carefully and watch for students and families. Students not picked up by 4:00 p.m. can be picked up at the office.

Only parents/guardians or approved contacts listed on the registration card may pick up a student. If someone else will be picking up your student(s), the office must be notified ahead of time. That person will be asked for identification.

EARLY RELEASE DAYS

All Wednesdays throughout the school year (except for the first and last Wednesdays of the year), students will go home one hour earlier (2:35 p.m.).

AFTER SCHOOL DISMISSAL AND SUPERVISION

The first few weeks of school:

To assist our staff in making sure your child gets to the appropriate place for dismissal we ask parents/guardians to fill out the "First Few Weeks of School" sticker sheet. You are asked to identify how they are expected to get home and where they are going each day.

Parents/guardians should complete the Default Student Transportation Information sheet. This describes your normal weekly after school plan for your child.

After school change of plans:

- Last minute changes may be difficult to accommodate. Please let us know plan changes as soon as possible. If you need to change after school plans please:
 1. Call the school at (541) 926-2118 as soon as you can. This allows us to ask questions and make sure we understand the request.
 2. Send an email to our Attendance Email address: mrattendance@albany.k12.or.us
 - This is checked by office staff regularly to ensure your message has been received. The last check will occur 25 minutes prior to the end of school.
 - The staff will make a note if this is a one-time daily change (yellow form) or a permanent change (green form). If there is a permanent change a copy of this note is given to the classroom teacher and bus driver (if applicable).
 3. If you send a note with your child, please know that these sometimes don't get from a backpack or little hand to the person who needs it. **A note should be**

followed up by a phone call (541-926-2118) or an email to MRattendance@albany.k12.or.us

- The office keeps a copy of all student default plans. We will follow these plans unless contacted by someone on the registration card. If someone has been listed as a contact on the registration card we will follow their directions unless otherwise indicated by you as someone who can be contacted in an emergency but not someone who can change plans.
- Students sometimes tell us they are supposed to do something different that day. This can cause difficulty when staff have not been notified by families. We will attempt to call you or the emergency contacts if we have not heard from you by phone or an email. If we are not able to verify the change, we will continue with the default after school plan.
- We will do our best to ensure that last minute changes of plan occur, but cannot guarantee it will happen. In the event we learn about the change too late, we will contact transportation who will contact the bus driver to keep the student on the bus and return them to school. You will be contacted as soon as possible.

STUDENT SAFETY

Keeping your child safe to and from school is our priority. In the event we discover after school plans were not followed and a student is not where they are supposed to be we will:

- Call transportation immediately to let them know that the child should not depart the bus until further notification.
- Call the parent/guardian immediately to let them know what has occurred and make a plan with the parent/guardian.
- Depending on the circumstances a staff member may drive to the location the student was dropped off and/or we will call the Albany Police Department.

Please Note:

- **Per District process, Kindergarteners will not be dropped off at a single stop** (they are the only student getting off the bus) **if a parent or guardian is not there for them.**
- **Per District process, Kindergarteners will be dropped off at group stops** (when other students are dropped off as well) **without an adult present.**
- **Communication is key.** The earlier we hear from you, the better we are able to make sure your plans are put into place.
 - **Call the office at (541) 926-2118** so we are clear about your request.
 - Send an email to our **Attendance email address:**
MRattendance@albany.k12.or.us
- **If at any time any student says they do not want to get off the bus, the bus driver will keep them on the bus and contact the transportation department that the student is still with them. Please let your child know that they are allowed to make this request.**

Plans that change during the week:

- If your child has a regular schedule that occurs each week where they are dropped off at different places on different days we will follow this default plan **unless otherwise notified by phone or an email.**
- We want to do our best to assist you and your after school needs so **please notify us by phone or email regarding changes as early as you can.**

ATTENDANCE

Regular attendance is extremely important to student success. Students who regularly attend school (absent for less than 10 days of school) are better able to keep up with their schoolwork, are more likely to acquire the skills and knowledge expected at their particular grade level, and develop a stronger sense of belonging in the classroom. Please make every effort to arrange appointments outside of the school day.

When your student is unable to attend school, please call the office @ **541-926-2118** or send an email to our **Attendance email address: MRattendance@albany.k12.or.us**. If the office does not receive communication from parents/guardians to excuse a student's absence within three school days of the absence, the absence will be recorded as "unexcused".

If your child is late for school he/she needs to be signed in at the office. If you need to take your student out of school before the end of the school day, please check him/her out at the office. Tardies and leaving early that apply to reasons of illnesses, emergencies, doctor or dentist appointments, or other reasons where arrangements are made in advance will be marked as excused.

When parents/guardians know of an absence ahead of time, please notify the classroom teacher and the office as soon as possible. Every effort should be made to schedule dentist, doctor, and other appointments after school.

CLASS PLACEMENT

Meadow Ridge Class Size/Placement Committee:

School Administrators: Christy Gill - Principal & Ashley Pope - Assistant Principal

Specialists:

Joelle Grossen - ELD
 Marco Stoller - Special Education Teacher
 Emily Sippel - Speech and Language Pathologist
 Stefani Brown - Counselor

Classroom Teachers:

All teachers help with balancing classes and assigning children to a cohesive group. School administrators then assign a teacher to the groups of children.

The administrators, in consultation with Special Education case managers, will assign students on his/her caseload into classes. The same will be true for other students with specific needs (ie. Section 504, known behaviors, social interactions, etc.). These decisions will be made in an effort to balance classes and place students in a way that best meets their needs. Efforts will be made to balance class sizes between classes or sections, while considering individual student impacts. Case managers will also be responsible, in consultation with administrators, for assignment of students on IEPs or 504s who enroll after the beginning of the school year.

ELECTRONIC SURVEILLANCE

The district may use electronic devices in public areas of district property to ensure the welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. This is an official notification to students, parents, guardians, and staff that electronic surveillance may occur on school grounds and buses, and evidence of violations may be used in disciplinary proceedings.

EQUAL EDUCATION OPPORTUNITY

Equal education opportunity and treatment shall be provided to all students enrolled in the district. Students shall not be subjected to unlawful discrimination or to insult, intimidation, or harassment on the basis of age, handicap, national origin, race/color, religion, sex, or marital status. This anti-discrimination policy applies to both educational and activity programs. It applies to relationships between the staff and students as well as relationships between students. Alleged violations of this policy by students or staff shall be dealt with through regular disciplinary channels.

CLASS PARTIES / SPECIAL OCCASIONS

Please be mindful that not all families celebrate birthdays and holidays. In addition, please note that students in your child's class may have life threatening allergies to specific foods. Consider non-food items in place of food items.

Birthdays

Parents/guardians often want to share their child's birthday with his or her classmates. If you wish to celebrate your child's birthday at school, **please contact the teacher for his/her classroom party procedure and to make arrangements in advance.** In order to avoid hurt feelings to those not invited, we ask that you do not send party invitations for your child to distribute to classmates at school. Lastly, because flowers and balloons can be distracting in the classroom, those will only be sent to the classroom at the end of the school day. Traveling on the bus with these kinds of items is not permitted.

Class Parties

Throughout the school, parties may only be scheduled near the end of the school day (during approximately the last 15 minutes) to minimize disruption of learning time. Due to the possibility of some students having life threatening food allergies, we require that all food brought into the school be store purchased and brought in the original package with ingredient labeling and **do not include any nut products**. Packages with a warning such as "this product was produced with nuts," or "this product was produced in a factory where nuts are manufactured," are not allowed.

FIELD TRIPS

Field trips are an extension of classroom learning and will be connected to learning goals in class. All school rules apply while participating on field trips. Students are to remain with their class at all times. Field trip privileges may be withheld when a student demonstrates a potential to misbehave or disrupt the trip. All students are expected to ride the bus unless other arrangements have been made in advance of the trip. A parent may transport their own child under special circumstances but may not transport other students unless that parent is also in the vehicle. Parent volunteers are often needed, however at times space and other factors may

limit the number of parents/guardians that can be involved. Siblings are not allowed on field trips.

FUNDRAISING

Meadow Ridge PTC and the school sponsor several major fundraisers during the school year. These activities are valuable contributors to student activity accounts and are used to help fund classroom purchases, activity/reward days, and field trips. Parents and guardians are encouraged to support these fundraisers. Outside fundraising by students or staff must be approved by the administration and adhere to district policy.

GRADING

Students will receive report cards following each semester break:

February	Semester I Report Cards
June	Semester II Report Cards

HOMEWORK

Homework is one of many educational approaches used to assist student learning. It encourages students to be self-disciplined, independent, and responsible learners. Homework also increases students' academic achievement by reinforcing the concepts taught in the classroom. Parental support for the value and completion of homework is essential for student success.

Homework has different purposes at each grade level. For younger students it is designed to develop positive attitudes and work habits, while homework for older students should reinforce concepts and expand content knowledge.

In the event your child is ill for an extended time (**3 or more days**) and you want to collect homework, contact the office prior to 10:00 am and arrange to pick up the homework between 3:30 and 4:00 PM.

Occasionally parents/guardians will ask that their child be excused for an extended period of time for vacation or other reasons and request work. Teachers will try to accommodate the needs of families in these situations. Teachers will not be obligated to provide work ahead of time for absences of less than three days. In addition, there are some learning activities that cannot be duplicated outside the classroom.

HOW YOU CAN HELP YOUR CHILD READ

Reading performance, as early as the second grade, is a reliable predictor of future academic and/or career success. The staff at Meadow Ridge recognizes the important role parents/guardians play in developing your child into a life-long learner. Children learn to read by reading. The more they read, the better readers they become. Here are some ideas:

- Talk to your child. Help your child to add words to his/her speaking vocabulary. The more words your child uses naturally, the more words will have meaning for him/her when he/she begins to read.
- Listen to your child. Encourage your child to talk about things he/she has seen or done. Pay attention when your child is talking to you. Listen to your child read. Have him/her select a favorite story, be sure he/she knows all the words.
- Read to your child. Every time you read to your child, you are building an appreciation for books and reading. When your child hears you read, then reading becomes important to him/her.

- Help your child with his/her reading. Tell your child the words on cereal boxes, newspapers, street signs, store signs, etc.
- Teach your child to take care of books. Your child will then learn to regard books as friends and treasured keepsakes.
- Encourage your child to join the public library. Let your child explore the library, get to know the librarian and participate in special programs the library sponsors.
- Have reading materials at home. Try to have magazines, books, newspapers, etc. available so your child can see them and be motivated to pick one up and read it.
- Praise your child. Reading is a difficult task. Praise your child when he/she succeeds. Praise even the learning of one word.
- Accept your child as he/she is. Do not compare your child with siblings. Encourage him/her to improve as much as he/she can.

INFORMATION SENT HOME

Information and papers will be sent home in a student's backpack. We will also share information via email or ParentSquare.

INVESTIGATIONS BY GOVERNMENT AGENCIES

In certain circumstances, representatives of law enforcement agencies or the Children's Services Division may interview students on campus during school hours. These representatives must tell a school administrator which student they wish to interview.

If a student is a potential criminal defendant, the law enforcement officer and administrator will first attempt to contact the student's parent or guardian before conducting an interview as a courtesy. The law enforcement officer does not need parent or guardian approval to conduct the interview. It is left to the discretion of the law enforcement officer as to whether parents/guardians will be allowed to be present during the interview.

The interview can take place even if the school is unable to contact parents or guardians. The administrator may attend if no parental permission is received or if the incident is school related.

For situations involving child abuse, the person wishing to conduct the interview will decide whether to contact a parent or guardian beforehand. The person wishing to conduct the interview also will decide who will be present during the interview and whether to remove the student from school premises.

LOST, FOUND, AND STOLEN

Students are discouraged from bringing money or items of value to school. If it is necessary to do so, bring these items to the office for safekeeping during the school day.

Students should check in the Lost and Found before reporting a missing item to the office. More valuable lost and found objects are kept secure in the office until the owner comes to report the loss.

All Lost and Found will be on display during Fall and Spring conferences for families to go through. Any items not claimed during conferences will be donated to local charities.

NONDISCRIMINATION

In addition, the district shall promote nondiscrimination 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 who the individual associates. (Board Policy AC)

PARENT/GUARDIAN INVOLVEMENT

Parents/guardians and community volunteers make important contributions to our school and enrich educational opportunities for our students. They can assist in many ways, including tutoring, serving as room helpers, helping in the library, and supporting special activities.

Before signing up to help in our school, volunteers are required to complete a criminal background check via the district's website and provide proof of vaccination against COVID-19 to the district office.

The completed form is sent to the State of Oregon for verification. This process can take a minimum of 2 weeks or longer. Please see the district website for more information on being involved as a volunteer. <https://albany.k12.or.us/about/volunteer>

For the safety and security of our students, the playground is off limits to visitors during school hours.

PERSONAL PROPERTY

Students should not bring personal items to school unless pre-arranged with their teacher for sharing time. Toys, music devices, and other personal items are not allowed at school. Staff will hold these items until returned to a parent or guardian. Some items, such as pocket knives, may result in the student receiving serious consequences. If a child continues to bring non-school items to school the office may choose to retain the item for an extended time, such as until the end of the school year.

The district assumes no responsibility or liability for loss or damage to personal property brought on campus. This includes bicycles, clothing, music devices, cameras, eyeglasses, calculators, books, or other personal effects. Insurance claims for lost or stolen property while on school grounds are the responsibility of the family. The district does not carry insurance for personal property of students.

SAFETY

The safety of students and staff is our highest priority. When a student is injured at school, we will contact you if it appears the injury is more serious than a bump, bruise, scrape, or minor cut. In that case the parent/guardian will have the opportunity to make decisions about treatment and whether their child shall remain in school. If emergency medical attention is needed, we will secure that help. The cost of medical transportation and care is the responsibility of the family.

Our school-wide safety plan requires that all visitors enter through the front door, immediately check-in at the office, and wear a visitor badge in order to continue into the school. Perimeter gates are locked during the school day. Please do not ask anyone to open doors for you to enter.

SCHOOL CLOSURE DURING INCLEMENT WEATHER

If it becomes necessary to close, delay the start, or release school early, parents/guardians will be notified through local radio and television, and the district website: <http://albany.k12.or.us/>. You may also view closure information on the www.flashalert.net website.

SCHOOL MEALS

Breakfast and lunch is free for all Meadow Ridge students.

SCHOOL PROPERTY

Every student can be proud of Meadow Ridge's school campus. To maintain this pride, every student should help to keep the building and grounds neat, clean and safe. Every student has the responsibility as a school citizen to report any damage, accidental or otherwise, of school property. Willful damage is punishable under law.

SCHOOL TELEPHONES

Students are required to have permission from a staff member before going to the office to use the telephone. Permission from office staff is also required before using the telephone.

STUDENT CELL PHONES

Any cell phone brought by a student should be turned off during the school day (this includes lunch and recess) and be stored in a backpack where it won't be a distraction. If students need to call home during the school day they may do so in the office with permission. In this era of many forms of personal technology we understand that devices such as cell phones may be utilized by even our youngest children. We also understand that many parents/guardians send their child to school with a cell phone to be used for communicating with each other. It is important that we maintain an orderly environment where learning is not disrupted. If a student's phone rings during school or the student has a phone out during school it may be brought to the office for parent/guardian pickup.

TEXTBOOKS

Textbooks are provided to all students depending on subject matter. Students are asked to treat them with care. Students and parents/guardians are responsible for the cost of repair or replacement of damaged or lost textbooks.

VISITORS

All visitors need to check in with the office. School board policy KK states:

- "Visitors may be permitted on district premises so long as their presence is for constructive, not disruptive purposes and district officials approve of their visit." This pertains to parents/guardians volunteering in classrooms. Meadow Ridge encourages parents/guardians and approved adult volunteers to spend time in our classrooms. To do this, parents/guardians must complete a Criminal History Verification and receive permission from the classroom teacher to spend a significant amount of time in a classroom.
- "No individual may trespass in a district facility or grounds. Trespassing means being present in an unauthorized place or refusing to leave when ordered to do so by a duly constituted authority."
- "Students may not visit other schools in the district or invite friends from other schools to visit during school hours. Requests to allow nonresident students to visit school during the normal school day will be denied."

HEALTH INFORMATION

FOOD BROUGHT ON CAMPUS

Homemade food cannot be shared with your child's peers. Some students may have life threatening food allergies (such as nuts) that may cause serious harm or death if they ingest or come into contact with the food. Specific classrooms may have additional restrictions based on the needs of those specific students present in that room. We ask that parents/guardians consider the nutritional value of the food being shared before sending it. We would prefer our students be offered a limited number of low nutritional items (i.e. "junk food"). Also, please do not send caffeinated sodas or energy drinks with your child's lunch.

HEARING SCREENING

All kindergarten and first grade students are screened for hearing loss in the fall. Any other student may be screened with a parent/guardian request. Parents/guardians will be notified if their student doesn't pass the hearing test.

MEDICATIONS

Students taking any kind of medication (including cough drops and other over-the-counter or prescription) must have an Authorization ***for Medication Administration Form*** completed and on file in the office. All medications must be in the original container, given in the prescribed dosage, and must be kept in the office. Please speak with the school nurse or the school Office Manager if your child has needs that require other accommodations. If needed, the district nurse can write a medical protocol.

STUDENT ILLNESS

Parents/guardians have the right to expect the school will be a safe and healthy place for students. We all have responsibility for preventing the spread of communicable diseases and illnesses.

If your student has primary COVID-19 symptoms (fever of 100.4 or greater, chills, new or worsening cough, shortness of breath, or difficulty breathing), they will be required to stay home. Please notify the office immediately if your child has these symptoms.

Please keep your child home if they are sick. Please see this [handout](#) to know when your child can safely return to school.

<i>Student's Symptoms or Illness</i>	<i>Student May Return to School When*</i>
Fever: temperature by mouth greater than 100.4 degrees	*Fever-free for 24 hours without taking fever-reducing medicine AND per guidance for primary COVID-19 symptoms.
New cough illness	* Symptoms improving for 24 hours (no cough or cough is well-controlled) AND per guidance for primary COVID-19 symptoms.
New difficulty breathing	* Symptoms improving for 24 hours (breathing comfortably) AND per guidance for primary COVID-19 symptoms. Urgent medical care may be needed.

Diarrhea: 3 loose or watery stools in one day OR newly not able to control bowel movements	*Symptom-free for 48 hours OR with orders from doctor to school nurse.
Vomiting: one or more episode that is unexplained	*Symptom-free for 48 hours OR with orders from doctor to school nurse.
Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. Urgent medical care may be needed.
Skin rash or open sores	*Symptom free, which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: (new) yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse.
Major health event, like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

BEHAVIOR / RULES / CONSEQUENCES

CHARACTER EDUCATION

We expect every student and staff member to act with:

- **RESPECT:** Recognizing the worth and rights of self and others, the value of property and the environment. Respect includes valuing authority and being courteous to others.
- **HONESTY-INTEGRITY:** Being true to one's ethical beliefs and taking action based on those beliefs. Doing the right thing even when no one is watching.
- **COURAGE:** Having the internal strength to follow through on what one believes to be right and fair. Courage includes taking action on personal commitments.
- **PERSONAL RESPONSIBILITY:** Being responsible for one's own actions and future. Having ownership and being accountable for the outcome of decisions and learning from mistakes.
- **SELF-DISCIPLINE:** Being able to control or improve one's pattern of behavior in moral, mental, and physical wellness.
- **KINDNESS:** Thinking and caring about the welfare of others. The considerate personal interaction that enriches the lives of others.
- **JUSTICE:** Upholding what one believes to be fair. Being fair-minded in the treatment of others.
- **SOCIAL RESPONSIBILITY:** Being willing to participate in or develop community through volunteerism, voting, community service, and showing respect for our country.

POSITIVE BEHAVIOR SUPPORT / MONARCH BUTTERFLY BUCKS / CHAMPS

This school-wide program promotes appropriate student behavior in several ways. Safe, respectful and responsible behaviors have been identified for every setting on our campus. Teachers teach these behaviors to their students and practice them. When students demonstrate these appropriate behaviors they are acknowledged by receiving Monarch Butterfly Bucks that can be used in classrooms, for prizes from the principal's prize box, and for school-wide incentives designed by our Positive Behavior Support Team. Students also receive verbal acknowledgement and feel a sense of pride in meeting our behavioral expectations.

KELSO'S CHOICES

Kelso's Choices is a conflict resolution program taught by our school counselor. The program is a powerful and timely tool to build a vital life skill for the young people in today's world. The program philosophy is simple: *each child is smart enough and strong enough to resolve conflict*. Students are taught 9 choices to use that could help resolve "small" problems. Students are also taught to go straight to an adult if the problem is "big". The differences between small problems and big problems are explained in great detail and are very clear to students.

FIGHTING

Students are not allowed to fight, threaten to fight, or encourage each other to fight. Students who see a fight about to start, a fight in progress, or have information about a potential fight should inform an adult immediately.

Self-defense means doing the least possible to get out of a bad situation. Unless a student is backed into the wall, he/she can probably get away and find help. If a student stays to fight, he/she can expect the school to give consequences even if they didn't start the fight.

Physical contact with intent to inflict harm may result in suspension, expulsion and/or referral to Law Enforcement.

STUDENT BEHAVIOR EXPECTATIONS

- Be safe, respectful, and responsible
- Follow adult directions in a respectful manner
- Be respectful of everyone's personal space and property
- Walk quietly through the building, on the right side of the hall, keeping hands to self
- Use quiet voices inside the building and in the bus line
- Use the playground equipment safely
- Walk to and from the playground
- Include other students in recess activities
- Report unsafe activities or situations to an adult
- Leave personal items at home (toys, music devices, pocket knives, etc).
- Play that uses imaginary weapons or fighting is not allowed
- Food is only to be eaten at lunch and snack times. Sharing food is not allowed.
- Follow all bus safety rules
- Use class time constructively and work up to your ability

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences are designed to help prevent future inappropriate behavior. They will vary depending upon the situation and factors such as severity, frequency, previous behavior, cooperativeness, etc. There will always be a reteaching component as part of the response. The

following table gives examples of potential consequences for both minor and major behavior. This table is a guide and consequences will be ultimately determined by the administrator or staff member working with the student.

Behavior: Minor	Possible Consequences
<ul style="list-style-type: none"> ▪ non-compliance with an adult ▪ disruptive in class ▪ inappropriate language ▪ physical contact with another student ▪ property misuse ▪ tardy ▪ cell phone/electronic use at school ▪ lying ▪ dress code violation ▪ inappropriate show of affection with other student 	<ul style="list-style-type: none"> ▪ warning ▪ review rules ▪ time out ▪ loss of privileges ▪ apology: written/verbal ▪ time in the focus room ▪ problem solving with an adult ▪ confiscation of an item ▪ restorative work
Behavior: Major	Possible Consequences
<ul style="list-style-type: none"> ▪ reckless endangerment ▪ cheating/plagiarism ▪ threats ▪ physical aggression/assault ▪ intimidation/bullying ▪ sexual/racial harassment ▪ vandalism ▪ weapons/lookalike weapons ▪ skipping class/school ▪ leaving campus ▪ drugs/alcohol/tobacco ▪ theft ▪ bathroom misuse 	<ul style="list-style-type: none"> ▪ administrative referral ▪ parent/guardian contact ▪ suspension: in/out of school ▪ expulsion ▪ detention ▪ escort program ▪ behavior plan/contract ▪ mental health/threat assessment ▪ restitution ▪ work detail ▪ search and/or seizure ▪ Law Enforcement involvement

DRESS CODE

Students may wear comfortable clothes that allow them to focus their attention on learning and school activities without distracting others. Clothing will not be permitted at school if it represents or advertises tobacco products, inhalant delivery systems, alcohol, illegal drugs or violence; or if they contain racial or sexual messages, or inappropriate language. In addition, gang clothing and symbols and racist symbols are unacceptable for students under the school's jurisdiction.

While on school premises, school sponsored functions and school related functions, and while on school buses going to and coming from school for a regular school day, students are expected to follow The Ridges Dress Code below:

Students may not wear:

- Hats, hoods, or any kind of head covering inside the building or at recess.
- Sunglasses inside.
- Exposed undergarments, including boxer shorts, slips, brassieres and their straps.
- Halter tops.
- Tank tops or dresses with spaghetti straps or other thin straps unless a shirt is worn underneath.
- Tops which expose bare abdomen or chest. If you can see skin when raising your arms, it's too short.
- Baggy pants below the hip bone or pants too long and that could be tripped over.
- Long belts or any other item that hangs below the waistline.

- Unclipped overalls.
- Pajamas or slippers (except on teacher planned pajama days).
- Any clothing associated with gangs.
- Any clothing with "put downs" or negative comments

Clothing, jewelry, body art, belt buckles and school supplies may not depict:

- Profane or obscene language.
- Drugs (including marijuana leaves and mushrooms), alcohol or tobacco.
- Sexual themes, people dressed in lingerie or beachwear that is overly revealing.
- Words, sayings or characters that are exploitative or demeaning of males or females.
- Words, sayings, or characters that are demeaning to any social, ethnic, racial, or religious group.
- Gang identification words or symbols: eight balls, chains, Joker's Wild, smile now / cry later, gang initials, 420, 13, Sur, 14, Norte, prison towers, A in a circle for anarchy, Old English lettering, Nazi symbols, vicious dogs, graffiti, etc.
- Violence, cruelty, wicked clowns, guns, weapons or other pictures that portray evil or cruel images.

Students may not write on themselves, their clothing, or other student's clothing.

BUS CONDUCT- RULES/PROCEDURES/CONSEQUENCES

Bus Service

The school district provides bus transportation for many students. The school board decides which students are eligible to ride a bus based on boundaries it sets. Additional information on bus routes is available at the school office or by contacting the Transportation Department (541-967-4626).

The rules listed below are posted in all buses, and it is the students' responsibility to know these rules. State of Oregon Bus Rules:

- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in the case of emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons or other potentially hazardous material on the bus.
- Pupils shall remain seated while the bus is in motion.
- The driver may assign seats.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms or head through the bus window.
- Pupils shall have written parental permission to leave the bus other than at home or school, or to ride any bus other than their assigned bus. (Be sure to have this note signed by someone in the office as well.)
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the bus driver.
- Pupils shall keep the bus clean and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow students and to passersby.
- Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

Bus drivers will let the school officials know about students who break safety rules by issuing a Bus Conduct Report to the school office. All reports must be signed by a parent/guardian and returned to the school office the next day along with any required writing.

Consequences for Bus Conduct Reports

- **First Report:** Conference with an administrator. If the report is for fighting or other serious misconduct, more severe consequences may result. School consequences may also be given.
- **Second Report:** Lose the privilege of riding the bus for three days for minor misconduct that does not create a safety hazard and five days for serious misconduct or causing a safety hazard. School consequences, such as In-School Suspension, may also be given.
- **Third Report:** Time off the bus increases to 10 days for minor misconduct that does not create a safety hazard and 14 days for serious misconduct or causing a safety hazard. School consequences, such as In-School Suspension, may also be given.
- **Fourth Report:** All bus riding privileges for the year will end. Special education students will be transported by special bus.

PROGRAMS / SERVICES / ACTIVITIES

AFTER SCHOOL PROGRAMS

The Boy's and Girl's Club of Albany and the Community After School Programs (CAP) both operate after school activities programs for Meadow Ridge each day school is in session (with limited exceptions). Please contact the school office if you need more information.

F.A.C.T.

Families and Agencies Coming Together is the service integration project of the Greater Albany Public School District. The program's mission is to link school staff, students, and their families with available community resources that best meet their needs. The program also offers brief counseling and crisis intervention services throughout the school district. F.A.C.T. coordinates the district student, parent and child care program, the Youth Service Team, the district substance abuse prevention program, and the district crisis response team. Their phone number is **541-924-3720**. Feel free to contact them anytime regarding the services that F.A.C.T. has to offer or how F.A.C.T. can serve you and your child. You may also contact our school office if you would like more information.

LIBRARY

Our library is well stocked with fiction, non-fiction, and reference materials. Students go to the library with their class once per week. The library is not open before or after school.

MUSIC & PE

Students will have music twice per week and PE three times per week.

PARENT-TEACHER CLUB (PTC)

This group of dedicated Meadow Ridge parents and guardians actively involved in supporting our school with fundraisers, creative ideas, and lots of volunteer help. Your participation is most welcome.

DISTRICT WEBSITE / SCHOOL WEBSITE

<http://albany.k12.or.us/>

<http://meadow.albany.k12.or.us/>

The Highlights

- ✓ Drop Off and Pick Up - Please park and walk your child to the entry. Alternatively, you may drop off your student at 8:45. Adult supervision begins at 8:45. If driving through the drive through, please pull all the way forward to get cars off the street as soon as possible.
- ✓ Buses – The first few weeks of school, buses could be running a bit late. Drivers are learning their routes and children are learning where they get off. If you cannot get through to Meadow Ridge's office, call Transportation 541-967-4626.
- ✓ Volunteers – Volunteers have a two step process before being able to volunteer at school. Step one is to complete the background check. Step two is to provide proof of COVID vaccination or an exception. Volunteers will be trained with Meadow Ridge's Volunteer Guide.
- ✓ Absences – Please call your student's absence in or email MRattendance@albany.k12.or.us before school starts. Our office opens at 8:00am.
- ✓ Changing Pick Up for Child – Any changes for afternoon pickup must be called in **before** 2:00pm (1:00pm on Early Release Wednesday). We will try to meet the needs of last minute changes, but this can be a challenge when things get busy in the office.