

Wilson Elementary School



Parent/Student Handbook

2017-2018



Welcome to Wilson Elementary Home of the Wildcats



Our Vision: Celebrate Abilities and Believe in Possibilities!

ABSENCE FROM SCHOOL

Regular attendance at school is essential for academic progress and is a state law. Except as provided in ORS 339.030, all children between the ages of five and 18 years who have not completed the 12th grade are required to regularly attend a public school full time. In addition, Oregon law states that students five or six years of age who have been enrolled in a public school are required to attend regularly. The school district recognizes there are valid reasons when children must be absent from school, arrive late, or leave early and we may excuse those absences. Absences and tardiness will be considered unexcused when, in the opinion of the school, there is not a valid reason to miss time in class.

Examples of excused absences or tardiness include: an illness or health-related issue, family emergency, doctor's appointment, pre-arranged family vacation, or family event such as a wedding or funeral.

Examples of unexcused absences or tardiness include: slept in, refusal to go to school, babysitting, non-emergency in family.

Please notify the school office each day that your child is absent or to pre-arrange an absence by calling, (541) 757-5988. If we don't hear from you, your child's absence will be considered unexcused. Students are to check in at the office when they arrive late or check out at the office when they leave early. Make up work is the student's responsibility. Please check with your child's teacher regarding their expectations for make-up work.

ADMISSION TO SCHOOL

A child must be five years old on or before September 1 to attend kindergarten. A child must be six years old on or before September 1 to attend first grade.

Oregon law requires all students enrolling in Oregon schools for the first time to have proof of immunization prior to being admitted to class. The only exceptions are those children whose health will not permit immunizations and those whose family beliefs forbid immunization.

Students who reside within Wilson's boundaries may enroll under the above conditions. Students who reside outside of Wilson's boundaries must apply for a transfer.

AFTER SCHOOL CARE

Wilson parents have access to the STARS after school program located on site. STARS is a program of the Boys and Girls Club of Corvallis. It operates from school dismissal to 6:00 pm on all school days. STARS offers a structured environment where children can participate in a variety of activities such as sports, arts & crafts, science & nature, and dramatic play. The curriculum is personalized to meet the needs of children at each STARS site. Due to the positive relationship with school teachers and other personnel, STARS staff are able to build on school curriculum by offering tutoring and homework assistance. Detailed information about these programs is available by calling the programs directly.

ARRIVAL AND DEPARTURE

It is important that your child is at school during times when there are adults on duty to supervise. Therefore, children should not arrive at school before 7:45 am and students arriving between 7:45 am and 8:05 am must wait in the gym. School begins at 8:15 am. Students arriving after 8:15 am are tardy and must check in at the office before going to their classroom.

Students should go home upon dismissal at 2:40 pm Monday through Thursday and 1:40 pm on Friday. No students will be allowed to remain on school grounds including Wildcat Park unless directly supervised by an adult. Those students who are waiting for rides after 2:50 pm will wait in the office until parent/guardian pick-up.

If your child is going anywhere other than home at the end of the school day, we request you write a note and send it to school with your child. If this change will occur on a regular basis, you may send one note to the teacher who will keep it on file in the classroom. We do not allow children to change their after-school plans without prior permission from the parent. Social arrangements should be made before your child comes to school in the morning.

No student will be released to anyone other than individuals listed on the student's registration card without the permission of the parent or guardian.

Please remember, there is no supervision provided outside of school hours and the school has no responsibility for injuries to students on school grounds before 7:45 am or after 2:40 pm.

Drop Off/Pick Up

When dropping-off or picking-up your child, please follow these guidelines for the health and safety of all:

- Use the curb for drop-off and pick-up only; please do not leave your car unattended.
- Turn your engine off while you are waiting.
- Do not stop in driving lanes to drop off or pick up a child. This is very dangerous.
- If you park in the lot, please meet your child at the crosswalk in the parking lot for their safety.

If a student is to be picked up by car, they should wait with their teacher or with the supervisor on duty in front of the building until their ride arrives. All students should be picked up promptly at the end of the day and no later than 2:50 pm.

ASSEMBLIES

We schedule assemblies to celebrate student and school achievements, build community, and learn/practice important life skills. Parents and other visitors are always welcome to attend. In addition, the Wilson PTA sponsors regular enrichment assemblies that are both fun and educational. Recent programs have included science themes, cultural dancers, and local drama productions. Parents will be invited to attend these assemblies as they are scheduled.

BICYCLES/SKATEBOARDS/ SCOOTERS/ROLLERBLADES

Children who ride a bicycle to school should wear a helmet and have a bike lock to use each day. Students can park their bikes in the bike rack provided on campus. Riding skateboards, bicycles, scooters, and rollerblades on school grounds during school hours is not permitted.

BIRTHDAY PARTIES / GIFTS AND DELIVERIES AT SCHOOL

Delivery of Non-Gift Items: During the school day, items that your child will need for instruction may be brought to the school office and the office staff will deliver the items when your child's class has a break in instruction time.

Birthday Parties: Parents may bring treats for the class to celebrate their child's birthday. Arrangements for birthday treats must be made with the classroom teacher in advance of the birthday. Our school wellness team encourages parents to bring in healthy options and to include students with specific dietary needs.

Gift Deliveries at School: Deliveries that are made to the school office, such as balloons, flowers, or gifts for students, will stay in the office until the end of the school day to avoid disrupting the classroom.

BUS TRANSPORTATION

Bus transportation will be provided for elementary school students who live more than one mile from school or less if there is a safety issue within the one mile radius. In accordance with district policy, students are not to get off the bus at points other than their designated stops. Students are not to ride the bus for purposes other than transportation to and from school. Exceptions may be made with the principal's approval of a parent's written request. Students being transported are under the authority of the bus driver. Rules governing students riding school buses are posted in the bus and are for the safety and welfare of all passengers. Any questions regarding bus schedules should be addressed to First Student Bus Company at (541) 752-0174.

Online Bus Registration

If you plan for your student to ride the bus to or from school, please complete the online form which can be found on the district webpage under transportation.

<https://www.csd509j.net/departments/student-transportation/bus-registration/>

Bus Referral: Students are expected to show respectful, responsible, and safe behavior while riding the bus. Our transportation company partners with our positive behavior system teaching expectations and reinforcing safe, respectful, and responsible behavior. Students who do not follow bus rules may be issued a referral by the bus driver. When a student receives a bus referral, he or she must have it signed by a parent/guardian and by a staff member. Consequences established by the bus company for referrals issued may include assigned seating or loss of privilege to ride.

CHECK IN-CHECK OUT PROGRAM (CICO)

The CICO program is intended for students who need additional support throughout the day in order to succeed in school. Parents will be notified if your child will be part of this program. Students will Check-In at the Focus Room at the beginning of the day to discuss expected behaviors. The student will receive a card and the classroom teacher will help the student record points earned throughout the day. Students will Check-Out at the end of the day in the Focus Room and be rewarded for meeting goals.

CHILD CUSTODY

We strive to enforce court ordered custody agreements when we are made aware that one exists. Please provide the school office with any court documents regarding child custody or school issues related to court ordered custody such as a parenting plan.

CLASS AND GRADE LEVEL ASSIGNMENT

Teachers and specialists assign students to grades and teachers in order to provide the best program for the student. We strive to have academically diverse classes that are inclusive. Final placement decisions are made by the principal. The opportunity for parent input will be provided. We are not able to honor requests for specific teachers.

CLOSURES- WEATHER RELATED

If inclement weather causes the district to close schools, the following radio stations will broadcast school closure information:

KFLY 101.5 FM	KGAL 1580 AM
KFAT 103.7 FM	KLOO 1340 AM
KHPE 107.9 FM	KRKT 990 AM

When school is in session but snow and ice make for unsafe driving conditions, the buses might be on "snow routes," which means buses will stay on main roads. Snow route information will also be broadcast from the above radio stations. For all school delays and closure information, please check the district's website at www.corvallis.k12.or.us

Emergency Dismissal Plan

The school has an emergency dismissal plan that is implemented when weather conditions or other emergency situations during the school day call for early dismissal of students. Your help in the following ways will ensure that the dismissal plan runs smoothly and that your child gets home safely. Be sure the school has current phone numbers for your home and work as well as for people you would like us to contact when we can't get in touch with you.

To eliminate confusion at dismissal and to be sure your child knows what procedures to follow upon arriving at home, it is important that your child knows what plans you have made for early dismissal situations, so please review your plan with your child.

The school is required to make contact with every child's parent or your emergency designee, so it is essential to keep the phone lines as free as possible for the school's use. Therefore, please make only necessary phone calls to the school office. Classroom teachers are responsible for keeping track of children, so parents are required to check their child out with the classroom teacher.

If it is determined to be unsafe for students and staff to remain in the school, they will evacuate the building and walk to Wilson's buddy site, Shepherd of the Valley Lutheran Church, west of Wilson School on Walnut Boulevard. Wilson and district staff will make every attempt to alert all parents of the evacuation. Parents and school buses will pick up students from the buddy site unless the school is deemed safe for them to return.

Closure/Emergency Calling System

Corvallis School District now uses an automated calling system for school closures and emergencies. This method of contacting families is in addition to our other means of communication (web site, radio stations, television stations, etc.) and should not be relied upon as a sole source of information. Automated calls to home phone numbers begins at 5:30 am. If school closes during the school day, the daytime numbers listed on student registration cards will be used. If you wish to opt out of this calling system, please notify the school district office at (541) 757-5811.

COMMUNICATION FROM SCHOOL

Weekly Packets: Each Wednesday your child will bring home a packet of important information from the school including information about upcoming events and opportunities. Our school newsletter, *The Wildcat*, is sent home on the last Wednesday of each month. It is also emailed to the Parent Listserv and posted on the Wilson website. Please be sure to read *The Wildcat* carefully as this is the primary way we communicate information and upcoming events to parents. Fliers produced by groups or individuals must be approved by the office before being sent home.

LISTSERV: The Wilson LISTSERV is an email system that allows us to send school-wide email messages. Please ensure that we have your most current information as this is the primary way we communicate with parents regarding school information. To become a member of Wilson's LISTSERV, simply send an email from the account you wish to subscribe with to **Wilson-parents+subscribe@listserv.csd509j.net**

COMMUNICATION WITH STAFF

Parents may contact staff members by email or by phone. Be advised that staff members prioritize serving students during the work day and strive to respond as quickly as possible. If the message is time sensitive, communicating by phone is best. You may email staff members using this format: `firstname.lastname@corvallis.k12.or.us`

It is very important that teachers have uninterrupted instructional planning time to prepare curriculum, assessments, grade papers, plan for student learning, set up programs, etc. To help reduce unplanned interruptions, we ask that parents schedule time in advance to meet with a teacher. Of course, emergencies do exist and teachers will be available as needed.

COMPUTER NETWORK AND INTERNET USE

The school board has adopted policies that define both the purpose of providing Internet access at our schools and the responsibility of the school as a result of providing such access to students. These policies define student rights as well as unacceptable uses of the district network. Students who misuse the network are subject to a range of disciplinary actions as well as legal actions, depending upon the nature of the misuse. Our school utilizes learning software which is often web-based. We strive to limit the volume of screen time for our students. If parents DO NOT want their child to have access to the internet, they must sign the Student Account Agreement and Exceptions Denial Form.

CONFERENCES

Parent–teacher conferences are an important opportunity for parents/guardians to partner with our school. Parents/guardians are strongly encouraged to attend. In order to make the most of the time on conference days, each family will be afforded one conference time per teacher. We also request that conferences be scheduled within the designated conference days.

CURRICULUM

Wilson’s curriculum is designed to be both age and individually appropriate. Students at each grade level are instructed and assessed on concepts and skills that the district’s teachers have determined are the most important for a comprehensive education. Please see our district’s “Teaching and Learning Department” for specifics about adopted standards and materials for students at Wilson.

The Corvallis School District supports inclusionary practices for our academically diverse classrooms. All students are served through differentiated curriculum and instruction in the regular classroom. Students who qualify as an emerging bilingual (ELL) or have an eligible disability, are supported by specialists who determine group and individual needs.

DIVERSITY

Corvallis School District values the diversity and worth of all individuals and groups and is an equal opportunity educator and employer. It is the policy of the district that there will be no discrimination or harassment of individuals or groups on the grounds of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

District Title II Contact—Amy Lesan, Student Services, (541) 757-5863

District Title IX Contact—Jennifer Duvall, Human Resources, (541) 757-5840

District 504 Contact—Rynda Gregory, Student Services, (541) 757-4433

The address for the above contacts is 1555 SW 35th Street, Corvallis, OR 97333

DONATIONS

Donations of general school supplies, those used by everyone from students to office staff, are greatly appreciated. Cash donations may be made directly to Wilson School or to the Corvallis Public Schools Foundation.

DRESS CODE

The following guidelines will assist you in determining appropriate clothing for your child that will not distract from the educational process:

- Students may not wear clothing that promotes alcohol, drugs, tobacco or that contains offensive language/themes/imagery.
- Please see the Wilson Elementary Hat/Hood/Cap/Head Covering Policy listed below:
 - Students may wear hats inside the building in the morning until they transition to the start of the day in their homeroom classroom. Hats should be stored in backpacks (or on coat hooks) prior to the 8:15 am bell unless the student is arriving after the bell.
 - At recess and lunch time, students will be allowed to wear hats inside (as they transition or use the bathroom) and outside the building to recess.
 - At the conclusion of breaks, hats need to be returned to backpacks or hooks.
 - After the final school day bell, students may wear hats inside the building as they leave for the day (school sponsored after school programs and community after school programs will set their own hat rules).
 - Staff discretion for safety, respect and responsibility regarding hats supersede the above rules (e.g. privilege to wear a hat in the gym in the morning).
 - Head coverings for religious, medical or other approved reasons will be approved by parent request to Wilson staff.
- Shirts and blouses must cover the torso; the midriff should be completely covered.
- Straps on shirts, blouses, and dresses should be at least 1-1/2" wide; no spaghetti straps.
- Shorts and skirts should be at least mid-thigh length.
- The waistband of shorts and pants must be worn at the hipbones or higher.
- Flip-flops and other casual beach type footwear are not safe or appropriate for PE class or recess.
- Students wearing jewelry, makeup, or accessories that are distracting or disruptive will be asked to remove them.

Students who wear inappropriate clothing will be asked to change clothes or phone home for replacement clothing.

EMERGENCY INFORMATION

It is essential to let the school office know if your home address, home or work phone numbers, or emergency contact information changes during the school year. This information is needed when we must contact you about your child's illness, injury, or other school emergency.

ENRICHMENT AT WILSON

Please be on the lookout for enrichment opportunities such as our school-wide academic challenge, Oregon Battle of the Books (OBOB), Cardio Kids, choir, and our annual Knowledge Fair. We also have tremendous community partners in Corvallis who lead programs such as

sports, nature, science, arts and more. Please see the community fliers for more opportunities. We appreciate the support of our parents with enrichment and they are subject to change based on funding and volunteers.

FIELD TRIPS

Field trips are part of your child's school experience. Teachers carefully plan field trips to enhance the curriculum and plan lessons around those experiences.

Parents will be notified of every field trip prior to its occurrence. For each field trip, parent permission must be given for your child to participate. Field trips are well supervised and are an excellent opportunity for parent involvement. Parent volunteers on field trips must have completed the one-time Wilson Volunteer Training form as well as the bi-annual *Criminal History Verification* form. Student participation on field trips will be contingent upon their ability to behave appropriately and meet classroom and school-wide behavior expectations.

If parents will be driving and transporting students, they must fill out an insurance declaration form and sign a "Volunteer Auto Use Permit." The vehicle must contain an adequate number of seat restraints including, when applicable, a child safety system.

Children under six years of age or weighing less than 60 pounds must use a child safety system (booster seat). The child safety system must elevate the child so that a safety belt or safety harness properly fits the child and meets the minimum standards and specifications of law. Children weighing at least 60 pounds and at least six years old may use a standard seat.

FIFTH GRADE OUTDOOR SCHOOL

For 30 years Wilson 5th graders have travelled to the Oregon Coast or High Desert for a week-long learning adventure. Supervised by dozens of adult volunteers, activities include visiting historical sites, studying the natural ecosystem, and participating in exciting camp activities. Their week at Outdoor School is described by many students as the best school experience of their lives.

FOOD SERVICE

Breakfast	\$1.50
Lunch (includes milk)	\$2.50
Milk Only	\$0.50

School lunch payments are based on a debit system. Money needs to be in a student's account prior to eating. Payment by the month is encouraged to reduce bookkeeping. Please send money in an envelope with the student's name on it. All money will be credited to the student's account. Charging is discouraged except in cases of emergency. Students will be allowed a maximum of three charges for a regular school lunch. When students need to bring money for their meal account an email or notice will be sent home.

Applications for free or reduced price meals are sent home with all students at the beginning of the year or may be obtained from the school office. Information is confidential.

FUNDRAISING

ALL fundraisers must be approved by the principal. Our school board and foundation have taken efforts with equity in policy related to fundraising. A copy of any communication to parents regarding the fundraiser must be submitted to the office.

HARASSMENT

Verbal or physical harassment of a student based upon physical characteristics, race, ethnic origin, gender, or religion interferes with the student's ability to benefit from the educational program. All incidents should be reported directly to the school office. Incidents will be investigated and necessary support, consequences, and restorative justice will follow. Parents of all involved students will be notified and, if appropriate, a report will be filed with the District Equal Educational Opportunity officer.

HEALTH SCREENING

Each fall a health screening is conducted of all children in the Corvallis School District. The screening usually includes measuring height and weight, as well as assessing vision and hearing. If you do not want your child to participate in this health screening, you must notify the school office in writing.

HOLIDAY CELEBRATIONS

Holidays are exciting times for students. Many students participate in holiday events in their homes and many do not. As a public school, we have a responsibility to respect the values and beliefs of all families. Teachers may sponsor cultural celebrations around themes such as Harvest, Winter, or Spring.

ILLNESS OR INJURY

Parents will be contacted in case of any serious illness or injury to their child. In an emergency when the parent cannot be reached, the emergency contact person designated on the child's registration card will be notified. In addition, the school will take whatever action is deemed reasonable and necessary, including contacting a physician and summoning ambulance service. If your phone number or emergency contact persons change during the school year, please notify the school immediately.

INSURANCE

Forms for accident and dental insurance are available in the school office. Wilson School does not serve in the capacity as insurance agents. Insurance is an optional service to parents.

INVITATIONS TO PRIVATE EVENTS

Out of respect for learning time and our student community, please do not send invitations to birthday parties or other private events to school for distribution.

LEADERSHIP (Students)

We have a 5th grade student leadership group that meets approximately twice per month during lunch and recess to support assemblies, promote events, and participate in community service projects. Students who are committed to improving their school and the larger community should apply for this team.

LOST AND FOUND

Parents are encouraged to check the Lost and Found often for items left behind by your child. At the end of the school year, the remaining items in Lost and Found will be donated to a local charity.

MEDICATION

If your child needs to take medication at school, there are important guidelines that you will need to follow. It is a state law that all medication must be sent to school in the original container. In addition, the school must have a written permission from the parent and physician before we can administer prescription medication. Prescription containers with a current date serve as the doctor's written permission and only need to be accompanied by parent written permission. Over-the-counter medication can only be administered if we have written permission from the parent. Medication may not be self-administered by students without additional requirements. Any medication found in the possession of a student will be stored in the office and sent home at the end of the day.

The school will only be able to administer medications that must be taken mid-day during school hours. The school office has limited locked storage space, so we cannot store medications such as those for coughs and colds on an "as needed" basis. We are happy to accept medications and help your child take them when they have symptoms of such illnesses, but medications will be sent home when they are no longer needed. Medication not claimed by the end of the school year will be discarded.

PERSONAL ELECTRONIC DEVICES (including cell phones)

In accordance with District Policy JFCEB, students are not allowed to use cell phones or other personal electronic devices at school. As outlined in the policy, a "personal electronic device" is one that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication in any form. Students are encouraged not to bring these devices, especially cell phones, to school.

If parents find it necessary for a child to have a cell phone or other communication device with them for communication outside the school day, the device must be turned off and not

visible during the school day. If a student is seen with a cell phone or other communication device, either at school or on the bus, it will be confiscated and kept in the office until a parent picks it up. The district is not responsible for loss, theft, or damage to personal items.

PHOTOGRAPHING AND VIDEOTAPING STUDENTS

There are times during the school year when we might photograph or videotape your child. Photographs and videotapes are usually used to share school and classroom activities. There may also be times when the local newspaper covers an event at our school, resulting in your child's name and photograph appearing in the newspaper. If you do not want your child to be videotaped or photographed during the school year or do not want photographs or videotape of your child released for publication, you must notify the school through the registration process or written notification to the school office.

PROGRESS REPORTS

Written student progress reports will be issued mid-year (typically February), and at the end of the year. Mid-year reports are sent home with students, end of year reports are mailed. In addition, the teacher will schedule a conference in the fall and spring for parents/guardians. Either parent or teacher may initiate conferences throughout the year as the need arises.

PTA (Parent-Teacher Association)

The goal of the Wilson PTA is to enrich the educational experiences of Wilson students and families. Wilson PTA accomplishes this through a number of volunteer run community building activities, organizing volunteers, and raising support for programs such as enrichment opportunities for students. The Wilson PTA also provides funding for teacher requests and the library. Activities are sponsored through fundraisers such as the Fun Run, Dine-outs, and the Scholastic Book Fair.

The Wilson Parent-Teacher Association meets monthly, on the second Tuesday of each month at 6:30 pm in the Wilson Elementary library. Meetings are open to all parents and childcare is provided. There are a number of ways to get involved, including organizing school-wide events and fundraising, recruiting volunteers to help in classrooms and with special events, and working with the principal and teachers to support educational programs.

There is a small cost involved to become a member of the PTA and scholarships are available. Becoming a member allows you to vote on leadership and allocation of resources. If you are interested in a scholarship, or have any other questions, please contact Wilson PTA at wilsonpta.or@gmail.com.

RELEASING STUDENTS FROM SCHOOL

When parents request that their child be released during the school day, a note should be sent to the teacher giving the date and time the student is to be dismissed. As a safety measure, children must check in or out in the office whenever they arrive late or leave early.

SCHOOL PICTURES

As a service to parents, the school provides an opportunity for students to have their picture taken by a professional photographer. Notices and instructions from the photographer will be sent home. Please note that Wilson School does not serve as the photography company. The service is optional. Any questions or problems should be directed to the photographer.

STRINGS (Violin, Viola, and Cello)

Strings instruction is offered for students in grades 3 through 5. Parents are also welcome to learn along with their children at no cost. Kick Off Night and registration for Corvallis School District students is held in the fall. Families meet the teachers, learn about the instruments, hear elementary strings graduates plan, choose and rent an instrument, buy a music book and CD, and pay lesson fees. This is a fee based activity paid in advance. Financial aid is available to students who qualify for free or reduced school lunches. The Corvallis Youth Symphony, in cooperation with the Corvallis School District sponsors this program. For more information, contact Corvallis Youth Symphony Association at (541)752-9343 or email cysassoc@peak.org.

STUDENT BEHAVIOR EXPECTATIONS

Wilson's behavior expectations are grounded in three important concepts:

- Be Safe
- Be Respectful
- Be Responsible

These expectations are taught, practiced, and reinforced positively every day and in all settings. Problem solving skills are taught by staff to help students make positive and appropriate choices. In addition to having a school counselor, the Corvallis School District partners with Trillium Family Services for preventative and out-patient mental health.

Consequences for inappropriate behavior may include but not limited to a redo, time-out, loss of privileges, and various forms of restorative justice (ie. apology, fixing damage, etc.). For major safety issues, temporary exclusion from school to address safety of all students. In each case, the appropriate staff considers the severity of the behavior and whether the behavior is part of a pattern, as well as other circumstances when determining a consequence. Bottom line behaviors that are illegal or major safety violations may require involvement of our district school resource officer.

STUDENT PROPERTY

It is easy for personal items belonging to students to get lost or broken at school. The school is not responsible for loss or damage to the personal property of students, so it is best if those things are kept at home.

STUDENT RECORDS

Information about the transfer of student records, release of personally identifiable information, and the annual notification to parents may be found in the District Student-Parent Handbook available by request from the school office or online at www.csd509j.net. The entire Student Records Policy JO is contained in the District Policy Handbook. This policy may be obtained from the school office.

TELEPHONE USE

School telephones are reserved for school business and emergency use. Student use of the phone for anything other than class assignments or emergency purposes will be discouraged. Students are expected to make social arrangements prior to leaving home.

TOBACCO USE

District policy states "the possession or use of tobacco, alcohol, dangerous drugs, or drug paraphernalia in any form by staff, students, and others of any age on or about the school premises is prohibited." The possession, use, or sale of any of the above substances on or near school premises or at any school-related activity is also prohibited.

Student violations of this policy will lead to additional educational programs as well as appropriate disciplinary actions up to and including suspension. Students will be subject to removal from any or all extracurricular activities.

Parents shall be notified of all violations involving their child and action taken by the school. Parents, visitors, and volunteers will be asked to adhere to the policy while on school premises. Policies can be viewed on the district website, www.csd509j.net Policy GBK/JFC/JFCH/KGC.

VIOLENCE AND THREATS OF VIOLENCE

Copies of the district's Violence and Threats of Violence Policy JFCM are available in the school office or by calling the district office at (541) 757-5811. All students are responsible for informing a staff member or principal of threats made by other students. Students found to have threatened others shall be disciplined and may be suspended or expelled.

VISITORS

Adult Visitors: We welcome parents and visitors to our school. There are many events throughout the year for which parents will receive invitations. If you decide to visit your child during the school day, please make arrangements with the teacher.

You are always welcome to have lunch with your student. Please check in at the office and pick up your volunteer or visitor badge. If you do not have a volunteer badge (indicating that you have passed a criminal history background check) we ask that you do not accompany your child to the playground for break time.

To assure that no unauthorized persons enter a school and to account for the comings and goings of students, school district policy states, "all visitors will report to the school office when entering and will receive authorization to visit elsewhere in the school." Corvallis School District Policy KK: Visitors to District Facilities.

Student Visitors: Numerous requests are received from students to have friends their age visit school. This occurs most often when other schools are not in session. Visiting children take teacher time away from our students. In addition, the school cannot be responsible for children who are not enrolled at our school. Children who are not Wilson School students may visit only during the lunch break and must be accompanied by an adult.

VOLUNTEERS

We welcome those who are able to give their time, either on a regular schedule or for specific projects and events. At Wilson, we ask that all volunteers complete a volunteer training form before working in the classroom or chaperoning field trips. Classroom volunteering begins in early October.

In addition, the Corvallis School District requires all volunteers to complete a criminal history background check every two years. Volunteers must have their background check cleared before volunteering in schools. Confidential Criminal Background Check forms must be completed online from the school district's website. Go to www.csd509j.net. Click on the Parents tab, then click Volunteer Opportunities from the dropdown list. On the left of the screen you will see FORMS, click on that. Under Confidential Criminal Background Check Forms, click either English or Spanish to access the form. If you need help or don't have access to a computer, please come in to the school office and we will be happy to help you.

WEAPONS

Students shall not bring, possess, conceal, or use a weapon on or at district property, activities under the jurisdiction of the district, or interscholastic activities administered by a voluntary organization approved by the State Board of Education (e.g., Oregon School Activities Association).

Replicas of weapons are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior building principal approval for certain curriculum or school-related activities.

Possession of any pocket knife at a school or school-related function is prohibited. Prohibited weapons are subject to seizure or forfeiture. Incidents of students possessing weapons or realistic replicas will be reported to the student's parents and a referral to the appropriate law enforcement agency shall be made.

Students found to have brought, possessed, concealed, or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate.

The entire Weapons Records Policy JFCJ is contained in the district's policy handbook. This policy may be obtained through the school office.