

# HAMILTON CREEK SCHOOL



## WELCOME TO THE 2016-2017 SCHOOL YEAR

The material covered within this handbook is intended as a method of communicating to student and parents/legal guardians general school information, rules, and procedures and is not intended to either enlarge or diminish any Board Policy, Administrative regulation, or negotiated agreement. Material contained herein may therefore be overridden by such Board Policy, administrative regulation, or negotiated agreement.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

Hamilton Creek School makes every effort to cover as many situations that arise during the course of a school day or school year. (Any situation that may arise and is not covered in this handbook does not indicate or imply that it is either an acceptable or unacceptable activity.) When situations arise that are not covered in this handbook the principal will review the situation, make a determination, and inform the school community of any rules or regulations that will be placed in effect.

***“Pursuing Excellence for Every Student Every Day”***

***“Empowering Each Other, Creating Community, Working Hard!”***

**HAMILTON CREEK SCHOOL  
2016-2017 STAFF**

**541-451-8574**

<b>Geno Bates</b>	<b>Principal</b>	<b>1404</b>	<b>Office</b>	<b>geno.bates@lebanon.k12.or.us</b>
<b>Katie Baldwin</b>	<b>2</b>	<b>1413</b>	<b>127</b>	<b>katie.baldwin@lebanon.k12.or.us</b>
<b>Kelly Cleveland</b>	<b>Soc. Stud.</b>	<b>1411</b>	<b>146</b>	<b>kelly.cleveland@lebanon.k12.or.us</b>
<b>Candice Crawford</b>	<b>Secretary</b>	<b>1401</b>	<b>Office</b>	<b>candice.crawford@lebanon.k12.or.us</b>
<b>Holly Gosda</b>	<b>4/5</b>	<b>1418</b>	<b>140</b>	<b>holly.gosda@lebanon.k12.or.us</b>
<b>Rebecca Groner</b>	<b>1</b>	<b>1427</b>	<b>126</b>	<b>rebecca.groner@lebanon.k12.or.us</b>
<b>Debra Henshaw</b>	<b>Cafeteria</b>	<b>1425</b>	<b>Cafeteria</b>	<b>debra.henshaw@lebanon.k12.or.us</b>
<b>Ryan Luebke</b>	<b>5</b>	<b>1409</b>	<b>138</b>	<b>ryan.luebke@lebanon.k12.or.us</b>
<b>Nicole Medley</b>	<b>2/3</b>	<b>1412</b>	<b>123</b>	<b>nicole.medley@lebanon.k12.or.us</b>
<b>Melanie McCormick</b>	<b>Lang Art</b>	<b>1417</b>	<b>157</b>	<b>melanie.mccormick@lebanon.k12.or.us</b>
<b>Jan Miller</b>	<b>Media</b>	<b>1408</b>	<b>Library</b>	<b>jan.miller@lebanon.k12.or.us</b>
<b>Rhea Pearsall</b>	<b>Secretary</b>	<b>1401</b>	<b>Office</b>	<b>rhea.pearsall@lebanon.k12.or.us</b>
<b>Pat Pierce</b>	<b>Special Ed</b>	<b>1402</b>	<b>104</b>	<b>pat.pierce@lebanon.k12.or.us</b>
<b>Mikaela Price</b>	<b>K/1</b>	<b>1419</b>	<b>125</b>	<b>mikayla.price@lebanon.k12.or.us</b>
<b>Julie Ragan</b>	<b>3</b>	<b>1424</b>	<b>130</b>	<b>julie.ragan@lebanon.k12.or.us</b>
<b>Mandy Seibert</b>	<b>K</b>	<b>1415</b>	<b>128</b>	<b>mandy.seibert@lebanon.k12.or.us</b>
<b>Joan Suing</b>	<b>PE</b>	<b>1429</b>	<b>188</b>	<b>joan.suing@lebanon.k12.or.us</b>
<b>Suzanne Wallace</b>	<b>Title I</b>	<b>1403</b>	<b>155</b>	<b>suzanne.wallace@lebanon.k12.or.us</b>
<b>Nancy Webb</b>	<b>Math</b>	<b>1421</b>	<b>158</b>	<b>nancy.webb@lebanon.k12.or.us</b>
<b>Julia Wegner</b>	<b>4</b>	<b>1423</b>	<b>142</b>	<b>julia.wegner@lebanon.k12.or.us</b>

**Communication:**

Communication between school staff and parents is the most successful method of addressing any behavioral or academic concerns relating to Hamilton Creek School students. The staff at Hamilton Creek will work with parents to create environments promoting safety, personal growth and achievement, and positive relationships. Please contact your child's teacher or the school principal to assist you in meeting the needs or concerns you may have for your child. The variety of plans and reporting schedules can be customized to a student's individual needs. The success of any plan is dependent on the identified needs of the student and the high priority given to these plans by the student, the family, and the school. Clear communication is vitally important to this process. Hamilton Creek actively encourages your participation in the success of your child.

**Contacting your child's teacher:**

Regular communication between home and school is critical to the success of your child's learning experiences. Our student school day is from 7:55 AM to 2:40 PM. Good times to contact teachers are prior to 7:45 AM or after school. Teacher planning time is important to instructional design. Three days a week, teachers will have office hours. Please contact the teacher or the office to find out these times. Teachers can also be contacted through email at their **firstname.lastname@lebanon.k12.or.us**.

**School Web Page**

For current Hamilton Creek School information you can go to our District website at <http://lebanon.k12.or.us>, on the left hand-side menu find the schools tab and then click the link to our school. This website has up to date information regarding our school. Students also bring home a Tuesday folder, which contains current information regarding school activities and the dates of upcoming events.

**Early Release Wednesday**

Hamilton Creek, along with all schools in Lebanon, has early release Wednesdays, which begins August 31st. Our release time on early release Wednesdays is at 12:45. This time is used for teachers to review assessment data, design curriculum aligned to the state standards and plan for interventions for students with specialized needs.

**Pinnacle Internet Viewer**

Parents of Benchmark III students will be able to access information on their student's progress with our grading system offered through the Linn Benton Lincoln Education District (LBL-ESD). Access to information for each student is secured through a password to allow only authorized individuals to view the information for each student. Please contact Rhea Pearsall in the office for help logging into the site.

### **Medications at School**

Students may be permitted to take prescription or nonprescription medications at school or school-sponsored activities as long as certain requirements are met:

1. Request to administer medication must be made in writing by the parent. Forms are available in the school's health room. **All medications must be brought to school and returned from school by the parent or a designated adult.**
2. Prescription medication must be in an appropriately labeled prescription container which has the name of the student, the name of the medication, the dosage to be given, route of administration and the name of the prescribing physician. Nonprescription medication must be in the original packaging including dispensing instructions.
3. All medication is stored in the health room in a special locked cabinet and is administered only by trained Designated Medication Caregivers following state law and school board policy.
4. Permission for students to self-medicate and carry their own medication is allowed only in the following circumstances:
  - \* Younger students may carry certain medication, which is needed for emergency use (inhalers or epinephrine) only if a special permission form is signed by the parent and the school nurse and is on file in the school health office.
5. The sharing or borrowing of medication with another student is strictly prohibited and will result in disciplinary measures.
6. School staff is prohibited from supplying any prescription or non-prescription medication to students who have not been authorized and provided by the parent.

**HAMILTON CREEK SCHOOL IS COMMITTED TO SAFETY, PERSONAL GROWTH AND ACHIEVEMENT AND POSITIVE RELATIONSHIPS. POSITIVE BEHAVIORAL SUPPORT (PBS) FOR STUDENTS**

Hamilton Creek strives to create a safe, caring learning community that promotes the social, emotional and academic development for all students.

The school staff has identified **three behavioral expectations** that each student will follow to help build successful learning environments.

**BE SAFE      BE RESPECTFUL      BE RESPONSIBLE**

Students at Hamilton Creek show **SAFE** behaviors when they engage in self control, think before acting, accept responsibility, treat others kindly, and accept directions and limits from staff.

**BEING SAFE** includes the **VIRTUES** of integrity, initiative, flexibility, perseverance, orderliness, humor, helpfulness, responsibility, patience, cooperation and caring.

Students at Hamilton Creek show **RESPECTFUL** behaviors when they use appropriate language, accept differences, respect personal space and property, empathize with others, and settle conflicts in non-threatening ways. **BEING RESPECTFUL** includes the **VIRTUES** of integrity, friendliness, cooperation, flexibility, perseverance, patience, caring, compassion, consideration, and courtesy.

Students at Hamilton Creek show **RESPONSIBILITY** when they keep the school clean, care for all property, and agree to follow school expectations. **BEING RESPONSIBLE** includes the virtues of cleanliness, commitment, diligence, determination, generosity, helpfulness, and self-discipline.

<b>LOCATION</b>	<b>BE SAFE</b>	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>
<b>Hallways</b>	Walk at all times  Stay to the right  Keep hands and feet to self	Have a hall pass  Move to class on time	Use quiet voices  Use kind words and actions  Allow others to pass
<b>Bus</b>	Line up to wait for the bus  Stay behind the yellow line until the buses are stopped and the door is open  Keep the front school doors clear  Walk as you board or leave the bus	Use kind words and actions  Respect the property of others	Get to the bus on time

<b>Bathroom</b>	<p>Feet on floor</p> <p>Wash hands</p> <p>Keep water in sink</p> <p>Put trash in garbage can</p>	<p>Flush the toilet</p> <p>Use a bathroom pass</p> <p>Return promptly to class</p>	<p>Use quiet voice</p> <p>Give privacy</p>
<b>Playground</b>	<p>Walk to and from playground</p> <p>Stay in boundaries</p> <p>Be aware of games around you</p> <p>What's on the ground stays</p> <p>Dress appropriately</p> <p>No play fighting or chase games</p>	<p>Use pass when leaving the area</p> <p>Return equipment to the cart promptly</p> <p>Return to class promptly and orderly</p> <p>Follow standard game rules</p>	<p>Play fair</p> <p>Use appropriate language</p> <p>Include everyone</p> <p>Follow adult directions</p>
<b>Cafeteria</b>	<p>Eat only your own food</p> <p>Walk at all times</p> <p>Remain seated while eating</p> <p>Face forward at your table</p>	<p>Allow anyone to sit next to you</p> <p>Use quiet voices</p> <p>Use good manners</p> <p>Clean up your mess and spills</p>	<p>Wait in line patiently</p> <p>Get all utensils, milk, etc., when going through the line</p> <p>All food and drink stays in the cafeteria</p> <p>Stay seated until your grade is dismissed</p> <p>Say "Please" and "Thank you"</p>
<b>Classrooms</b>	<p>Keep belongings off the floor</p> <p>Walk at all times</p>	<p>Clean up your mess and spills</p> <p>Complete work on time</p> <p>Return items to their place after use</p> <p>Have all necessary supplies</p>	<p>Use quiet voices</p> <p>Help others when needed</p> <p>Say "Please" and "Thank you"</p>

## STUDENT RECOGNITION

### HAMILTON CREEK SCHOOL MAKES A POSITIVE AND UNIQUE CONTRIBUTION TO THE PERSONAL GROWTH AND ACHIEVEMENT OF OUR STUDENTS.

A variety of **recognition strategies** will be used at Hamilton Creek in order to **encourage positive student behavior**. We **celebrate** student **success** by acknowledging groups and individuals who demonstrate appropriate behaviors that meet or expectations.

**Cougar Slips** – recognizes students who show responsibility.

**Read at Home Bucks** – are earned by reading or being read to for at least 20 minutes at home. Students may spend their bucks at the monthly Read at Home Store.

**Optimist of the Month** – recognizes the student at each grade level who is an optimist and is helpful to other. *Each optimist student receives a certificate and their picture appears in the local paper. An end of the year celebration takes place at Lebanon High School.*

**Writer of the Month** – recognizes a student in each class who demonstrates writing proficiency.

**Math Student of the Month** – recognizes a student in each class who demonstrated mathematical proficiency.

**Student of the Month** – honors strong citizens in each class each month. Two students are selected every month.

## **VIOLATIONS OF SCHOOL EXPECTATIONS**

### **A. Minor Violations**

Hamilton Creek's behavior expectations apply to all students while at school, at all school sponsored activities, and while traveling to and from school. When students choose not to follow the school expectations for behaviors, they will be corrected in the following ways. If behavior is not of a serious, or sustained nature strategies such as, but not limited to the following, will be used so that students achieve safety, personal growth and achievement, and positive relationships. These incidences are written on a Response Form to document any patterns of behavior.

1. Verbal reminders
2. Timeout to refocus and get in control
3. Short term withholding of privileges such as, but not limited to, loss of recess or staying after school
4. Parent contact and/or conference
5. Contact with Grade Band team, or supported education staff, and principal
6. Other strategies developed in conjunction with student, parent, and school staff
7. Public Display of Affection (PDA): Any display of affection on campus or at any school activity including, but not limited to (holding hands, hugging, kissing etc.) is not permitted. A warning will be given for the first offense. If a problem persists, a referral to the administrator will be given for further consequences.

### **B. Serious or Unsafe Behavior**

When students engage in unsafe, disrespectful, or irresponsible behaviors, more serious consequences will be used. Violating school expectations may result in discipline that may range, at the administrator's discretion, from a verbal warning up to and including expulsion. For a complete description of student rights and responsibilities, please refer to **Lebanon Community School District's Student/Parent Handbook(Student Rights and Responsibilities and Student Code of Conduct).**

Communication between school staff and parents is the **most successful method** of addressing any behavioral or academic concerns relating to Hamilton Creek School Students. The staff at Hamilton Creek School will work with parents to create environments promoting safety, personal growth and achievement, and positive willingness of all parties to accept responsibility for plans success. Clear communication is vitally important to this process. **Hamilton Creek actively encourages your participation in the success of your child.**



## **MORNING DROP OFF**

**Please be sure to use the parking lot turn around to drop off students in the morning. The bus lane is for buses only.** Do not leave your vehicle unattended unless it is in a parking space. This creates a traffic jam during busy times and is a hazard to emergency vehicles.

## **DRESS CODE**

Dress and grooming are basically individual responsibilities of the student and his/her parents. When dress and grooming disrupt or directly interfere with the learning process for the individual student, other students, or the learning climate of the school, it becomes a matter for counseling with the student and/or parents. In any instance where the question of acceptability is not clear, the principal makes the final decision.

1. Dress and grooming shall be clean and in keeping the health, sanitary, and safety practices.
2. Shoes and sandals must be worn at school and at school activities. **Tennis shoes are needed for PE classes.**
3. Clothing which inappropriately exposes a person. Guidelines include, but are not limited to, the following:
  - a. All shirts must have straps at least three (3) fingers across wide.
  - b. Shirts must be long enough that they could be tucked in.
  - c. Clothing cannot be sheer or see-through.
  - d. Clothing cannot expose the midsection or torso below the armpits.
  - e. All items must fit properly (**no sagging, baggy pants or underpants showing**).
  - f. Tank tops and spaghetti straps are not allowed. In determining whether a sleeveless top is acceptable, make sure the armholes are snug under the arm and the straps are 3 fingers across.
  - g. Shorts, skirts, and dresses will be considered acceptable if the hemline is lower than the fingertips of the student when their arms are at their side.
  - h. No writing or slogans on clothing that pertain, but are not limited to alcohol, drugs, gang meanings or slogans, or inappropriate messages etc.
4. Shoes need to be street appropriate. No slippers or heels exceeding 1.5 inches.
5. Heavy or baggy coats are for outdoor wear only. These coats need to be removed when students are in the classroom.
6. No Do rags/bandannas or any clothing associated with gang activity are not permitted at Hamilton Creek School.
7. Images and words on all clothing should be appropriate for the K-8 school building.
8. No writing on any part of the skin.

## **REPORT CARDS**

Report cards are issued at the end of each quarter. The progress reports at quarter reflect the study skills and consistency of their daily work as well as each student's comparison to the Oregon Standards. At times, there are students who do very well in their daily work but whose skills are below standards. These students usually have a strong work ethic that helps them make up for weaker academic skills. There are also students who meet or exceed the Oregon Standards and yet fail their classes. These students usually have weak organizational skills or who may have other social or personal distractions from the rigors of the classroom.

*If parents see a discrepancy between the semester report card and student performance to the Oregon Standards, a conference is recommended with the classroom teacher and/or other school staff to develop ways to address the learning issues.*

### **CONFERENCES**

Parent/teacher conferences have proved to be the most effective means of communication between the home and school. Conferences are scheduled in the fall and again in the spring. Other conferences may be scheduled by parent or teacher request during the year. Feel free to phone the school at 541-451-8574 to make an appointment. Phone conferences are always welcome as well. The more communication between school and home, the more accurate everyone's information is regarding your student. The best times for a conference are before or after the student school day.

### **TELEPHONE USE**

The office telephone is reserved for school business and is not generally available to students. Exceptions are restricted to calls home due to illness, forgotten lunches, or emergencies. All students must have a pass from their teacher in order to use the phone. Phone usage, cell phones, and pagers are **not** allowed for students to make after school arrangements with friends. *These types of arrangements need to be made outside the school day.*

### **CELL PHONES ELECTRONIC DEVICES**

Hamilton Creek will follow the District policy regarding student possession and use of cell phones and/or electric devices. The policy gives building principals broad leeway in determining rules and procedures for personal communication device use at each school.

*Students who bring cell phones and/or electronic devices to school must keep these personal items in their lockers. All cell phones must be turned off once the students arrives on campus and may not be turned on until the bell rings at the end of the school day!* Students cannot use cell phones to play any and all games programmed into these devices. Students may check for messages before or after school.

The best method for parents to contact students in situations of family emergencies is to call the office at 541-451-8574. We can quickly bring your child to the office for communication needs with family members.

Many cell phones have picture-taking capabilities. Taking pictures of students at Hamilton Creek School has caused problems for students and families. Some families do not want pictures taken of their child without prior consent. Taking pictures of students without prior consent is prohibited.

**Students will not possess personal communication devices, such as pagers or cell phones on school property in or outside the school facilities during the school day unless authorized by the administration.** A "personal communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. [This includes other digital audio devices such as, but not limited to, iPods.]

Students may not access social media sites using district equipment, while on district property or at district-sponsored activities unless the posting is approved by a district representative.

Social media websites are websites such as, but not limited to, Facebook, MySpace and Twitter.

The district will not be liable for personal communication devices brought to district property and district-sponsored activities. The district will not be liable for information/comments posted by students on social media websites when the student is not engaged in district activities and not using district equipment.

Students found in violation of the personal communication device use and possession prohibitions of Board policy and rules as established by the principal will be subject to disciplinary action. The device may be confiscated and will be released to the student's parents.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

### **FUNDRAISERS**

There are several times during the year that fundraisers occur. Programs supported by fund raising include the Read at Home Program, SMART Program, Cougar Leader Program, PTA activities, 6<sup>th</sup> Grade Outdoor School, 8<sup>th</sup> grade end of the year activities, field trips, student council and student body activities.

**\*Parents are advised to choose which activities they wish to support and not feel compelled to be involved in every fundraiser.**

### **STUDENT VISITORS**

**Students from other schools in our district are not allowed to attend school as a visitor.** Students from out of state or from other schools outside of Lebanon Community Schools is **highly discouraged, but may be allowed with prior approval** with the classroom teacher **and** principal. Prior approval means at least 48 hours notice. Students who attend as visitors may attend up to ½ day. Should the student visitor be a distraction to others from their learning, the visitor will be removed from the student area.

## **VOLUNTEERS AND VISITORS**

Hamilton Creek School recognizes the importance of parent involvement in the success of their children. Before moving throughout the school all visitors and volunteers must:

**Check in at the office**

**Sign in on Help Center**

**Obtain an identification badge**

This practice assures the safety of all students at Hamilton Creek. Hamilton Creek School will work with the PTA and Site Council to develop a process by which parents can volunteer. Volunteers will need to pass a criminal background check before this process can begin. Volunteer Background Site can be accessed online at:

<https://www.helpcounterweb.com/welcome/apply.php?district=lebanon>

Once again, this assures the safety of all students while they are at school. Check with the office staff or building administrator for help in this process.

Parents have a natural interest in the learning environment of their child. The staff encourages this interest. Please let your child's teacher know ahead of time when you will be visiting the classroom. This practice assures that the experience will be positive for the parent, the student, the other students in the classroom, and the teacher. The teacher, the office staff, or the building administrator can assist in this process.

Any practices used at Hamilton Creek School for visitors and volunteers will include the need for student safety, the interests of parents, the learning environment for all students, and the requirements of the teacher to conduct their classroom. The staff at Hamilton Creek School appreciates the support given by parents in continuing the traditions of safety, personal growth and achievement, and positive relationships. If questions arise, please contact the staff to answer any questions or concerns. Communication is a top priority at Hamilton Creek.