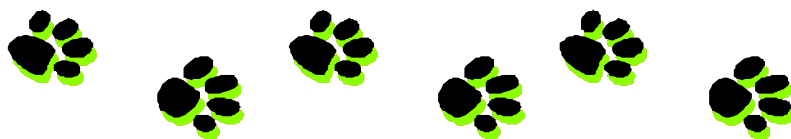


Spring Creek Elementary

Student and Parent Handbook
2015-16



READ AND SAVE THIS HANDBOOK!

Please do not recycle this handbook before the end of the school year. It has information that you will need all year long. Put it somewhere you can find it so you can have this important information handy. Much of the information gathered here would be useful throughout the year.

Please review this information with your student and especially review our expectations and procedures. The procedures and expectations in this handbook are here for your information and we hope you will find this helpful.

Remember, you may always call the office and have our staff answer your questions in person or refer you to the right source. We are here to help!

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Staff Directory

WHO	LOCATION		E-MAIL ADDRESS	Phone #
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Attendance Line				541-790-4873
FAX				541-790-4880
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Anderson, Ken	Grade 2	Rm 09	anderson_k@4j.lane.edu	541-790-4809
Ariola, Rachele	Grade 4	Rm 19	ariola@4j.lane.edu	541-790-4819
Baker, Monica	Health		baker_m@4j.lane.edu	541-790-4842
Boyd, Rebecca	Kinder	Rm 7	boyd_r@4j.lane.edu	541-790-4807
Brandt, Kathleen	Grade 3	Rm 03	brandt_k@4j.lane.edu	541-790-4803
Brooks, Yvette	Life Skills EA	Rm 08	brooks_y@4j.lane.edu	541-790-4808
Brown, Paul	PE	Gym	brown_p@4j.lane.edu	541-790-4825
Cagle, David	Grade 3	Rm 02	cagle_d@4j.lane.edu	541-790-4802
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Carroll, Sheryl	LC	Rm 18	carroll_s@4j.lane.edu	541-790-4818
Carroll, Vince	Grade 5	Rm 16	carroll@4j.lane.edu	541-790-4816
Clark, Amanda	EA		clark_am@4j.lane.edu	541-790-4801
Clements, Melissa	Life Skills EA	Rm 08	clements_@4j.lane.edu	541-790-4808
Daniels, Kaisse	Life Skills EA	Rm 08	daniels_k@4j.lane.edu	541-790-4808
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Dougherty, Megan	Grade 1	Rm 12	dougherty_m@4j.lane.edu	541-790-4812
Ettel, Debbie	School Psychologist		ettel_d@4j.lane.edu	541-790-4843
Greatwood, Kelly	LC EA	Rm 18	greatwood_k@4j.lane.edu	541-790-4818
Guill, Fenn	Grade 2	Rm 10	guill_f@4j.lane.edu	541-790-4810
Hamann, Bill	Grade 1	Rm 11	hamann@4j.lane.edu	541-790-4811
Henderson, Renee	Title EA/Best	Rm 06	mcmurray_m@4j.lane.edu	541-790-4806
			Cell number for BEST	541-954-5586
Hernandez, Amanda	CLC EA	Rm 17	hayden_a@4j.lane.edu	541-790-4817
Hulse, Krissy	Grade 4	Rm 20	hulse_k@4j.lane.edu	541-790-4820
Huston, Ed	Evening Custodian		huston@4j.lane.edu	541-790-4828
Jackson, Rachel	YMCA W. Cafeteria		rachel@eugeneymca.org	541-790-4846
			Cell number for the YMCA	541-521-0366
Jenness, Gretchen	Life Skills EA	Rm 08	jenness_g@4j.lane.edu	541-790-4808
Johnson, Christy	Kinder EA	Rm 05	johnson_chr@4j.lane.edu	541-790-4805
Johnson, Suzie	Title 1 EA	Rm 01	johnson_s@4j.lane.edu	541-790-4801
Kauffman, Kim	ELL	Rm 23	kauffman_k@4j.lane.edu	541-790-4823
Kendrick, Heather	Attendance		Kendrick_h@4j.lane.edu	541-790-4873
Lacey, Karen	Speech	Rm 22	lacey@4j.lane.edu	541-790-4822
Mabie, Chelisa	ESC/Lit Coach	Rm 15	mabie_c@4j.lane.edu	541-790-4815
Malmgren, Dyane	Life Skills EA	Rm 08	dmalmgren@lesd.k12.or.us	541-790-4808

Masters, Terry	Kitchen		masters_t@4j.lane.edu	541-790-4827
Miller, Tamara	Kinder EA	Rm 07	miller_t@4j.lane.edu	541-790-4807
Mitchell, Dayna	Title 1	Rm 01	mitchell@4j.lane.edu	541-790-4801
Olson, Deanna	Grade 3	Rm 04	olson_d@4j.lane.edu	541-790-4804
Parks, Ann	CLC	Rm 17	parks_a@4j.lane.edu	541-790-4817
Prideaux, Polly	CLC EA	Rm 17	prideaux@4j.lane.edu	541-790-4817
Sumner, Adam	CLC	Rm 17	sumner_a@4j.lane.edu	541-790-4817
Tagwerker, Kathie	Kitchen Manager		tagwerker@4j.lane.edu	541-790-4827
Thompson, Monica	TSS	Lab	thompson_mo@4j.lane.edu	541-790-4824
Tonn, Larry	Day Custodian		tonn@4j.lane.edu	541-790-4828
Turpin, Ellie	CLC EA	Rm 17	turpin@4j.lane.edu	541-790-4817
Tyler, Jennifer	Kinder	Rm 05	tyler_j@4j.lane.edu	541-790-4805
Walsh, Sue	Life Skills EA	Rm 08	walsh_s@4j.lane.edu	541-790-4808
Wilson-Moses, Jane	Life Skills	Rm 08	wilson_j@4j.lane.edu	541-790-4808
Yarbro, Staci	Music	Rm 13	yarbro_s@4j.lane.edu	541-790-4813

Our School

Preface

The material covered within this student handbook is intended as an opportunity to communicate to students and parents regarding general school information, rules and procedures. This handbook is not intended to either enlarge or diminish any School Board policy, administrative regulation, or negotiated agreement. Material contained herein may therefore be superseded by such School 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.

The Eugene 4j School District does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Our School Mission

The mission of Spring Creek Elementary is to provide a safe, nurturing environment where all members of the community can grow to their full academic, emotional, and social potential. This development is recognized to be a cooperative effort involving students, staff, families and community.

We believe this will happen in an atmosphere where respect and acceptance of individual diversity is fostered. It is our goal that students from Spring Creek Elementary will be prepared for the middle school level and prepared to be positive, contributing citizens.

Our Core Beliefs

With consistency, structured, and fun learning environments, we believe all students can learn; we believe family and community support is critical; we respect the diversity of our families and community; we, as a team at Spring Creek, strive to create a welcoming and respectful work environment.

Spring Creek Nuts & Bolts

Daily Schedule: For grades K–5, classes begin at 7:55 AM. Students are considered tardy at 8:00 AM. Children are dismissed at 2:10 PM M,T,Th,F and 1:10 PM on Wednesdays.

Early Release Days: Each Wednesday has been designated as an early release day during the school year. On these days students have their regular lunch times and are excused at 1:10 PM.

Registration: If you would like to register your child at Spring Creek, please contact the office at 541–790–4870 for the necessary forms. You can also access enrollment forms and information on the 4J website at:
<http://www.4j.lane.edu/instruction/enrollment/howtoenroll/>

You must be a resident of Eugene 4j School District and provide proof of address when you register. In order for teachers to be prepared to welcome your child into the classroom, complete registration information needs to be handed in to the office no later than noon the day before your child begins at Spring Creek.

Moving or Transferring: Please notify the office of any change of address or telephone number. If you live in an area outside the Spring Creek Elementary attendance area, you must request a transfer from the Eugene 4j School District Instruction Department.

Supervision: Students are supervised from 7:25 AM –7:55 AM, and from 2:10 PM–2:30 PM except on Wednesdays from 1:10–1:30 PM.

Parking/Dropping Off: To accommodate the busy traffic at the start and end of the school day, please follow the marked traffic patterns when coming to the school. If you are going to walk your child into the school, please park your vehicle in the provided parking spaces. If you are dropping your student off, please help them make safe decisions about parking lot traffic. Schools are designated idle free zones, so for the health of our students and staff, please turn off your engines when dropping off and picking up your student. ***Please drop off in the west parking lot, as the north parking lot is used for busses and staff parking only.***

Bus Transportation: Transportation is provided to and from school for students by the district. Students must follow school, district and bus rules. Riding privileges may be suspended for violation of bus rules. Parents may contact our transportation department at 541–790–7474 or find stop information at:
<http://www.4j.lane.edu/transportation/>

All Visitors must check in the office.

Closed Campus: Spring Creek Elementary is a closed campus and students may not leave the grounds at any time during the school day without permission from the office and a parent or guardian.

Attendance Policy: When a student is absent from school, parents or guardians must call and leave a message on the **attendance line at 541-790-4873**.

- Oregon State Law (ORS 339.010) requires that all minors between the ages of six and eighteen years of age regularly attend a full time public school. The law further requires persons having control of any minor to send him or her to school.
- A student may be excused from school for reasons of sickness or emergency, and when we receive a phone call or written notice from the child's parent or guardian.
- If a child is absent for illness for more than 3 days, a doctor's note is required to excuse the absence.
- Students arriving tardy to school, after 8:00 AM, must report to the office before going to class. It is very important to student learning to be on time for school.
- A student is considered truant under Oregon State Law (ORS 339.065) when he or she is tardy or absent 8 half days or 4 full days in any four-week period.
- A child who is absent continuously for more than 10 school days will be withdrawn from school. The child is then re-enrolled the first day back at school.

Placement Policy: The placement of students into individual classrooms is one of the important responsibilities belonging to the school. The Spring Creek staff devotes a great deal of time and energy to this task so that a careful and thoughtful placement can be made for every student. Our goal is for every child to be in a supportive, challenging, and successful learning environment. We know that this is accomplished best when we create balanced, teachable classroom groups.

A team of teachers, from both the sending and receiving grade levels, working with the building principal and specialists, determines classroom placements at Spring Creek. The following factors are considered in making placement decisions for each class:

- A balance of boys and girls
- A balance of ages
- A balance of academics
- A balance of learning styles
- A balance of social skills
- Consideration of parental information
- Placement of students with special needs

Communication

Website: Our school website has a wealth of information, as well as the most up to date events on the calendar. Please check it out at:

<http://springcreek.4j.lane.edu>

Contacting Teachers: The best way to communicate with your child's teacher is via email or calling the teacher directly. The school day is very busy and recess and lunch periods are short. Teachers will gladly return your phone call after school. Please check with your child's teacher and find out their preferred method and best time to contact them.

Volunteering: Parents are encouraged to volunteer in their child's classroom so they can experience the learning environment and activities first hand. As parents, you are welcome any time, but please make arrangements in advance to volunteer in the classroom. All volunteers must fill out an online background check before volunteering.

<http://www.4j.lane.edu/hr/volunteers/volunteerbackgroundchecks/>

We welcome parent and community participation at Spring Creek. We understand that education is most successful when it is a collaborative effort with parents and staff. District policy does not allow parents to come to the classroom for the purpose of observing the teacher, but as mentioned above, parents are welcome to volunteer. Please remember to sign-in at the office before going to your child's classroom.

Visitors: Visitors are permitted on school grounds so long as their presence is NOT for the purpose of disrupting school nor threatening or intimidating others in school, and so long as school officials know of and consent to the visit in advance. All visitors must check in with the front office for permission to be on campus and check out when they leave. No student expected to be in attendance at another school will be allowed to visit Spring Creek Elementary. Parents wishing to visit Spring Creek Elementary are always welcome and need to follow our check in procedures. Visitors who are in violation of this policy will be considered in violation of the law and subject to prosecution for criminal trespass in the second degree, as provided by ORS 164.245.

HEALTH AND SAFETY

Emergency Care: A Medical History Form is required for enrollment for your student. Among other things, this alerts us to any chronic illnesses your child has that may require emergency care. It is imperative that this information be kept as current as possible. You must submit all information annually to ensure the best treatment for your child in the event of an emergency. A copy of all student allergies and medical concerns is kept in the office. Instructions on care and your emergency preferences are recorded, as well as your list of emergency contacts and health care providers.

Illness & Injury: If a student becomes too ill to remain in class, parents will be contacted to pick up their student so that he/she may be cared for at home. Parents will be required to sign out their child when they pick up students at school. Parents should notify the office in writing if a child has a chronic illness or disability that could require special or emergency treatment.

A school nurse is not available at our school everyday. The office staff, teachers, and principal provide health care and first aid if your child becomes ill or injured at school. The office staff will call you regarding your child if there is any question about the extent of illness or injury. If they cannot reach you or other emergency contacts, they will consult the nurse at North Eugene High School Health Clinic. If an emergency arises involving considerable

bleeding, possible head injury, or serious bone fracture, or other acute serious condition, the office staff will call 911 as well as you.

- For the health and well being of your child and others, please be certain that your child is fever-free without medication and has not vomited for at least 24 hours before they return to school.

Immunizations & Health Exams:

Proof of immunizations must be presented prior to the time of initial enrollment in school or within 30 days of transfer to the 4J School District. Proof consists of a signed "Certificate of Immunization Status" form documenting either evidence of immunization or a nonmedical exemption. It is recommended that all students initially enrolling in school at kindergarten have a physical examination.

Medication: There are specific Oregon Laws that we must follow regarding medications at school. Please do not send any medication with your child on the bus. All medication must be transported to school by the student's parents and not the student. ***Any over-the-counter or prescription medication must be in the original container stating directions given by the doctor.*** The medication will be counted at the school office and a form needs to be signed by both the parent and the secretary.

4J Wellness Policy: Soda pop cannot be served during the school day as part of a celebration or school party. Parents and staff are encouraged to provide party foods that are consistent with the Healthy Parties guidelines and the Eugene 4j School District Wellness Policy and to serve such items after the lunch hour, if possible.

For ideas about healthy snacks, please see the school district's guidelines at:
<http://www.4j.lane.edu/nutrition/wellness/healthysnacks>

Birthdays and Holidays: Throughout the year there are class parties for various special occasions. If your child has dietary restrictions, please tell the teacher at the beginning of the school year. If you would like to celebrate your child's birthday at school, check with the teacher a week in advance before making plans. While it is nice for the children to have treats, a gift to the class, e.g. a good book or board game, can provide a positive alternative. If parents bring food for a class party, please make sure it is made in a commercial kitchen. District 4J does not allow home prepared food to be distributed to children at school. Students are not allowed to distribute invitations at school. We discourage the delivery of flowers or balloons at school, as they cannot be taken on the bus.

School Events

Back to School: We have an annual Ice Cream Social the day before school starts. This is a chance for students to meet their teachers, complete registration, receive student information and pay any student fees.

Open House: Open House is held at the beginning of the new school year to offer parents an opportunity to visit classrooms and meet the teachers. Our goal is to provide time for families to visit school, meet staff, and find various parts of the school. This is not a time for parent-teacher conferences. Those conferences will be scheduled later in the school year.

Parent-Teacher Conferences: The 4J School District provides time for teachers to meet with all parents for a conference during fall term. The time of each conference is limited, 25-minute blocks per conference, so that we can meet with each family. During this time you will have an opportunity to review your child's schoolwork and talk with the teacher about any questions or concerns you may have. Please look for detailed information in our newsletters and from your child's teacher.

Field Trips: We provide opportunities for students to expand their learning through field trips and special community events. Often we ask parents to help with transportation and supervision when we leave school. Only students who have an electronic permission at the time of registration may go on field

trips or attend special activities off campus. Teachers will always notify parents or guardians when a field trip is scheduled. Sometimes we may need to ask parents to pay an activity fee to supplement the cost of the trip. Please talk with your student's teacher, or the principal, if you need financial assistance. Scholarships are available.

Student behavior may be a factor in determining whether a student attends a particular field trip. Your teacher will explain to you and your student when there are special behavioral requirements for a trip off campus.

Fund Raising: The principal, site council, and parent-teacher organization determine fundraising goals each year. Our fund raising projects include, Jog-a-thon, Carnival, Eugene Education Fund, Art Show, and other opportunities. We appreciate the continuing support of our community and their generosity.

STUDENT BEHAVIORAL EXPECTATIONS & SUPPORT

Positive Behavior Interventions and Support: There are two key elements in our school-wide behavior plan. The first is the planning and implementation of school-wide behavior expectations and consequences known as PBIS (Positive Behavior Interventions and Support). Our PBIS program includes school rules and guidelines, behavior teaching plans, a database for tracking student discipline referrals, consequences and rewards. The

second emphasis is targeted teaching of expected behaviors along with the use of an effective violence-prevention curriculum called "*Expect Respect*" teaches students about empathy, impulse control, and problem solving.

In addition to this handbook, Eugene School District 4j will mail to each family our district calendar, which contains our *Student Rights and Responsibilities Handbook*. The calendar includes policies, contact information, and general information about our school district and services provided.

Students at Spring Creek Elementary are expected to follow all laws of the country, state, county and city necessary to maintain an orderly educational environment. In addition to these laws, there are Eugene 4j School District, school and classroom policies, rules and guidelines that are established to maximize learning and teaching. Students who do not follow these policies, rules, and guidelines are subject to disciplinary consequences. Disciplinary measures are designed to develop personal responsibility of students and to help students understand their obligations to all members of the Spring Creek Elementary community.

Spring Creek Elementary School expects students and staff to model positive, caring, respectful behavior while at school. It is important that each individual accept responsibility for his/her own behavior and understand that how we behave

affects the community we call Spring Creek Elementary School.

The staff and administration at Spring Creek Elementary are committed to developing a safe learning environment. Toward that end, we have identified three behavioral expectations that each student will follow in order to help build a safe school where we will all learn and grow.

Always be Safe

Always be Respectful

Always be Responsible

A variety of recognition and reward strategies are used at Spring Creek Elementary in order to encourage positive student behavior. We feel that recognizing appropriate behavior is an effective strategy for teaching children how to behave at school. We celebrate this by acknowledging individuals who have demonstrated positive behavior choices in a variety of ways, such as individual Hoorays, Class Hoorays, classroom parties and celebrations, Oops-free recess, Star Student Awards, Pandamonium and more.

VIOLATIONS OF SCHOOL EXPECTATIONS

Spring Creek Elementary 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 behavior,

they will be corrected in one of the following ways. If behavior is not of a serious or sustained nature, strategies will be used to teach more appropriate behavior so students know what is expected of them.

1. Verbal reminders and discussions about appropriate behavior, use of a problem solving form or apology form as appropriate.
2. Time out to refocus and re-gain self control, and to think about choices.
3. Short term withholding of privileges, such as loss of recess or time out in a buddy classroom.
4. Parent contact and conference.
5. Other appropriate strategies developed by classroom teachers.

Serious or Unsafe Behavior

When students engage in unsafe or serious misbehavior, more serious consequences will be used. Serious violations of school expectations may result in disciplinary action, which 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 see the Eugene 4j School District publication, *"Student Rights and Responsibilities Handbook 2001 Revision."*

At Spring Creek Elementary School, Office Discipline Referral behaviors

include serious and/or unsafe behaviors, such as:

Physical Aggression or Fighting
Abusive/inappropriate language
Weapons
Theft/forgery
Threats of violence
Property Damage
Defiance/disrespect/insubordination/
non-compliant
Disruption
Other serious behavior
Multiple "Oops" (minor infractions)
(3 or more in one week)
Tease/taunt/harassment

CONSEQUENCES FOR SERIOUS MISBEHAVIOR

When students engage in serious infractions described above, an Office Referral will be completed by a staff member and given to the principal. The staff member will explain the reason for the referral to the student. Upon receipt of the office referral, the principal will investigate the incident, determine whether a violation has occurred, provide the student with an opportunity to tell his/her version of the events, determine the most appropriate action to take, inform the student of the disciplinary action to taken. When determining consequences for misbehavior, the administrator will consider: (a) the seriousness of the infraction, (b) the age of the student, (c) his/her history of misbehavior and prior office referrals, and (d) other pertinent information. The principal will administer consequence(s) from the list below, as appropriate. Because student behavior programs vary in

degree, corrective action to be taken must be determined by the professional judgment of the principal. The principal will contact the student's parents or guardian.

At Spring Creek Elementary, consequences for serious violations of school expectations may include:

1. Conference with parent, teacher, and administrator
2. Loss of privileges
3. Lunch or recess detentions
4. Behavior contract or agreement
5. In-school or out-of-school suspension (please see "Your Rights and Responsibilities")

EUGENE 4J SCHOOL DISTRICT POLICY PROHIBITING HARASSMENT

No harassment will be tolerated in Spring Creek Elementary School or at any activity, program, event, internship or trip sponsored by Spring Creek Elementary. It is the intent of our school to promote principles of equality and human dignity basic to our American heritage. A learning environment free from verbal, physical and sexual harassment shall be available to all students. A copy of the district Bullying/Harassment policy is available on our website or in the office.

PLAYGROUND EXPECTATIONS

Playground rules and safety expectations have been designed to help keep all of our students safe as they play during recess. It is

important that every student knows and follows these expectations.



EQUIPMENT SAFETY

Ground Items: What is on the ground stays on the ground (i.e. bark, leaves, rocks, sticks, etc.).

Items from Home: Things from home will not be allowed at recess and may be confiscated.

Balls: Rubber balls are used for Wall Ball, 2 or 4 Square, bouncing, catching, etc. and remain on the blacktop except for volleyball games. Soccer balls are for kicking and should stay in the large field and away from the equipment. Students should use only rubber balls on the blacktop and use the wall ball wall for handball and/or wall ball. Balls are to remain on the ground, not on the roof.

Bars: Climb up and down, and walk around holding on, watching for people around you to avoid stepping on someone.

Horizontal Bars: One person at a time goes across. Children cross rings or bars going the same way. Rings are safe to use only by holding on with hands and arms, hanging from the knees is not safe.

Swings: Sit in the swing and hold on to the chain, swing forward using your own power. Pushing, twisting,

or “over the top” is not allowed. When finished, slow the swing down and carefully walk away. A student waiting to use the swing can count to 25 and the swinger should get off the swing to allow the next person to swing. Stand away from the swings to avoid getting kicked.

Slide: Climb up the ladder and sit down at the top. Slide down the slide sitting with feet forward, one person at a time. **Small structure slides:** can have two people sitting side by side.

Small Structure Area: Climb carefully up and down. Slide on both slides sitting with feet forward. Remember to keep your hands and feet to yourself. Tag and chasing games are not allowed in these areas.

Zip Slide: One person at a time on each handle. Ride consists of traveling east to west and turns around and goes west to east. Feet hang toward the ground. Pushing another student is not allowed. Only students in grades 2–5 may use the zip slide.

Large Play Structure: In order to use the “Fire Pole” safely, children should look down and make sure the way is clear before going down the pole. Students should use both hands and legs to hold onto the pole. Jumping from the top of the pole or platform is not allowed. The bridge area of the structure is for going across on the top. It is not safe for children to play under this bridge area. Students

may hold on to hand rails and should not sit on the railings.

GAME SAFETY/RULES:

Wall Ball: Students should play Wall Ball on the freestanding wall. Two children at a time play by hitting the ball toward the wall. The second student lets ball bounce one time and hits it toward the wall. Game proceeds with the two players taking turns. Player is out when the ball bounces more than once, the ball goes out of bounds, or after hitting the ball it does not reach the wall without bouncing. Students waiting their turn should stand single file on the painted line and should not interfere with play of the game.

Two or Four Square: Players stand in designated area in squares. The server stands on center back line and hits the ball with two hands to anyone playing. That player hits the ball into the square of any player. A return hit should always be underhanded with fingers facing down. Holding the ball and throwing the ball are not allowed. A player is out if the ball fails to leave his/her square, lands on the line or outside of the square. In both games, if in doubt the first person in line is the judge. If the judge didn't see what happened, the second person in line can be asked. A "do-over" is used only when people or balls interfere with the game. Students should show good sportsmanship at all times during their games.

Soccer: Students choose teams and play soccer in the field. Students determine goal lines and player positions. The number of students on teams may be limited if problems arise. Kicking, pushing, tackling other players is prohibited.

Tether Ball: Two players try to hit the ball with their hands to make it circle the pole. The person who succeeds in getting the ball wrapped around the pole first, wins. If a player hits the rope or holds the ball, they are out.

Problem Solving: Students should be good sports and remember their manners when trying to solve disputes respectfully. If problems remain, students should report problems they can't solve to an adult. Students are expected to talk about problems and be ready to discuss solutions. Spring Creek students are always safe and always respectful especially during recess.

Expect Respect

Children at Spring Creek are expected to treat each other with respect and courtesy. When a student is disrespectful to another student, children are expected to use our "Expect Respect" strategies. The strategies include:

1. **Stop.** Tell the person to stop bothering you. Say, "stop" and use the "stop" hand signal.
2. **Walk.** If the person continues, go to a different activity or location; and if possible, have others walk away with you. If the person continues;

3. **Talk.** Tell an adult about the situation.

Student Protocols & Policies

Dress Code: Students at Spring Creek are expected to dress in an appropriate manner at school. State law requires that students wear shoes at all times as a matter of health and safety. Students' dress or grooming should not interfere with their participation in school classes or programs or in school-related activities. In keeping with the need to maintain a productive learning environment, without distractions or disruptions, the following dress code rules apply:

- *Attire that is revealing or makeup that is distracting is prohibited.*
- *Shoes that create a safety concern should not be worn to school.*
- *Advertising of alcoholic beverages, tobacco, elicits drugs, or gang-related activities, profane or suggestive remarks, or plainly offensive messages on clothing are prohibited.*
- *Clothing that reveals a student's bare midriff or reveals the student's underwear is not appropriate for school.*
- *Shorts, skirts, and dresses must be longer than a student's fingertips when their arms are placed at their sides. Tank tops*

and sundresses may be worn only if the straps are at least 2 fingers in width.

- *Hats and hoods may be worn outdoors only.*

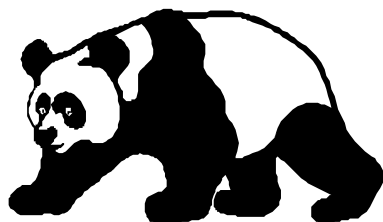
Homework: Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning process, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complimentary to the classroom process. Grade level expectations and policies regarding homework are available from the classroom teachers.

Lost and Found: A lost and found area will be maintained in the cafeteria. Reasonable care will be given to all lost and found articles turned into the office. The school is not responsible for lost or stolen items or valuables. Labeling all clothing and personal items will help us find the proper owner.

Personal Property and Belongings: Children have a better chance of succeeding in the classroom when distractions are limited. Students should not bring toys or other personal items to school. In particular, they may not bring items that may interfere with the learning environment such as; toys, trading cards, iPads, iPods, MP3 players, cell phones, electronic games, and cameras. Students should not bring large sums of money to school. Money should

only be sent to school to pay for school lunches, student store or other school activities. Children may bring money to the office for safe keeping if necessary. Bikes are personal property. We provide bike racks but they are not secured. Bikes should be secured with a bike lock. The school does not assume any responsibility for lost or stolen bicycles. All items, including bicycles, are brought to school at the sole risk of the owner.

Telephone use: School telephones should be used only in emergencies or when a child is confused about after-school plans. Please make after-school plans with your child in advance so that arrangements don't need to be made during school. Please call your child at school only when it is necessary. Calling early in the day will help us be certain your child receives the message.



Skateboarding, Scooters, Skate Shoes and In-line Skates: Students may use skateboards, scooters and skates to and from school but may not skate around the school grounds, sidewalks, or parking areas. Students should remove skates when they reach the blacktop south of the school or the sidewalks to the north. The school does not assume any responsibility for lost or stolen property such as skates or

skateboards. **Please remember that wearing a helmet “is the law”** when riding wheels to and from school.

Textbooks and Library Books: The Eugene 4j School District loans textbooks and library books to students without cost. Students are responsible for the books that have been assigned to them as well as books they borrow from the library and are required to pay for lost or damaged books.

INTERNET ACCEPTABLE USE POLICY

It is possible that students may find material on the Internet that parents consider objectionable. Although students are under the direct supervision of a staff member when they use the Internet, this does not guarantee that students will not access inappropriate materials. District 4J's guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of material to a teacher, other staff persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

Unacceptable Use of Technology
The Eugene 4j Student Rights and Responsibilities Handbook govern student discipline regarding use of the Internet and technology.

The following uses of 4JNet are unacceptable and may result in

suspension or revocation of network privileges. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of School Board Policy, District Administrative Rules, or any provision in the district Student Rights and Responsibilities Handbook is prohibited.
- Transmission of any material in violation of any local, state, or federal law is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user is prohibited.
- Any form of vandalism, including but not limited to, damaging computers, iPads, iPods, computer systems, or networks, and/or disrupting the operation of the network is unacceptable.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws is prohibited.
- Use of the network for financial gain, commercial activity, or illegal activity e.g., hacking.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent is unacceptable.

E-Mail: Spring Creek students have access to 4JNet only under their teacher's direct supervision using a classroom account. Individual students are not issued e-mail accounts.