



**Canyonville School  
Student/Parent Handbook  
2024-2025**

Unlocking the Potential in Every Student

# CANYONVILLE SCHOOL

Main Office: (541) 839-4396

FAX: (541) 839-6528

## STAFF

Principal.....	Shilo White
Office Manager.....	Seantae Wells
Special Education.....	April Hudgeson
Title One.....	Dawn Shepherd
Kindergarten.....	Vivian Allen
First Grade.....	Shelly Cullett
Second Grade.....	Ian Dahl
Third Grade.....	Kari Butrim
Fourth Grade.....	Sawyer Stever
Fifth Grade.....	Nicole Beasley
Physical Education.....	Jack Gann
Middle School Science/Math.....	Jarett Raade
Middle School Social Studies/Math.....	Amber Pennington
Middle School ELA.....	Summer Radon
Special Education Assistant.....	Melissa Fields
Special Education Assistant.....	Shari Lydick
Special Education Assistant.....	Grace Ferch
Title One Assistant.....	Tiffany Martin
Skillbuilding/Behavior.....	Kayla Norton
Behavior Attendance Monitor.....	CJ Hayter
Librarian.....	Tina Solitz
Librarian.....	Kristina Gale
Custodian.....	Elane MacDonald
Groundskeeper.....	Rui Bem
Bus Supervisor.....	Wendy Jarvis
Superintendent.....	Erika Bare
Director of Student Achievement.....	Kate McLaughlin
Director of Special Education.....	Emily Veale
Social Emotional Learning Coordinator.....	Ryan Jephson

## SOUTH UMPQUA VISION and GOALS

**Vision:** Unlocking the unlimited potential in every student.

The South Umpqua School District does not discriminate on the basis of race, sex, religion, national origin or any disabling condition. If, for any reason, you believe that you are being discriminated against because of your race, color, sex, religion, national origin, or any disabling condition, contact the district superintendent.

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation or collective bargaining agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

All South Umpqua School District School Board Policies can be accessed through the South Umpqua School District main web site [www.susd.k12.or.us](http://www.susd.k12.or.us).

### **Canyonville Tiger Fight Song**

Go you Tigers, go you Tigers, on to victory. We can win this game tonight, so come on Tigers, fight, fight, fight, fight. Go you Tigers, Go you Tigers, on to victory. We want to win this game, so fight for fame. Come on Tigers fight, Hey!

#### **Tobacco Free Campus**

The South Umpqua School District is proud to be TOBACCO FREE. This means that no one is permitted to use tobacco products within the boundaries of the school. This includes any areas on or surrounding the property. We encourage all parents and visitors not to smoke on the grounds. Thank you for your help in maintaining a clean campus and a healthy environment.

#### **Fragrance Free Zone**

Canyonville is a fragrance-free zone – please no colognes, perfumes, or body washes that have fragrance. We have staff and students that are severely allergic to fragrances and have to seek immediate medical attention.

## School Rules and Expectations: Guidelines for Success

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>All the Time Everywhere</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Move safely.</li> <li>• Notify adult of unsafe situations.</li> <li>• Leave toys, and unsafe objects at home.</li> <li>• Keep energy drinks off campus.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time they are given.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Respect the learning environment.</li> <li>• Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Model schoolwide rules.</li> <li>• Use school materials as designed and instructed.</li> <li>• Help keep campus clean.</li> <li>• Follow activity rules.</li> <li>• Help others who need it.</li> <li>• Be ready, and prepared.</li> <li>• Be honest, and fair.</li> <li>• Put away all electronic devices unless instructed otherwise.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Sit with feet on the floor, bottom on bench, and facing forward.</li> <li>• Use sanitizer when entering.</li> <li>• Walk safely, with two hands on tray.</li> <li>• Get adult help for accidents and spills.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 1 or 2.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Wait your turn.</li> <li>• Follow directions the first time they are given.</li> <li>• Take hats and hoods off when going inside.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand for adult assistance.                             <ul style="list-style-type: none"> <li>○ Clear tray</li> <li>○ Use restroom</li> <li>○ Help with food, or packaging.</li> <li>○ Leaving the area.</li> </ul> </li> <li>• Clean up after self.</li> <li>• Use time wisely – eat during given time.</li> <li>• Keep food in appropriate spaces.</li> <li>• Sit in assigned seat.*</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Walk and run in appropriate places – no running on the blacktop.</li> <li>• Use all equipment in a safe manner.</li> <li>• Stay in boundaries, and where an adult can see you.</li> <li>• Put away all electronic devices unless instructed otherwise.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 4 or less.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Follow directions the first time they are given.</li> <li>• Stop what you are doing, and go to designated area, when whistle is blown.</li> <li>• Encourage and use good sportsmanship.</li> </ul>	<ul style="list-style-type: none"> <li>• Use playground equipment as designed and instructed.</li> <li>• Use restroom during recess time with adult permission.</li> <li>• Share and take turns.</li> <li>• Return playground equipment after every recess.</li> <li>• Clean up after self, and be responsible for the items you bring with you.</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Use toilet, urinal, sink, soap, and trash can appropriately.</li> <li>• Report problems to an adult.</li> <li>• Wash hands before leaving the restroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 1.</li> <li>• Knock on stall before entering.</li> <li>• Flush toilet after use.</li> <li>• Give people privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly.</li> <li>• Use restroom during non-instructional times.</li> <li>• Use a bathroom pass or ask permission of an adult.</li> <li>• Use paper products appropriately.</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Move safely.</li> <li>• Keep items off floor, and walkways cleared.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 2 or less.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Always walk on the right side of the hallway.</li> <li>• Use electronics appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use fountain appropriately.</li> <li>• Respect property, yours and others.</li> <li>• Transition to next class promptly.</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>Arrival/Dismissal</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Walk, then park bikes, scooters, etc. in designated areas while on campus.</li> <li>• Use crosswalk and sidewalks.</li> <li>• Move safely.</li> <li>• Go directly to destination.</li> <li>• Keep outside doors closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 1.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Follow all adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep campus clean.</li> <li>• Be responsible for the items you bring with you.</li> <li>• Arrive on time, and leave promptly. <ul style="list-style-type: none"> <li>• Check in at the office if arriving after 8:45.</li> </ul> </li> <li>• Contact the office before 12:00pm for any end of day changes.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Enter and exit quietly and calmly.</li> <li>• Wait your turn.</li> <li>• Move safely.</li> <li>• Use library furniture as designed, and instructed.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 0-1.</li> <li>• Listen and follow adult directions.</li> <li>• Wait your turn.</li> <li>• Leave food and drink in the hallway or classroom.</li> <li>• Put books away where you found them, or ask for help.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry items carefully, with two hands.</li> <li>• Return items by due date.</li> <li>• Keep books and electronic devices safe while at home.</li> <li>• Use shelf markers appropriately.</li> <li>• Clean up after self, and be responsible for the items you bring with you.</li> </ul>
<b>Gym</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Use equipment as designed and instructed.</li> <li>• Move safely on the bleachers.</li> <li>• Stay in boundaries, and where an adult can see you.</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage and use good sportsmanship.</li> <li>• Stop what you are doing, and go to designated area, when directed.</li> <li>• Play safe, play fair.</li> <li>• Use sound level volume as directed.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after self, and be responsible for the items you bring with you.</li> <li>• Use equipment as designed and instructed.</li> </ul>
<b>Lockers and Cubbies</b>	<ul style="list-style-type: none"> <li>• Leave toys, and unsafe objects at home.</li> <li>• Keep lockers closed at all times when not in use.</li> <li>• Backpacks should remain completely inside lockers and cubbies during school day.</li> <li>• Keep area in front of lockers and cubbies clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Use only temporary and appropriate decorations. <ul style="list-style-type: none"> <li>◦ No stickers.</li> </ul> </li> <li>• Close lockers quietly.</li> <li>• Return locks to office if not needed.</li> <li>• Use only your assigned locker. <ul style="list-style-type: none"> <li>◦ Only touch your own locker**</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Food items and drinks should be removed daily.</li> <li>• Keep containers closed, and use leakproof bottles.</li> <li>• Regularly clean locker and cubbies.</li> </ul>
<b>Bus Area</b>	<ul style="list-style-type: none"> <li>• Line up in appropriate bus line.</li> <li>• Keep backpacks and belongings on you or beside you.</li> <li>• Stay seated, back against back, feet on floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 1.</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Wait your turn to get on the bus.</li> <li>• Do not leave trash on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Line up in appropriate bus line.</li> <li>• Keep backpacks and belongings on you or beside you.</li> <li>• Follow bus rules.</li> </ul>
<b>Breezeway</b>	<ul style="list-style-type: none"> <li>• Walk and run in appropriate places – no running on the blacktop.</li> <li>• Walk on right side of walkway.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 1-2.</li> <li>• Close appropriate doors- Main building, and annex.</li> </ul>	<ul style="list-style-type: none"> <li>• Play in breezeway only when it is allowed.</li> <li>• Transition promptly.</li> </ul>

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>Extracurricular Events/Fieldtrips/Dances</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Stay in boundaries, and where an adult can see you.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen and follow adult directions.</li> <li>• Wait your turn.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in boundaries, and where an adult can see you.</li> <li>• Notify an adult if you are leaving the expected area.</li> <li>•</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Stand at the window, where you can be seen.</li> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Enter and exit quietly and calmly.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 0-1.</li> <li>• Wait your turn.</li> <li>• Listen and follow adult directions.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Transition to class promptly.</li> <li>• Clean up after self, and be responsible for the items you bring with you.</li> </ul>
<b>Pick Up Area</b>	<ul style="list-style-type: none"> <li>• Stay on the steps and in pick-up location until your pick-up person arrives.</li> <li>• Tell an adult before you leave the steps.</li> <li>• Only leave with designated pick-up person.</li> </ul>	<ul style="list-style-type: none"> <li>• Use sound level volume 2</li> <li>• Use kind words, tone of voice, and gestures at all times.</li> <li>• Listen and follow adult directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep backpacks and belongings on you or beside you.</li> <li>• Stay on steps, and in pick-up area until your pick-up person arrives.</li> </ul>
<b>Classrooms</b>	<i>Each classroom will be expected to define their expectations for being safe, being respectful, and being responsible.</i>		

\* Some examples may fall into multiple categories (e.g., It is both Safe and Respectful to keep our backpacks in the designated space and out of the hallways.).

### **PowerSchool**

PowerSchool is our district information system. Grades, GPA, Missing Assignments, Attendance, and Announcements can be found in PowerSchool. Information to set up an account was provided to you during registration. If you need help setting up an account please see Kathy in the office. This a wonderful tool to help you keep up to date.

### **Breakfast/Lunch Arrangements and Policies**

Breakfast and hot lunches are free this year thanks to a generous grant program. Parents choosing not to participate in the lunch program are encouraged to send a nutritious lunch with their child.

### **Attendance**

Research shows that there is a direct correlation between regular attendance and academic achievement. It is important for your child to be at school every day. We emphasize regular attendance and give students positive reinforcement for achieving it.

Students may arrive at school no earlier than 8:30 a.m. Supervision is not provided prior to 8:30 a.m. and school starts promptly at 8:45 a.m. All students will be dismissed 3:30 p.m. Wednesdays are a shortened day.

### **Early Release Wednesday**

During the year there will be a 2:30 release time each Wednesday. This early release day and time has been standardized throughout the district and will be used for professional growth and collaboration of our staff with a goal of improving student learning. Buses will arrive exactly one hour earlier than normal.

### **Medical Issues**

It is important that any unusual medical issues be brought to the attention of the school office and your child's teacher early in the year. Up-to-date information is very important for his or her safety

**Accidents**

If your child is injured, first aid will be applied to minor abrasions; however, if it appears the injury may need medical attention, you will be promptly notified. Should we be unable to locate you and the injury appears to be serious, we will seek medical attention.

**Sickness and Infections**

Children should be kept at home when they are suffering from an infectious condition such as severe colds, elevated temperature, or symptoms of viral infections. If your child has an infected area on his/her face, arm or hand and is being treated by a doctor with medication and is not contagious with this medication, please keep it covered during school hours and send a note with your child to the classroom teacher. You will be notified to come and pick up your child when they become ill or injured.

**Communicable Diseases**

A child suspected of a communicable disease will be excluded from school the day symptoms are noted. Parents who suspect their child has a communicable disease should keep them home and contact either their family physician or the health department. Students excluded for a communicable disease must have a written excuse from the health department or a physician to return to school.

**Medication**

School Board Policy #8044 states that "Students may not take prescriptions and other drugs while at school unless a specific written request from the parent/guardian OR physician is approved by a building administrator.

Such a request must contain the name of the medication and specific written instructions. Full release from responsibilities pertaining to the administration and consequences of such medication must be provided in writing to the building administrator by the parent." This policy is derived from state law ORS 336.650.

All medications brought to school, including aspirin, will be housed in the office. Medication required to be taken during the school day will be administered by trained office staff only. State law requires the medication to be in the prescription bottle, with directions and student name, along with the proper paperwork completed, giving permission for your child to receive medicine.

**Immunizations**

In accordance with recently revised Oregon Law, parents are required to have their children properly immunized and to provide the school with accurate records of such immunization or a medical or non-medical exemption.

All students must show these records before being admitted to class. Transfer students must provide this information within 30 days of enrollment. Any student who does not meet these requirements may face exclusion from school. If you have any questions concerning immunization requirements, please contact the school.

**Head Lice**

Should a case surface during the year, we will check students in a classroom(s) for lice. Those students who are found to have head lice must by law be excluded from school until the problem is corrected. We will handle all known cases as discretely as possible. If you have a case of head lice in your home, please let the office know so that the classroom (s) can be checked or watched for other occurrences.

### **Change of Address and/or Telephone**

Any time a change of address or telephone number is made, the parent should report the change to the office. **IT IS EXTREMELY IMPORTANT THAT THE SCHOOL BE ABLE TO REACH PARENTS IN CASES OF EMERGENCY.**

### **Student Evaluation**

Students receive a report card at the end of each quarter. Parent/teacher conferences will be scheduled twice a year to discuss student progress. We encourage parents to attend conferences so they may discuss the report card and their student's progress. This is a great time to celebrate your child and to learn how to support your child's academic needs. You may request a conference at any other time.

### **Middle School Progress Reports**

Midway through each quarter, approximately 4 weeks, progress reports will be mailed home. Parent conferences and progress reports will be utilized between grading periods to communicate academic or citizenship problems students may be having. Progress reports are not part of a student's cumulative records. Parents can check and monitor student's grades daily using PowerSchool. The link to this online platform is on the school webpage and you and your student will be issued a username and password.

### **Recess**

Students will spend recess outdoors as much as possible. Please ensure that your child comes to school with appropriate shoes for play and a sweatshirt or coat for inclement weather

### **Special Education**

Special Education is available to students between the ages of 3 and 21 years who have been evaluated by qualified educational and/or medical authorities as being eligible for special service programs.

### **Speech/Language Specialist**

Speech/Language specialist is furnished to the school district through cooperation with the Douglas County Education Service District. The specialist gives special attention to students who have speech and language difficulties. Parents interested in this type of service for their children should contact the school office.

### **Title I**

We are a Title I school. This means we serve all students in reading, writing, and math individually. If a student is struggling with a subject, we can provide extra services for him/her. Every teacher, student and parent are asked to sign the Compact which is an agreement between all parties involved to help with your child's education

### **Personal Property**

All jackets, hats, lunch boxes should be marked with the student's name. We ask that children not bring toys or games to school. Toys are not allowed at school except for sharing within the classroom. This includes Pokemon, Yugio, and Magic cards, and handheld games. If your child brings a toy, he or she will be asked to follow the teacher's procedures regarding sharing or show and tell.

### **Parent Volunteers**

We request and depend upon the help of volunteers throughout the school year. Parent helpers are utilized in a variety of ways, including the assistance of student learning. If you are interested, please let your child's teacher know. **All parent volunteers are required to complete a background check every two years.**



### **Visitors**

Parents are encouraged to visit our school. All visitors **must** stop in the office to sign in and to obtain a visitor pass. The display of this pass will notify our employees that the office is aware of your presence in the school building.

### **Classroom Parties**

Classroom parties are organized in cooperation with teachers and parents. These are generally held during the last hour of the school day. We continue to abide by the Douglas County Health Department directive which asks us not to bring in home prepared food for class parties or other functions within the school. The only exception is if food is prepared in a certified kitchen.

### **Custody**

In most cases, divorced parents continue to have equal rights, such as access to information, where their children are concerned.

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

### **Permission Notes from Parents**

Notes are required for the following:

- A note for early dismissal should be given to the teacher the morning of the early dismissal.
- A note is required for a student to ride any school bus other than his/her regular assigned bus.

Requests to ride a different bus or to get off at a different stop must be in writing from the parent and should be brought to school in the morning. The student will then receive an alternate destination form to present to the driver of the bus he or she is to be riding. If you find it necessary to call the school to change your child's destination on any given day, please call before 12:00 p.m.

### **Emergency/Fire/Earthquake Drills**

Emergency/fire/earthquake drills are held regularly throughout the year to instruct students in procedures that should be followed in case of fire or other emergencies.

### **Student Athletics**

Canyonville School offers fall, winter, and spring athletics for students in grades 6<sup>th</sup> – 8<sup>th</sup>. Students must have an up to date physical on file with the office prior to their first practice. Fall athletics include football and volleyball. Winter sports include boys' and girls' basketball, and wrestling sponsored through Coffenberry Middle School. Spring athletics includes track. Students participating in athletics must be present in school for half a day to partake in practice or games.

### **Dances**

Student dances will take place throughout the school year for students in grades 6<sup>th</sup> – 8<sup>th</sup>. Students must be in attendance on the day of the dance or have an excused absence from the office. Students are not able to bring guests from outside of Canyonville School, unless approved a minimum of three school days in advance through the school principal.

### **Student Technology and Internet User Agreement**

South Umpqua School District has moved to a 21<sup>st</sup> Century model of education where there is an emphasis placed on communication, collaboration, critical thinking, and creativity. Excellence in education requires that technology be seamlessly integrated throughout the educational program. All students will have access

to a device that will be used with a variety of software and content throughout the school day. Students in grades K-2 will have an iPad checked out to them, and students in grades 3-8 will be checked out a Chromebook to utilize at school and home.