

# ALSEA

## K – 6 PARENT-STUDENT HANDBOOK

2025-2026 SCHOOL YEAR

### ALSEA SCHOOL DISTRICT BOARD OF DIRECTORS

Risteen Follette – Chair  
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Roxie Smallwood, HR Executive Assistant

### ALSEA SCHOOL

301 South 3<sup>rd</sup> St  
P.O.Box B  
Alsea, OR 97324  
Phone: (541) 487-4305  
Fax: (541) 487-4089  
Website: [www.alsea.k12.or.us](http://www.alsea.k12.or.us)

Stacy Knudson, Principal  
Joe Harris, VP/AD  
Tim Pearson, TOSA  
Carol Pearson, Secretary

### OFFICE HOURS

7:30 a.m. to 4:00 p.m. (School Days)  
Closed Holidays

### PRINCIPAL'S CORNER.

Welcome to an exciting new school year! It is truly an honor to serve as your principal and to be part of such a caring and vibrant school community. Our team is committed to creating a safe, supportive, and joyful learning environment where every child feels valued and inspired to grow.

This year, we will continue to nurture curiosity, encourage creativity, and celebrate each student's unique strengths. Together, we can build strong partnerships that help every child succeed academically, socially and emotionally.

Please know that my door is always open. I look forward to getting to know each of you, working together and making this a fantastic year of learning, laughter, and growth.

Here's to a year filled with new opportunities and success for all!

~Ms. Knudson, Interim Superintendent/Principal  
Phone: (541) 487-4305  
E-mail: [stacy.knudson@alsea.k12.or.us](mailto:stacy.knudson@alsea.k12.or.us)

### PREFACE

Alsea School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.

Alsea School District is a school-wide Title I school. Stacy Knudson, Interim Superintendent has been designated to coordinate compliance with these legal requirements and may be contacted at the district office for additional information and/or compliance issues.

## VISITORS TO ALSEA

Alsea welcomes visitors to our school to help provide an enriching learning environment in classrooms through volunteering under the direction of our teachers.

**ALL visitors are required to sign in and out at the front office and wear visitor identification while in the school. *Even if a parent is well-known to school staff, he/she must follow this procedure. This policy is part of the district's effort to keep our schools safe.***

Classroom observations or visitations should be scheduled at least 48 hours in advance with permission from both the teacher and principal. **Visitors are to refrain from participating in the class activity unless invited to do so by the teacher.**

**We will not allow any non-school personnel on the playground or in our cafeterias during school hours without the permission of the building principal.**

**Before school starts and after school ends, unless given permission by school administrations, parents/guardians will not be allowed in the building with or for their child.**

It is expected that if a visitor has symptoms of any illness that they will not visit Alsea Schools until the symptoms have subsided.

We reserve the right to deny entry to our school if we see any symptoms of illness.

## CONTACT US

**Email:** You can reach any staff member through email by using their [firstname.lastname@alsea.k12.or.us](mailto:firstname.lastname@alsea.k12.or.us).

When emailing staff:

- Remember that email is **not** confidential.
- Be concise.
- If the concern is lengthy or involved, please request a conference.

**Phone:** All teachers can be contacted by phone by calling the school office at (541) 487-4305. Unless it is an emergency, classroom phones will not be answered during instructional times.

We ask that if any parent/guardian wishes to meet with the teacher in person, to please make an appointment through our front office with **24 hours notice**.

Teachers are unable to meet from 7:50 am – 3:20 pm unless an appointment is made through the front office.

## ARRIVING AT ALSEA

**Students are not to be on campus prior to 7:30 a.m. on school days.** Supervision is not available until then. Breakfast will be served for any student who wants it starting at 7:45am. Classrooms will be open starting at 7:45am.

All students will enter the building through the elementary door.

**It cannot be stressed enough how important it is that students are at school on time, both to ensure the maximum benefits of school, and to prevent disruption of the class.**

## DISMISSAL

If your child is not riding the bus, please make arrangements to have him/her picked up promptly at the designated dismissal time. Any change to the normal transportation schedule *must* be communicated to the Transportation Department in writing no later than 2 pm, per District Policy EEACE roxie.smallwood@alsea.k12.or.us

**If waiting for your child, please wait on the sidewalk in front of the school.**

## PROGRESS REPORTS AND REPORT CARDS

Communication between families and teachers is imperative to student success.

Progress reports will be mailed home at the end of each quarter. Parent teacher conferences will be held in November and April. Report cards will be mailed home at the end of each semester.

## PARENT-TEACHER CONFERENCES

A conference provides productive two-way communication that can set the stage for a great school year. Parents who are concerned can schedule a conference at any time during the year by calling the teacher or using email.

Alsea schedules conferences in both the fall and spring. Please be sure to attend both conferences.

Conference tips:

- Before the conference, spend a few minutes talking with your child about things he or she likes and doesn't like, problems or concerns.
- Prepare some questions in advance. These could be about subjects, homework, assignments, or how you can help at home.
- Share things about your child, like favorite subjects, outside interests/hobbies, medical/health needs, or other concerns.
- At the conference keep an open mind. The teacher shares your wishes for your child's success, and the goal is a partnership. Ask to see your child's work. Ask for explanations of anything you don't understand. If necessary, ask to meet again.
- After the conference, follow up. Stay in touch with the teacher, and if you think of a question you forgot to ask, write a note or call.
- Know what the expectations are for your child's success.

**Parents should notify the front office at least 5 days in advance if they need a translator for the conference.**

Parents or teachers may request that a third party join the conference, and it is helpful to inform the conference participants in advance. If any participant feels that a conference is threatening, an administrator will join the conference. If an administrator is not available, the teacher will terminate the conference and an administrator will contact the parent to arrange a follow-up conference at a later date.

#### LUNCH

At Alsea, lunch behavior expectations are as follows:

- Follow adult directions.
- Sit on your bottom while eating.
- Inside voices in the line and at the tables.
- Manners and courtesy practiced at all times.
- Clean up your messes.
- Hands, feet and objects to yourself.

#### SCHOOL MEALS

Breakfast and hot lunches are available everyday. Menus are sent home each month, available in the school and are available online [www.alsea.k12.or.us](http://www.alsea.k12.or.us)

Alsea has a "closed campus", and students are not allowed to leave the school campus unless escorted by an adult. **Once a student is on school property, which includes school buses, they cannot leave without permission from the administration.**

School breakfast and lunch will be free to all students for the 2025 – 26 school year.

Students may receive the full meal, which includes milk, at no cost. Any extra milk will be charged to the student.

#### MEDICATION AT SCHOOL

A student who must take prescription and/or over-the-counter medication during the school day **must** bring the medicine and a written request to administer medication signed by his/her parents to the office. For over-the-counter medicine, the request must include the parent/physician's written instructions, dosage, time interval, and method of administration. All prescription medication **must** be in its original container, and the container label must clearly show the student's and physician's names, and instructions. Parents must deliver all medicines to the school. Students may not bring their own medications.

Written permission must be given for students to be administered non-aspirin pain relievers.

All medication will be taken in the school office under supervision of office staff.

We are unable to provide your child with any over the counter medication.

Per District Policy JHCD/JHCDA

#### SCHOOL PHONES

**Phones are for school business ONLY.** Due to the volume of calls and limited phone lines, student usage of phones is for extremely important or emergency situations. If a student has an emergency, they may come to the office and the secretary will call home for them.

#### CELL PHONES

Students are permitted to bring cell phones to school for emergency use, **but they must be turned off and put away upon arrival.**

ASD prohibits the use of personal electronic devices by students from the start of regular instructional hours until the end of regular instructional hours. This includes field trips and extracurricular activities.

"Personal Electronic Device" means any portable, electrically powered device that is capable of: Making and receiving calls  
Making and receiving text messages  
Accessing the Internet independently from the school's network infrastructure."

***ASD's Goal: Improve academic outcomes by ensuring students are fully engaged in learning within a distraction-free environment that supports student wellbeing, focus, and ability to thrive academically and personally.***

Students must store their device(s) in the classroom provided (locking) storage device or in the student's locker/cubby or bag.

Students may **not** take photos or send text messages using cell phones during school hours as per District Policy JFCEB.

1. **Initial violation** – personal electronic devices will be confiscated by school staff and secured in a safe location in the office. The electronic device will be returned to student at the conclusion of the school day;

2. **Second violation** – personal electronic devices will be confiscated and secured in a safe location in the office. The electronic device will not be returned to the student. The parents will be asked to come get the phone from the office.

3. **Third violation** – personal electronic devices will be confiscated and secured in a safe location in the office. The electronic device will not be returned to the student until the student's parent or guardian meets with the school administration.

4. **Fourth violation and beyond** – personal electronic devices will be confiscated and secured in a safe location. The student will be subject to a meeting with administration and the parent/guardian;

Violation of the Student code of conduct (defiance) will result in disciplinary actions per district policy.

**Provide for the use of a personal electronic device by a student when the use complies with the terms of:**

- ü Student's medical provider's order for the care and treatment of a medical condition.
- ü Student's IEP or 504 Plan
- ü A written exemption provided for the student based on guidelines adopted by the school district to allow school building administrators to accommodate individual circumstances or to further specific educational outcomes for a student.

**The school takes no responsibility for lost or damaged cell phones. Students bring cell phones at their own risk.**

**Parents, please refrain from calling or texting during school hours. If you need to contact your student, please call the office 541-487-4305.**

#### STUDENT VISITORS

For the 2025 – 26 school year, student visitors will be allowed on a very limited basis with permission of the principal.

#### PETS AT SCHOOL

Animals may not be brought to school or school sponsored events without prior approval from the principal and may not be transported by school bus.

#### LOST AND FOUND

Any items found at school should be turned in to the office for placement in lost and found.

Your student's name should be on articles of clothing, school supplies, or other possessions brought from home, then found items can be returned to the owner.

The school assumes no responsibility for a child's personal belongings beyond teaching responsibility and honesty.

Students are urged to check with the office for lost articles. Clothing items left unclaimed at the end of the school year will be donated.

#### PERSONAL ITEMS FROM HOME

**Students are not to bring personal items from home unless they are cleared by the teacher and are for educational purposes.**

**The school takes no responsibility for lost or damaged personal items. Students bring personal items at their own risk. Per District Policy JFCEB-AR**

#### **WE ARE A TITLE I SCHOOL**

Alsea has Title I programs in place that serve students who qualify in our school. Our district receives federal grant money that is used for supplies and personnel to provide students with supplemental instruction focused on reading and math.

Federal law now allows parents to ask for certain information about the adults working with your children and requires the district to respond in a timely manner. Parents may request information about the professional qualifications of classroom teachers. This could include information about the teacher's licensing for grade levels taught and whether the teacher is teaching under an emergency or provisional status. Parents may request what baccalaureate degree and other graduate certification is held by the teacher and subject area, if any, of the certification or degree. Parents can also learn whether their child is being provided with service by a paraprofessional (instructional assistant) and if so, their qualifications.

#### **EMERGENCY SCHOOL CLOSURE**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as deemed appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools, and early dismissal of students. We will do our best to notify parents of these situations and local radio will broadcast timely school information. This is posted on the district website and our Facebook page. The local media that will be used in the event of emergency closure are the following radio stations: KRKT 99.9 FM, KLOO 106.3 FM, and KDUK 104.7 FM. We will also notify the following TV stations, which are based out of Medford: KEZI, KVAL, and KLSR.

**After 8am, an update via a School Communication system will be sent out. Please make sure you have access to all of these means of communication. Per District Policy EBCD**

#### **EDUCATIONAL SUPPORT PROGRAMS**

RTI is a K-6 reading support program provided by district staff. Students are placed in groups based

on their mastery of literacy skills and will exit when they meet their grade level benchmarks.

Grades and completed assignments are an important part of athletics and activities. Students must pass all classes. Behavior can also impact participation.

#### **SCHOOL CLOTHING**

Alsea Board Policy [JFCA] was adopted to ensure students' dress and grooming does not cause:

- disruption or interference with the classroom learning environment
- threat to the health and/or safety of the student concerned or of other students

The following are guidelines for dress and grooming at Alsea and at school activities:

1. One should dress in a manner that is neat, clean and suitable for school and for learning.
2. Students must wear clothing that cover areas from one armpit across to the other. All shirts must have straps on the shoulder that are larger than 1" in width. Clothing should cover the student's body, including the midriff, from armpit to the bottom of 3 - 4" on the upper thigh.
3. Pants that have holes in them are allowed; however, students must wear clothing underneath the pants covering exposed skin under the pants if the holes are mid-thigh or higher.
4. Undergarments are required and must not be visible.
5. Clothing deemed to be gang-related or that could be considered a weapon is not acceptable.
6. Sunglasses, unless prescribed by a physician or optometrist, are not acceptable inside the building at any time. Prescription must be on file with the front office.
7. Clothing with profanity and implication of imprints that pertain to alcohol, tobacco,

drugs, sexual implication, or obscene/questionable logos may not be worn to school.

8. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
9. Due to safety concerns, shoes or sandals with hard soles will be required for all students.

Hats or other headgear may be worn into the school and out of the building in the morning, during passing periods and break, and after school. Hats may be worn in classrooms, cafeteria, library, or offices, unless asked to take off by staff. No hoods may be worn in classrooms, cafeteria, library, or offices. Blankets are not to be in school for any reason unless administrative approval.

Students on field trips or other school sponsored events are expected to follow dress guidelines as directed by the teacher. Students involved in sports or other voluntary activities may be required to meet additional dress and grooming standards.

***The administration reserves the right to determine if dress and/or grooming is inappropriate. In the event of an infringement of the dress code, parents will be called to bring appropriate clothing.***

#### CANDY-GUM-BEVERAGES

For sanitary and clean up concerns chewing gum is **not** allowed at school.

Candy is permitted in small amounts as part of cold lunch.

**No pop or energy drinks will be allowed during lunch hour.**

#### DISPLAYS OF AFFECTION

It is normal for elementary school students to be attracted to each other, and we certainly encourage friendships among all students. We feel that our students are not ready for a serious relationship with another boy or girl, and that school is not the appropriate place for intimate gestures.

Hand holding, kissing, hugging or other physical displays of affection are not allowed at school or school functions.

#### STEPS TO RESOLVE CONCERNS

Alsea Board Policy KL outlines a hierarchy of contact when parents have concerns. Concerns should be addressed in this order, if needed:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

For more serious concerns, a formal complaint procedure is available to parents, and these will be responded to in a very timely manner. Please visit [www.alsea.k12.or.us](http://www.alsea.k12.or.us) to find the district's complaint procedures.

#### COMMUNICABLE DISEASES

Parents of students with a communicable disease are asked to contact the school so that other students who have been exposed to the disease can be alerted.

Students with certain diseases are not allowed to attend school while the disease is contagious. These diseases include, but are not limited to, chicken pox, diphtheria, measles, meningitis, mumps, whooping cough, rubella, staph/strep infections, and tuberculosis.

Call the school office if you have concerns or questions.

District Policy JHCC-AR/JHCCF

#### IMMUNIZATIONS

Students enrolling in Oregon schools must have been immunized for certain diseases. Parents must submit documentation showing their child has had the required immunizations or proof that they have followed the proper protocol for exemption as set forth by the state of Oregon.

**School administrators are required by Oregon law to deny admission to children who have not been immunized or whose parents/guardians have not shown proof of the exemption protocol by the statewide exemption date, which is set by the Oregon Health Authority each year. Board Policy JHCA/JHCB**

Parents with questions should contact the office, the Benton County Health Department at (541) 766-6835 or go to [www.healthoregon.org/vaccineexemption](http://www.healthoregon.org/vaccineexemption) for updated immunization laws.

#### COMPUTERS AND INTERNET

Alsea provides access to computers for each student in their classroom. This allows teachers to spend instruction time teaching computer skills, keyboarding, email, and internet use.

We take every precaution to protect students from material on the internet that could be considered inappropriate or objectionable, and we feel the educational benefits far outweigh any risk.

Along with this educational opportunity also comes responsibility. It is important that parents and students read and discuss the Internet Safety Policy. This permission form is given to parents at the beginning of the school year. Per Board Policy IIBGA-AR

#### SCHOOL SUPPLIES

A list of school supplies is available at the front office. Teachers may require that additional supplies be purchased during the year for special activities and/or projects. We sometimes have donations of supplies that help those in financial need.

#### FIELD TRIPS

Field trips are an important part of our school program. Information specific to the field trips will be sent out prior to the trip.

Students are considered "in school" while participating in district sponsored activities. This means students are subject to the rules, district policy, and other rules deemed necessary by the field trip supervisor.

#### DRILLS

The safety of our students is the top priority. Drills are conducted on a regular basis both to comply with the law and to prepare our students in case of an emergency. Fire drills occur monthly. Earthquake, tsunami, and lockdown drills take place 2 times per year.

Students are taught proper procedures for evacuation, and we are proud of our ability to get to safety quickly and quietly.

#### DISTRICT/SCHOOL WEBSITE AND FACEBOOK

Go to [www.alsea.k12.or.us](http://www.alsea.k12.or.us) to view the district website. There is information about the district, calendars, menus, school news, and much more. Please also like us on Facebook to get up to date information about the happenings at our school!!!

#### SPECIAL PROGRAMS

Sometimes the student may require special education and related services because of a significant disability that adversely affects his or her ability to learn. Parents and teachers can refer students for evaluation of needs.

Services for talented and gifted students are provided upon determination of eligibility through district procedures.

We ask that if parents/guardians have forms that teachers must fill out that discuss student behaviors and/or health during school hours to please contact the front office to help facilitate this process.

#### TIME TO LEARN AND DEFINING DISCIPLINE

**"WE CARE TOO MUCH TO LET PROBLEM BEHAVIOR INTERFERE WITH LEARNING."**

Students learn best when they feel safe and respected at school.

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to provide a safe, orderly and productive learning environment by changing unacceptable behavior to acceptable behavior.

Here are beliefs related to discipline at Alsea:

1. *We believe providing discipline and boundaries is a way for us to care for our students.*
2. *Students don't care how much you know until they know how much you care.*
3. *Every discipline is an opportunity to teach expected behavior.*

4. *Expected behavior must be communicated, taught, and modeled throughout the school year.*
5. *Parents have a responsibility to ensure their child's behaviors do not take away from a safe, orderly, and academically productive learning environment of others.*

#### STUDENT CODE OF CONDUCT

Students are responsible for conducting themselves properly in accordance with the policies of the district and lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and laws.

The district has the authority and control over a student at any school related activity, during the regular school day, regardless of time and location, and while being transported in the district provided transportation. Students will be subject to discipline including loss of privileges, detention, suspension, expulsion, and/or referral to law enforcement officials as deemed appropriate by school administration.

#### VANDALISM TO DISTRICT PROPERTY

A student who is found to have vandalized district property will be held responsible for the reasonable cost of repairing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and the student's grade reports, diploma, and records may be withheld.

#### BULLYING AND HARASSMENT

At Alsea, we do not allow hurtful, mean, or threatening words and/or actions at our school.

With that being said, there is a difference between being rude, being mean, and being a bully.

The 5 facets of bullying are:

1. Targeted
2. One – sided (once the target engages, it is becomes a conflict)
3. Over time (we consider three or more incidents, not in the same day)

4. Power differential (size, gender, social, etc.)
5. After adult intervention (usually, after the ADMINISTRATION intervention)

Bullying must be documented actions, not hearsay. Acts of bullying may result in student discipline.

We encourage Alsea students to discuss issues with adults immediately when those issues arise so that they can be taken care of immediately.

**Please remember that not every action is bullying.** We encourage parents/guardians to communicate with the school about any concerns regarding behaviors. Please refer to District Policy JCFE.

We will never totally prevent all bullying, and a strong component of this policy is teaching coping skills to our students.

Students feel empowered when they are able to solve their own problems, but also know when they need an adult's help.

#### STUDENT RIGHTS AND RESPONSIBILITIES

Among these student rights and responsibilities are the following:

Civil rights – including the right to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others:

1. The right to attend free public schools, the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
2. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
3. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
4. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;
5. The right to privacy, which includes privacy in respect to the student's education records;



6. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

#### **ASBESTOS POLICY**

Federal law requires that we notify the public of the presence of asbestos in the buildings. While asbestos is a concern, it poses no significant problem unless it is damaged.

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance.

The management plan is available for public inspection in the district office. Any questions, concerns, or reporting of possible problems are to be directed to the district at (541) 487 – 4305.

\*\*\*District policies will supersede any policy or procedure outlined in this handbook. Please visit [www.alsea.k12.or.us](http://www.alsea.k12.or.us) for the district's policies.\*\*\*