

Sexton Mountain Elementary School

Parent-Student Handbook



Phone 503-672-3560
Student Absence Hotline 503-259-7635

2011-2012

If you need this interpreted please call (503) 672-3715.

日本語で説明が必要な場合は、(503)591-4638 の Ako Luther までご連絡下さい。

Если Вам нужен перевод на русский язык, пожалуйста, позвоните по телефону (503) 591-4653 (спросите Марину).

如果您需要这文件翻译请联络黄先生 503.591.4646

한국어 설명이 필요하시면 (503) 591-4655 Soon Choi 에게 연락주시기 바랍니다.

Hadii aad u baahantahay in lagu turjumo fadlan soo wac talefankan (503) 672-3715

Nếu quý vị cần thông dịch lá thư này, xin gọi 503.591.4646 liên lạc với Ông Huỳnh Chi

Si necesita interpretación en español, por favor llame al Centro de Bienvenida al (503) 672-3715.

Dear Sexton Mountain Families,

It is my pleasure to serve the Sexton Mountain community! I feel blessed to be able to work with talented students, dynamic teachers, and incredibly supportive parents. Our goal at Sexton Mountain is to collaborate with students, staff, and parents to provide a safe, nurturing, inclusive environment in which students thrive academically, socially, and emotionally.

The Sexton Mountain staff is deeply committed to our students and their learning. We will teach to high academic standards and develop the creative and critical thinking skills students need to be productive, responsible citizens and leaders in a changing, global society. We want students of Sexton Mountain to have the life skills to be able to reach and attain any future goal and/or post secondary option they may choose to pursue.

I hope that this handbook will provide you with information that is helpful and informative. I am sure you will find answers to many questions that you may have. Please review the information in this book with your son or daughter. Also, please visit our website at <http://www.beaverton.k12.or.us/> to access this handbook and other resources as well as any updates about the calendar and programs. Additionally, look for our weekly electronic newsletter for information on upcoming programs, activities and events.

I value your commitment and dedication to Sexton Mountain and look forward to working closely with you to make our school the best learning environment there is for your student. Do not hesitate to call if you should have any questions.

Again, welcome to a new school year! Together we can inspire both the hearts and the minds of all children.

All my best,

Teresa Clemens-Brower, Ed. D.
a.k.a. Mrs. C.-B.
Principal
Sexton Mountain Elementary School

District Goal for 2010–2015: All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

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Core Values

Here at Sexton Mountain we believe we are more than just a building, we:

- Provide a welcoming place that fosters a sense of belonging
- Maintain a safe and secure environment
- Treat others with respect and dignity
- Support our strong partnership between home and school
- Provide a strong academic foundation that inspires lifelong learning
- Honor differences and learn from one another
- Implement decisions and programs that are in the best interests of children
- Encourage and respect safe, open communication
- Maintain standards of academic excellence
- Challenge ourselves to achieve our potential
- Value the joy of learning
- Believe there is a place for fun at school

Our Name and History

Sexton Mountain Elementary School was named for Edward S. Sexton, an early settler of the Tualatin Valley whose name was given to the mountain near his donation land claim. Born in Madison County, Ohio in 1822, Edward Sexton arrived in Oregon in the fall of 1850. On May 27, 1853, he secured his claim of 640 acres in Washington County. The mountain itself lies directly north of the intersection of Weir Road and Murray Road and is directly east of the location of the school.

The school opened in the fall of 1989 with 540 kindergarten through sixth grade students. By June of 1992, enrollment had grown to 885! Since that time, the Beaverton School District has added Nancy Ryles and Heights Schools to our area. Hiteon School was also remodeled and a number of classrooms were added there too.

School Colors and Mascot

School Colors: Black and Red

School Mascot: Eagle

Daily Schedule: Our doors open at 8:30 A.M. and students dismissed at 3:05 P.M.

Kindergarten A.M. Session:	8:30 A.M. – 11:00 A.M.
Kindergarten P.M. Session:	12:30 P.M. – 3:05 P.M.
Kindergarten Full- Day Session:	8:30 A.M. – 3:05 P.M.
Grades 1-5:	8:30 A.M. – 3:05 P.M.

The school office hours are from 7:30 A.M. to 4:00 P.M., Monday through Friday. Regular teacher hours are, generally, 8:00 A.M. to 4:00 P.M.

Doors Open

School starts at 8:30 am. Students may arrive at 8:05 and will be dismissed to their classrooms at 8:30. If students are being dropped off please have them enter at the side doors next to the cafeteria. Dismissal is at 3:05 pm.

Playground and School Supervision

Direct supervision begins at 8:05 am and concludes at dismissal time, unless special arrangements have been made for specific events. If students want to play at school after hours, they must first go home and report to parents or child care providers. They may return to the playground after 4:00 pm, but NO SUPERVISION of any kind is available.

Closed Campus - In an effort to protect all of our children, OUTSIDE CLASSROOM DOORS WILL REMAIN LOCKED. All parents and visitors are asked to enter through the front doors of the building and sign in with the office.

Sexton Mountain requires students to remain on the school grounds during school hours. In addition, any time you take your child out of school for appointments, vacations, or transfers you must sign your child out in the office. Please bring a note in advance when you know your child will be leaving school. Teachers will not release students to parents who have not first checked in with office personnel.

Getting Involved

Visitors-All visitors to the school or grounds, including parents, must wear an identification badge between 8:00 am and 4:00 pm. Badges are available in the office when you sign in on the visitors' log. If you are not wearing a badge, don't be surprised if you are stopped by a student or staff member and politely reminded to check in at the office.

Volunteers-If you are a volunteer, your badge serves as this identification. This requirement helps us ensure that strangers are not on our campus or in our building. The volunteer badges are available in the office workroom. All volunteers are asked to log in and out of the volunteer computer in the main office workroom.

Background Check

In April 2009, a new background check procedure was instituted in the Beaverton School District. It is now required for all parents, visitors and volunteers that plan on volunteering or visiting the classroom, going on a field trip or even accompanying them to recess to complete the background check. The process for adults is simply log onto this website: www.beaverton.k12.or.us/volunteer to complete a simple application. All information is kept strictly confidential.

Local School Committee (LSC)/Community Engagement Committees (CEC)

The Local School Committee will be replaced by the Community Engagement Committee this October. The Principal will appoint positions to the Community Engagement Committee. The CEC Committee's responsibilities are as follows:

- In collaboration with PTCs, promote and assist with District and school-based community outreach activities to increase and improve community engagement and volunteerism.

- Assist the Principal in establishing partnerships with business, government and community organizations.
- Report to and advise the Board concerning the progress and needs of the school and the wishes of the community concerning the school.
- Serve as a communication link between the public in their respective attendance areas and the School Board.
- Function as steward and advisor to the Principal, Superintendent and Board regarding building and campus use, and promote safe and sustainable practices in campus operations.
- Make decisions on requests for use of school property.
- Serve from time to time on District-wide advisory committees whose work impacts schools and communities such as boundary adjustments.

SITE COUNCIL

Sexton Mountain has a Site Council consisting of the principal, parents, certified staff members and a classified staff member. The Council meets monthly. The Sexton Mountain Site Council is responsible primarily for implementing and directing the School's Improvement Plan. The Council will strive to improve student achievement through curriculum, instruction and staff development. All meetings are open to the public. Meeting dates and times are listed on the school calendar and on the weekly newsletter.

VOLUNTEERING

An Information Sheet is included in the Back to School packet. Parents may use it as a resource for their volunteer involvement during the school year. This will outline the numerous volunteer opportunities at Sexton Mountain. It explains the positions and the responsibilities involved. If you need additional information or clarification on any volunteer opportunity, please contact a member of the PTC Executive Board or a Volunteer Coordinator. Be sure to complete and return the Volunteer Interest Form. We welcome volunteers whether it is just a few times a year or every week. Volunteers are needed for school-wide projects and events, as well as in the classroom and the library. Sexton Mountain is a school that is proud of their volunteers' dedication and commitment.

PARENT-TEACHER-CLUB (PTC)

An active parent organization functions at Sexton Mountain. PTC is a volunteer and parent/community organization that exists to promote and enhance the educational opportunities at Sexton Mountain, and to help develop a sense of community. Meetings are held monthly (alternating between day and evening). The dates and times are listed in the yearly school calendar and on the weekly newsletter. All parents and interested community members are automatically members of PTC. If you have questions, please feel free to contact the principal, school secretary or any member of the PTC Board listed on our PTC website.

ATTENDANCE

Your child should be in school, on time, every day, all day, unless there is an illness or family emergency. However, if your child is ill, it is better to have your child remain at home until full recovery is made or fever free without medication for 24 hour before returning to

school. If absences become excessive and begin interfering with the student's instruction, a meeting will be called with parent, counselor and administrators.

ATTENDANCE CHECK-IN SYSTEM

Sexton Mountain uses an attendance check-in system. This system provides a convenient method of reporting your child's absence, whether illness, vacation or appointment and provides peace of mind for both parents and staff that all children have arrived at school safely.

The procedure will be as follows:

1. If your child will be absent or late, simply call the check-in special phone line (503-259-7635) and state the following: your name, student's name, date of absence (all day, 1/2 day or late arrival), grade level and teacher's name, please give a reason.
2. When the classroom teachers electronically send in their attendance each morning, the office assistant will compare the phone messages with the daily attendance and make necessary calls to the parents to confirm or verify absences. If we do not hear from you, someone from our office or a computer generated message will follow-up and call you at home or at work to verify your child's absence.

In order for this system to be successful, we need your help. It is the responsibility of parents to contact the attendance line anytime prior to 8:35 am. After 8:35 please call the office. If you choose to e-mail your student's teacher, please also copy it to office staff as well.

TARDINESS

It is important that classes begin at 8:30 A.M. Students arriving after 8:30 must check into the office. All tardies will be documented on each trimester report card. A note or call from a parent is required when a child arrives late, otherwise the tardy will be considered unexcused. If tardies become excessive and begin interfering with the student's instruction, a meeting will be called with parents and administrator, and if extreme with a truancy officer.

DELAYED SCHOOL OPENING OR SCHOOL CLOSURE (SNOW DAYS)

On occasion, weather conditions may permit school to operate but require that the opening be delayed. On a delayed school day schedule, Sexton Mountain will open two hours late (at 10:30 A.M.) and buses will operate two hours late. Students should report to their bus stop exactly two hours later than their usual time. There will be no morning kindergarten on delayed opening days. There is also no ESL kindergarten on delayed opening days. Announcements of delayed school openings or school closures will be made between 6:00 and 7:30 A.M. on local radio and TV stations. The District Website also posts this information.

EMERGENCY CLOSURE

Parents should emphasize with children where they will go in case school must be unexpectedly closed during the day. It is impossible to notify each parent by phone, so previous instructions by parents can help reduce student anxiety in emergency situations. At the beginning of each school year, parents will be asked to update Emergency School Closure Information on the enrollment form. Please keep us advised if your plan changes. Classroom teachers will keep the plans on file and will follow them as needed.

GETTING TO AND FROM SCHOOL

SAFETY TO AND FROM SCHOOL

Please remind your children of these basic personal safety rules:

1. Plan a safe route to and from school and explain traffic hazards and safe crossings. Students crossing Rigert Road should use the crosswalk at the intersection of 158th where a school crossing guard is posted. Students crossing 155th should cross with the crossing guard at Sexton Mountain Drive. Students who ride a bicycle need to walk their bikes across the crosswalk.
2. Remind children never to talk to strangers or to accept rides or presents from them.
3. Be sure your child knows the safe use of a bicycle before he/she rides on the streets. Bicycles must be left in the bike rack and should be locked when they are left at school. Parents make the decisions whether a child rides a bike, walks, or rides the bus.
4. A note or fax from a parent/guardian is required when there is any change in a child's bus riding or walking routine. Without a note, the child will be sent home in his/her usual manner.
5. Be sure your child knows . . .
 - The first and last names of parents or guardians
 - His/her address and telephone number
 - What to do if no one is at home after school

Car Passengers

The safety and security of our students is our top priority. Our congested parking area requires extreme caution and care when delivering and picking up students. Parents are to use the yellow curb area near the front of the school for this purpose. Under no circumstances, should students walk between cars when arriving or departing by car. If it is necessary to park, park your vehicle in a designated parking spot. Parents who have parked their vehicle should accompany their children to and from the curb. Leaving cars unattended at the curb is prohibited. Children should be dropped off in the drop-off circle at the school's main entrance only. The walkway in the rear of the school, on 158th, is not a designated drop off or pick up area and is not supervised by school officials. Additionally, our neighbors on 158th Place deserve our respect and consideration. Please do not block their driveways and create congestion by using 158th Place. We realize this is an inconvenience at times, but we feel this extra effort is well worth it to ensure safety for all of our students. Thank you for cooperating with school staff who will be on duty in the parking lot at arrival and dismissal times - they are doing their best to keep traffic moving and keep everyone safe.

Bus Riders

Bus riders will load and unload on the playground area around the large playground structure. Upon arrival students will walk to the undercover area of the playground or into the school. After dismissal students will line up under the covered areas and be escorted to the buses in an orderly fashion. No students are allowed on the playground or big toy area during these times.

Walkers/ Bike Riders –

Students who walk or ride to school are asked to use the walking path leading from the sidewalk on SW 155th up to the portable classroom area. This is the ONLY walking path that is to be used by students and/or adults between 8:00 am and 3:30 pm. It is extremely

dangerous to walk along the driveway entrance/exit. Bikes and scooters need to be walked once on the sidewalk. All children under the age of 16 must wear approved headgear when riding a bike. (ORS 814.485).

SCHOOL BUS RULES

All guidelines and procedures outlined in this document and the Consistent Discipline Handbook apply to children riding the bus to and from school. Children who behave in a way that impedes the safety of others may be suspended from bus services. Students are expected to be safe, respectful and responsible on the bus.

Be Safe	Be Respectful	Be Responsible
<p>Students will sit in seats with feet on the floor and legs out of the aisle. All belongings will remain in backpacks. Students will get off the bus only at their stop. Balloons are NOT allowed.</p>	<p>Students will listen to and follow the driver's directions. Students will use quiet voices and kind words. Students will visit quietly without hurting others physically or emotionally.</p>	<p>Students will be responsible for their belongings and should leave no trace that they were there. Students will use good judgment.</p>

All children are to get off the bus at the stop designated by Transportation. To make any changes in pick up or drop off plans, a note written and signed by the parent or guardian must be given to your child’s teacher then the bus driver. Children will not be let off the bus at other than their normal stop without your written permission.

Those not following bus rules may lose their right to be transported to and from school. The following procedures will result first before a child is removed from the bus. Parents will always receive a bus citation should a student’s behavior get to this point on the bus.

- Child assigned a seat for the trip or for the day
- Child given a citation
- Child assigned a seat for a period of time
- Child may lose bus privileges
- Child given a pre-citation warning

BICYCLES AND SCOOTERS

Students who have a safe route are welcome to ride their bikes. Permission for riding a bicycle must be indicated on the enrollment form on file in the office. Students who ride their bikes to school must get off their bikes as soon as they enter school property and walk their bikes to the bike rack. Doing so helps with the safety of pedestrians at the front of the school. Also, there should be no riding of bikes in the school driveways and parking lots. Students that do ride their bikes should bring a lock for the safety of their bike as the school cannot take responsibility for theft. Scooters follow exactly the same rules for riding and storing as bicycles.

SKATEBOARDS, SKATES, ROLLER BLADES, SHOES W/WHEELS

The above are not allowed at school because of concerns for safety, security, and damage to school property.

DISMISSAL

At dismissal time, classroom teachers walk their classes out to the buses. During the first few weeks of school, special care will be given to new students and students in

Kindergarten and 1st grade so that they get on the right bus. Students who are to be picked up by a parent should stand in front of the school.

WALKING HOME FROM SCHOOL

The school strongly discourages students from walking home from school if they have bus transportation available to them. Unless a student lives close to the school, bus transportation is best. Any change in this permission must be made in written form.

CROSSWALK

Each day we have a crossing guard on Sexton Mountain Dr. and 155th Avenue at arrival and dismissal times. Please follow the following safety crosswalk rules:

- Use the crosswalk to cross
- Look both ways. Even though cars must stop, wait until they actually stop before crossing.
- Obey the Crossing Guard.
- Plan your arrival for 8:05 or later.
- Leave school between 3:05-3:15

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

DISCIPLINE POLICY

In order to provide the excellent learning atmosphere at Sexton Mountain School, students are asked to be safe, respectful and responsible whether in class, at lunch, at recess or on the bus. Students who are unable to meet these expectations will have natural and logical consequences. Each discipline problem will be handled individually whether by a teacher, principal, playground supervisor or specialist. The Sexton Mountain school wide student management plan is based on helping students learn to make responsible decisions by asking themselves the following questions:

IS IT SAFE?

- ❑ Students are expected to act safely. Students are to walk to classes, lunch, recess, in the halls and on the blacktop. Students are to wait patiently in line. Students are expected to use equipment properly.

IS IT RESPONSIBLE?

- ❑ Students are expected to be accountable for their actions. They are expected to be responsible for their learning and to use good judgment.

IS IT RESPECTFUL?

- ❑ Students are expected to show kindness towards others, act with a sense of right and wrong, and play without hurting others physically or emotionally.

In an effort to help all students meet or exceed social and behavioral standards, all staff teach expectations throughout the year. Teachers take many steps to help children solve problems in a positive way and to behave appropriately in the school setting. Parents are also encouraged to participate in this important task of helping the student maintain appropriate school behavior.

As staff we will:

1. TEACH students what it means to be safe, respectful and responsible in all school areas. The first five days of school will be spent reviewing expected behaviors in different parts of the building and practicing appropriate behavior using common lessons.

2. REINFORCE and ENCOURAGE appropriate behavior.

On a daily basis students can earn EAGLE EYE coupons when they are "caught" being safe, responsible and respectful by any staff member. There will be many instances when students receive verbal praise rather than an EAGLE EYE. Impromptu and intermittent recognition of taught behaviors increases the likelihood of those behaviors occurring more frequently.

3. If a student is not being safe, respectful or responsible, interventions will be used to re-teach the desired behavior. If the behavior continues, staff member should use a different problem solving strategy. Possible interventions that may be useful might include one or more of the following:

- Verbal reminder and re-teaching of expectations
- Use of problem solving worksheet
- Behavior Contract
- Time out in another part of the classroom or in another room with adult supervision
- Problem solving conference
- Loss of privileges, such as recess, field trips, Field Day, free time, Friday Fun
- Parent contact
- Community service
- Visit with the principal

Inappropriate behaviors are an opportunity to teach appropriate behavioral skills to motivate children to behave in a mature and responsible manner. Consequences for inappropriate behavior will focus on correcting the behavior and will increase in severity based on the number of previous offenses and the nature of the offense. If a student is sent to the principal's office, one or more of the following actions will be taken in accordance with the District's Consistent Discipline Handbook:

- Conference with student
- Parent contact by phone or discipline form sent home to be signed and returned
- Parent conference
- Behavior contract established
- Office detention
- Loss of student privileges
- Assignment of community service
- In School Suspension
- Out of School Suspension

Student Dress

We believe that appropriate dress and good grooming foster poise and self-assurance. Students will be encouraged to practice good grooming and to differentiate between play clothes and school clothes. Students may not wear hats in the building. Oversized, baggy clothing is discouraged. Clothing associated with gangs or having inappropriate words and pictures is not allowed. Dress and grooming are the primary responsibilities of the students and parents/guardians. However, students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean or threatens the health or safety of the student or others. See the Disruptive Appearance section of the Consistent Discipline Handbook for further clarification.

Shoes

Students need to have appropriate shoes for PE class and playtime. Tennis shoes should be worn each PE day. Tennis shoes are the best shoes to wear on the playground as well.

RESOLVING CONFLICTS

It is our hope that our students will not have conflicts with one another. However, if they do we would like to help them learn how to resolve issues without using physical force or violence. Kelso's Choice is a program we use at our school that help students resolve small problems. (Please note, any student who feels unsafe or intimidated should immediately seek an adult for assistance.) Kelso's Choice is a conflict management program for children which provides a variety of strategies to solve a problem. All of our staff have been trained to use Kelso, and the School Counselor will also teach the Kelso choices each fall. Additionally, playground supervisors and teachers in the classroom will use the Kelso Choice Wheel when helping to resolve small issues between students. The program has a green frog known as "Kelso" who serves as the program mascot. Parents and families are encouraged to also use the Kelso Choice Wheel at home too.



NUTRITION SERVICES

BREAKFAST

Breakfast is available daily for Sexton Mountain students. The kitchen serves breakfast from approximately 8:10-8:25 am. Students on free and reduced lunches receive breakfast at a free or reduced rate.

LUNCH

Sexton Mountain provides a lunch program that gives students several choices of food from each of the food groups. Every day students can pick one entree. They can also pick as many choices as desired from the grain/bread, fruit and vegetable food groups. Every lunch also comes with one milk. Breakfast and lunch menus are sent home monthly.

FREE OR REDUCED PRICE MEAL BENEFITS

If a family is experiencing financial need, parents may complete an application for free or reduced price meals for all students in their family. Applications are available online on the district website. The application process and each student's meal benefit status are completely confidential. Families may apply for meal benefits at any time throughout the school year. However, a new application is required for each school year. For more information please call: Nutrition Services Meal Benefits Office 503-591-4569 or ELL Welcome Center 503-672-3715.

STUDENT MEAL ACCOUNTS

Students are assigned their own individual meal account which they can access using a Personal Identification Number (PIN). Parents, please check with your child when you need their PIN number to make a deposit. The meal account is a debit account, so students eligible for full and or reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their students account by using either of the following methods:

- Send cash or a check made out to the school. When making a deposit, please indicate your student's first and last name along with his/her grade level and insert cash/check in an envelope. Deposits can be made in the cafeteria or the front office.
- Making payments either online or by a toll free number. Parents can log onto www.mealpayplus.com or call 800-816-6425 to deposit funds with a nominal fee. You can also monitor account balances or receive low-balance emails at no charge on-line or via the toll free number once you set up an account. More information is available by calling (503) 591-4419 or on the Nutrition Services website: (<http://www.beaverton.k12.or.us/home/departments/nutrition-services/>).
- Please note that students will no longer be allowed to charge meals. When account balances get low, he/she will receive a verbal reminder that the account balance is getting low. Please see the information above regarding how to track your student's meal balance.

LUNCH GUESTS

We welcome parents to have lunch with their children. However, please sign in at the office first to get a visitor badge. As was mentioned earlier, it is now necessary for all parents, visitors or volunteers to have a background check should they plan on having lunch and accompanying their child to recess. A background check isn't necessary to just have lunch and not go out to recess.

CAFETERIA

Each grade level is together during their assigned lunch period. This means that a large group of students share a relatively small space. Certain behavioral guidelines are expected so that lunch time is a pleasant experience for all children. Students will be given adequate

time to eat before going out to lunch recess. If more time is needed, children are able to move to an overflow table to comfortably eat their lunch. In the Cafeteria the Sexton Mountain students . . .

- Wash hands before entering the cafeteria
- Use appropriate table manners
- Keep their voices moderate, talking only to those seated at their table until excused
- Do not share, trade or exchange food
- Clean up after themselves

VISITORS - Again, please read section on background checks.

To help with the safety and well-being of all Sexton Mountain students, we must know who is in the building at all times. To help us do this, please sign in and out at the office. For security reasons, we ask that all visitors wear nametags or a "visitor" badge. We know that many wonderful experiences happen at Sexton Mountain. Parents are invited and encouraged to visit school and/or their child's room to share in his/her experiences. Pre-schoolers, who come with visiting parents, or volunteers must be kept with parents at all times (this includes on the playground).

HEALTH ROOM

SCHOOL NURSE

The school does not have a nurse on site. The secretaries call the nurses for advice and emergencies. A school nurse visits our school approximately two hours per week.

VISION/HEARING SCREENING

In the fall with the help of parent volunteers, vision screening is completed for our students.

Audio metric (hearing) testing is scheduled for selected grade levels (grades K and 3) and teacher or parent referrals during the first semester of the school year.

STUDENT ILLNESS OR ACCIDENT

When a student becomes ill or hurt at school, if deemed necessary, we make every effort to contact the parents, guardians or a person designated on the student enrollment form by the parent. For this reason, it is of the utmost importance that the school has the most current home and work phone numbers. When in doubt, the school will call and ask the parent to make a decision as to whether a child should remain in school, go home, and/or receive medical attention. Parents should sparingly use requests for children to stay indoors during recess periods. We ask you to please consider carefully if the child is well enough to be in school, they should be able to go outside in warm clothing for short periods of time.

SENDING A CHILD HOME

Parents must come into the office to sign out and pickup their child when leaving early due to illness or an appointment. Students will not be allowed to wait out in front of the school for their parents. A child is never sent home from school during the day without specific parental permission (see emergency closure for exception).

MEDICATIONS

No medication (prescription or nonprescription) will be given to any student unless a parent brings the medication into the office and fills out a "Parental Request for Medication

Administration at School” form. Parents with children who need to take medication during the school day must bring the medication to the school office in its original container. Children should not bring medication on the bus. Pharmacists will provide two containers for the medication if asked, one for home and one for school. The label on the container must state the student's name, the dosage, time, prescription number, and the physician's name.

INSURANCE

Student accident and dental insurance is available to all students. A brochure and application will be sent home in the first day packet or may be obtained in the school office.

INFORMATION ABOUT HEADLICE

We expect that parents will check their own children regularly for lice or nits. Students must be lice free at school.

SPECIAL CLASSES, OCCASIONS, AND LEARNING OPPORTUNITIES

OUR LIBRARY/MEDIA CENTER

The library will be open before school and students will be able to check out books every four days during their specialist rotation. Students with overdue or lost materials will not be able to check out new materials until they have been returned or paid for, so it is very important that parents work with their child(ren) to encourage responsible borrowing.

The Beaverton School District provides a variety of online instructional and informational tools for school and home use. This allows students and staff to begin projects at school and continue working at home. To access these tools from home, connect to the internet, then enter <http://www.beavton.k12.or.us>, click on: Students > Select your school from eResources menu. Questions? Your school library staff can help you.

BOOK REPLACEMENT POLICY

Library books and Textbooks are an important part of our educational program and require a significant expense from our school's budget to purchase. Students are responsible for any books checked out or assigned to them. This responsibility extends at school, as well as outside of school.

If a student loses a book, he/she will be responsible for the full replacement cost. If a lost book is later found, the student will be refunded the replacement cost. Lost or damaged materials should be paid for before the end of the school year.

TECHNOLOGY

Sexton Mountain students and staff have access to technology. Students in grades 1-5 will receive instruction from the technology teacher approximately once every four days. Technology Instruction will be held in our Computer Lab. Computers are also in each of the classrooms, grade level common areas, and the library. Technology curriculum and instruction will follow our district's technology curriculum. The Beaverton School District's standard desktop of tools and software adopted by Sexton Mountain are used to enhance curriculum. Students and staff utilize these technologies as tools to access, analyze, use and communicate information. Students will have access to the Internet unless a parent provides a written request otherwise. Such notification must be made by the parent within the first month of school of a student's enrollment. Please talk to your child/children about

responsible e-mail use. Remind them not to share pass codes or write anything they would not say to someone in person.

MUSIC

Students in grades 1-5 have music class once every four days. In music class, the students sing, dance and play instruments. They learn about composers and different kinds of music.

PHYSICAL EDUCATION

The Physical Education program is designed to strengthen individual physical fitness and develop skills necessary for the enjoyment of life-long recreational activities. Teamwork and good sportsmanship is also emphasized. It is not intended to be a competitive program for individual goals. All children are expected to participate in activities. Children who are to be excused from an activity must have a written excuse from a parent. The excuse should be dated and state the reason why the student can't participate. All children must wear soft-soled shoes that will not mark the floor. Tennis shoes are required. Stocking feet are not allowed for safety reasons. In the event proper footwear is not worn, depending on the activity, the student will sit out. This means clothes they can move in comfortably.

ASSEMBLIES

Assemblies are for the students and staff at Sexton Mountain. Parents are always welcome. During school-wide assemblies/events and large group settings such as the cafeteria, the persons in charge will use our hand signal (raising of the hand) when it is necessary to get the attention of the group. When students see this signal, they should also raise their hand, stop talking, and look at the person signaling. To show consideration for others at assemblies, please observe the following guidelines:

AFTER SCHOOL PROGRAMS

Each year this varies but some after-school programs are available. Foreign Language, Hands-On Science, Art, Sports, the park district (THPRD) and Choir are just some examples. Most are offered by private companies and charge fees. Flyers and information regarding sign-ups will be sent home with students or can be found at our community wall.

FIELD TRIPS

Teachers will occasionally plan learning experiences that take place outside of the classroom. Specific objectives are formulated before the trip and follow-up activities take place upon return. The PTC pays for field trips. Specific expectations of the students, staff and volunteers will be clearly defined for each trip. Because of District insurance policies, we cannot include pre-school children on school buses for a field trip. Teachers are assisted on field trips by volunteer parents. Often teachers can only take a limited number of parents as chaperones. Parent chaperones may be asked to sign a contract and follow specific guidelines necessary for student safety. Parents will be notified in advance by the teacher of all field trips and we will ask for a signature to acknowledge understanding and acceptance of the trip.

ROOM PARTIES

Room parties are limited to Fall, Winter Holidays and Valentine's Day only. Fifth graders will have a party at the end of the year as a special good-bye before they move on to the middle school. At the beginning of the year, money is usually collected from each student to cover room party expenses. The planning of these activities is coordinated through the PTC. Washington County Health Department and school policy requires that all food for parties be store bought.

BIRTHDAYS

Students are given special recognition by their principal/teachers during their birthday month. Please do not send treats, balloons or flowers on your child's birthday. Their delivery interrupts the teaching and learning time. Birthday invitations may not be given out at school unless every child in the classroom receives one. We do not give out student phone numbers and addresses.

Emergency Drill Procedures

All students and staff will participate in emergency drills and procedures. These include fire, earthquake, lockout and lockdown drills. When the alarm is sounded or emergency announcement made, students will be directed to follow their teacher's instructions in a quiet, orderly manner. Visiting parents and guests will be expected to do the same. If you are at school during an earthquake drill or fire drill, please follow these procedures. Classroom teachers will teach specific drill instructions to students in the first few days of school.

Fire Drill

At the sound of the alarm leave the building through the nearest exit. Remain outside until everyone is notified to reenter the building.

Earthquake Drill

Announcement by intercom, "Please take immediate shelter - Duck & Cover". After a period of time, announcement by intercom may ask you to evacuate the building or the fire drill bell may sound to evacuate the building.

Lock In Drill

Announcement by intercom, "Please take immediate shelter out of sight of windows and doors." After a period of time announcement by intercom will give further instructions.

Lock Out Drill

Announcement by intercom, "Please take immediate action to secure the building." After a period of time announcement by intercom will give further instructions.

DISTRICT WELLNESS POLICY

The School Board recognizes that childhood obesity has become an epidemic in Oregon as well as throughout the nation. In order to attain the District goal of increasing academic achievement for each student district-wide, it is essential that the District provide an environment that fosters wellness.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime we are working to create a school environment that will foster healthy life-long habits. We are doing that in the following ways:

- To support children's health and school nutrition-education efforts, school fundraising activities during the school day, or through programs for students 30 minutes before or after the school day will use foods that meet the above District nutrition and portion size standards for foods and beverages sold individually.
- We will encourage fundraising activities that promote physical activity.
- We will not use foods or beverages as rewards.
- We will limit celebrations that involve food during the school day to no more than one party per class per trimester. Each party may include no more than one food or

beverage that does not meet nutrition standards.

RECESS AND PLAYGROUND

PLAYGROUND

All community members are welcome to use the grounds and playground equipment when school IS NOT in session. During regular school hours the school and our students have priority use of the fields and playground equipment. After school hours and on weekends, the Tualatin Hills Park and Recreation District, the Westside YMCA and the Sexton Mountain LCS/CEC schedule use of the fields and gym during much of the year.

GENERAL RECESS SAFETY RULES AND PROCEDURES

Our goal is for students to enjoy all games and equipment, in a safe manner.

- Rough play is not allowed on the playground.
- Students will settle differences peacefully using problem solving strategies.
- Students will show respect for others
- Students will stay within the fenced area (on rainy days, the covered area).
- Students will leave rocks, bark chips, sticks, and other dangerous objects alone.
- Students will play running and tag games on grassy areas, not around the hard surface area, playground structures or in the covered area.
- Fence, backstops, and posts are not to be used for climbing.
- Students will take turns on equipment.
- Students will follow all game and ball rules.
- Students will follow the directions of the playground supervisors.
- Students will take their outs when called out by the judge (first person in line).
- Students will not leave the playground without a duty teacher's permission. (the duty teacher has passes to the restroom, health room, etc.)
- Students will walk, skip or gallop on the cement surfaces (no running).
- When the bell rings, students are to stop what they are doing, return equipment, & line up quietly.
- Students who cannot follow rules will be asked to take a time out.

EQUIPMENT GUIDELINES

Swings: Take turns. The proper method of swinging is one person sitting in a swing, moving forward and backward in their own space facing the school (Own space is defined as not touching anyone else or anyone else touching them). Pushing is not allowed. No twisting and turning the swing, or twisting the seat to raise the swing. If all swings are full, a student should tell someone on a swing they are counting swings to 25. Students counting should be facing the student who is swinging (standing clear of swings on the blacktop). No jumping out of swings.

Playground Structure: No chasing or tag games around the playground structure. No climbing UP slides or tubes. On the clatter/suspension bridges only standing up is allowed; no sitting or lying on the bridges. No sitting or standing on the top of the playground structure, and no jumping from the top to the ground. Only one student is allowed on the ladder at a time. Others will wait in line at the bottom until the student reaches the platforms. When the playground structure is too wet from rain, orange cones will be placed on the playground structure indicating to keep off.

Balls: Balls should be thrown short distances not across other games. The only recess balls that should be kicked are soccer balls and kickballs. The kicking of rubber recess balls will result in automatic loss of ball privileges. Rubber balls when kicked often "pop" and are expensive to replace. Deliberately throwing or kicking balls on the roof, away from a designated game or for the purpose of hurting someone or to express anger will also result in loss of recess or ball privileges.

Track

For the safety of all students, we do ask that the following guidelines be followed when the track is open:

- Students are to be moving at all times whether walking, jogging, skipping, etc in a clockwise direction... staying on the track at all times. (No tag games... please)
- Slower traffic should stay to the right.
- The track is the perimeter boundary when the field is open... no students are to go beyond the outside edge of the track.

FIELD AREA

Soccer play and kickball are encouraged. No blocking, tackling or yanking during play. Due to frequent rainy weather, sometimes the duty teacher will decide that the field is too muddy for games. Good Sportsmanship is always appreciated and encouraged.

Chasing or running is allowed only out on the field. When playing tag a person is tagged or touched not tackled, pulled on, grabbed by their coat /sweater, etc. Students must stay in sight of duty teacher. No leaving school grounds (outside of fence). Primary grades (K-3) should not go further out than mid-field.

END OF RECESS

At the whistle signaling the end of recess, students are to immediately return all balls to the rack/basket. Students will line up promptly and quietly at their class' designated place or door, wait for their teacher to pick them up or let them in, and then will enter the building quietly. Classroom teachers will review "line up" locations during the first week of school. Students on the grassy areas are to move quickly to the covered area when the bell sounds.

COMMUNICATION

A weekly principal's newsletter is e-mailed or sent home with the youngest or only child in a family each Tuesday, to keep you informed of school information, events and dates. The PTC's Tuesday Newsday and supplemental flyers are sent home on Tuesday at well. However some flyers for groups and organizations, other than the school, must be approved by the Community Involvement Department at Central Office. If approved, they are either sent home individually, with the newsletter or are available on our community shelves/wall. Our ongoing goal is to maintain communication between school and home.

TEACHING AND LEARNING

Beaverton schools are a great place to learn. Parents and educators work together to provide students with challenging educational opportunities in safe, effective learning environments. The community plays a highly visible role in creating and supporting innovative programs and options. Together, students, parents and District staff strive for continual improvement. The Beaverton School District recognizes that parent involvement is vital to achieve maximum educational growth for all students. The District strives to ensure effective involvement of all parents by promoting activities that support a

partnership among the school, parents, and the community, and promote the improvement of student achievement.

LEARNING TARGETS

Our learning targets define what a child should know and be able to do at each grade level. See the detailed learning targets on the Beaverton School District Website. Click the “Departments” tab then the “Instruction” tab.

HOMEWORK

We believe that elementary school students should devote some out-of-school time to their studies in order to attain their fullest potential. It is important that students complete homework on time. If a child doesn't have homework, we encourage parents to have students read during their home study time. Parents/guardians are asked to please help their children complete assignments by providing a quiet place to study and having a nightly study period time. Several teachers and grade levels, also, ask parents to sign nightly reading logs and assignment sheets/planners. Homework is one mean of practicing the necessary skill of individual study and learning for present and future use. It is a responsibility the student should take independently. Teachers at Sexton Mountain attempt to provide meaningful and reasonable assignments.

Homework is assigned to Sexton Mountain students for the following reasons:

- To complete work started in class
- To expand and/or enrich regular class work
- To build interest in reading or learning skills
- To give additional practice and application to strengthen learning
- To make up work missed due to absence

In general, students in grades one through three may have from 15-30 minutes per night; the upper grade students may have from 30-60 minutes per night. Some students may spend more time due to special projects, not using their time well in class, or striving for excellence. Less time may be spent due to the student finishing in class or the student compromising on the work quality. Parents and teachers need to work together to help each student be successful in their homework assignments.

HOMEWORK REQUESTS

Teachers plan for the short- and long-term but they must remain flexible and frequently have to change their instructional plans in order to meet the needs of the specific students in their classrooms. Your child's teacher will be happy to provide you with a list of the kinds of learning activities you can provide for your child while on an extended absence. In some cases it is better for the child to make up the actual work they will have missed after the absence. The classroom teacher will make this decision on an individual basis. Families are encouraged to make requests for assignments if their son/daughter will be unable to attend school due to extended illness, injury or extended travel. Please keep in mind that homework requests require the special attention of the teacher. Please give us at least 24 hours notice because teachers are busy working directly with students throughout the day. It is not always possible for teachers to provide appropriate assignments during a student's absence due to our efforts to implement an “integrated” and “hands-on” curriculum.

Other Suggestions for Parents

Your own reactions and attitudes will go a long way toward determining how your child feels toward school. Please help your child look forward to school. Talk about it in a friendly way so that your child will think of it as a pleasant place to work and play. If your youngster expresses doubts or fears about something, don't dismiss them. Try to answer all questions in a positive, reassuring way, and let your child know that there will be friendly people to help at school.

Here are some other suggestions parents have found helpful:

- Take an active interest in what the student is doing in school.
- Rather than asking, "What did you do today?" or "How was school?" Phrase your questions to be open-ended but specific: "Tell me about what you are reading" or "Tell me more about how you solved that puzzle" or "What did you think about when you..."
- Should problems arise, consult your child's teacher immediately so as to reinforce a positive attitude toward school and toward problem-solving together.

Additional Home Learning Experiences

We encourage parents to set aside a special place and a specific amount of time each night for study. If a child does not have assigned homework, here are some suggestions for use of that time.

- Reading
- Writing-notes to relatives, journaling, shopping lists, etc.
- Playing games

Guidelines for Students

- Write down your assignments. Read all directions and questions carefully.
- Be sure you understand the assignment before taking it home. Ask questions.
- Before you leave school each day, check to be sure you have the necessary papers, materials and books to complete your homework.
- Have some organized means of keeping and carrying homework to and from school such as a book bag or backpack.
- Begin long-range assignments early.
- When you are absent, be sure to check with each of your teachers when you return. Write down the assignments you missed.
- Turn your homework in on time.
- Plan a specific time each day for homework.
- Recognize when you struggle and overcome challenges. Take pride in knowing that you are learning the life skill of perseverance.

Guidelines for Parents

- Know the weekly homework schedule established by the teacher.
- Let your child know that education is a top priority.
- Make sure your child has appropriate materials and equipment to complete homework tasks.
- Help your child organize school materials, notes, assignments, books, papers, etc.
- Provide a quiet place for your child to do homework away from TV and other distractions.
- Help your child prioritize his or her time so that time is scheduled for homework as well as other outside activities.
- Make an occasional constructive suggestion, but avoid severe criticism and undue pressure.

- ❑ Recognize that some struggle is good. Learning to work through challenges is an important life skill.
- ❑ Encourage your child to seek additional help from the teacher at school if he or she seems to be having any difficulty with the work.
- ❑ Insist upon sufficient rest and proper diet.

Contact the teacher

- ❑ If your child worries or frets over homework assignments.
- ❑ If your child does not understand how to proceed with assignments.

REPORT CARDS

Sexton Mountain School will have three grading periods when report cards will be issued. A calendar with grading trimester dates and other events is on our website. Report cards will be sent home with students at the end of the 1st and 2nd trimesters. The 3rd trimester report card will be mailed in June, the day after the last teacher workday. There are two main purposes for these progress reports. First, they provide the teacher and student an opportunity to assess and evaluate the growth and achievement that has been made over an extended period of time. The student, parent and teacher can use the information to identify strengths, goals and areas of emphasis. Secondly, progress reports formally relay to parents the progress and achievement of their child in school and indicates if their child is on track to meet state benchmarks. Equally important to academic progress, report cards keep parents informed about student behaviors and effort.

GRADING

Students will receive three report cards a year. All teachers use a District adopted report card. The kindergarten report card is slightly different than the report card used for grades 1-5. Students are “graded” in two areas: Personal Development/Work Habits and Academic Progress. Under the category of Personal Development/Work Habits teachers will be looking at how the student’s effort matches with what they know about the student as a learner. Students can receive one of three grades: “I” for Improved Effort Needed, “S” for Satisfactory Effort, and “O” for Outstanding Effort. Under the category of Academic Progress teachers will be looking for how the student’s performance is on track to meet the curricular expectations for his/her grade level and the state benchmarks. Students can receive one of three grades: “D” for not yet meeting, but developing toward grade level expectations, “M” for meeting grade level expectations and “E” for exceeding grade level expectations. In each academic area students are graded in both effort and performance.

Besides grades in these areas from the classroom teacher, students will also be graded in their library, music, technology and physical education classes. A record of student absences and tardies are reported on each report card. Each report card will also contain teacher comments specific to the child.

Your Child's Reading Assessment

To understand your child's reading grade, it is helpful to know how we assess reading. The benchmark assessment the Beaverton District uses to assess students in reading K-5 is called the DRA (Developmental Reading Assessment.)

In this assessment, each student reads a short book at their estimated reading level. These levels increase based on the complexity of the text, including level of picture support, amount of repetitive language/events, predictability, sentence length and complexity, length of text and font size, vocabulary and word choice and concepts presented.

Oral Reading Skills

Students at lower levels read the entire book aloud, while at higher levels, they read part aloud, and part silently, and are scored on accuracy and fluency.

Reading Engagement

Students are assessed on what and how often they choose to read independently and how often they choose to read books on or above their grade level. We note whether students can recall recent titles read and/or something about their favorite books. At the higher grades, we also determine whether students are reading multiple genres, as opposed to just reading a single genre such as mysteries.

Comprehension Skills

Comprehension skills are also assessed-the higher level the text, the higher the comprehension skills expected. Below are some of the skills assessed in the DRA:

- Make predictions
- Determine the important ideas in the text
- Generate questions
- Support their thoughts with details from the text
- Understand the text
- Demonstrate awareness of the strategies they use
- Think beyond the literal level to construct and monitor meaning.
- Oral retell (levels 3-24)
- Written summary, interpretation, reflection, and demonstration of meta-cognitive awareness (levels 28-60)

Written Summary

For levels 28 and above, students are required to complete a written summary and answer written comprehension questions. Since writing a summary is a different skill from oral retelling, we continue to teach students the necessary elements of a good written summary and give students multiple opportunities to practice written retells.

Non-Fiction

Beginning in 1st grade, the year-end benchmark target includes the reading of a non-fiction book at each grade level. Since non-fiction reading requires some different skills from fiction, students need to be successful reading both.

Continuum

The student's reading engagement, oral reading, and comprehension are given a score and placed on a continuum of reading skills. The reading score will fall in one of these levels:

Intervention/emerging Instructional Independent Advanced

At the intervention/emerging level, students do not understand what to do or lack the strategies and skills needed to adequately respond. These students require ongoing instruction and support so that the confusions can be eliminated and effective skills and strategies can be learned and practiced.

At the instructional level, students have some control of the necessary strategies and skills to read, comprehend, and respond to the prompts and questions for the assessed text level.

At the independent level, students for the most part control the necessary strategies and skills to read, comprehend, and respond adequately to the prompts and questions for the assessed text level (orally at levels 3-24, and in writing at levels 28-60).

At the advanced level, students read fluently and demonstrate a deeper level of comprehension with thoughtful responses.

The table below shows the year-end independent benchmark targets for the DRA test at each grade level. If a student meets or surpasses the year-end target in the independent or advanced range, he/she will receive a grade of meets expectations. Students who surpass the benchmarks by one full grade level within the independent/advanced range will receive a grade of exceeds expectations.

Primary Grades Benchmark Targets

Grade	Year-End DRA
K	3
1	16
2	28
3	38

In grades K-3, there are multiple DRA levels for each grade. This table shows the year-end target only. Students are tested at the level at which they can be successful, and rated on the continuum based on their current skills. Students meet expectations if they reach the year-end DRA target for their grade in the independent or advanced range.

Intermediate Grades Benchmark Targets

Grade	Year-End DRA
4	40
5	50

In 4th and 5th grade, there is one DRA level for each grade. Students progress on the continuum from instructional to independent as their reading skills improve. To meet expectations at the end of the year, they should be able to read the year-end DRA target for their grade level in the independent or advanced range.

SPECIAL SERVICES

Learning Disabilities Program

This program serves students with normal intelligence who are functioning significantly below expected levels of achievement in academic areas. Using multi-sensory techniques, in combination with a meaning-centered approach, the program is tailored to the needs of the individual student. Services are provided for students either within the regular classroom or on a pullout basis. The Learning Disabilities Specialist (Resource Room teacher) works closely with both the classroom teacher and the parents. Annual assessment results are shared with parents and the classroom teacher, as is the development of an Individual Educational Plan (IEP) for each identified student. Students must meet certain criteria to qualify for this program.

Speech Language Services

This program provides services to students with communication disorders. Services are provided for students either within the regular classroom or on a pullout basis. The range of communication problems served include speech (articulation, stuttering, voice), hearing

impairments, and language-learning disorders. The speech-language pathologist identifies specific problems at the referral of a parent and/or teacher, develops an Individualized Education Plan (IEP), provides ongoing service, and consults with parents and teachers. A speech pathologist is at Sexton Mountain approximately three days a week.

School Psychologist

The School Psychologist administers tests, helps identify students needing special education services, counsels students individually and in small groups and consults with parents and teachers. A school psychologist is at Sexton Mountain approximately two days a week.

School Counselor

Sexton Mountain has a half time School Counselor. The counselor works with students, parents and staff. During the school year, the counselor will go into classrooms and teach guidance lessons. The Counselor also works with students individually and in small groups (with parent permission) primarily focusing on social and academic skills. Parents may also meet with the counselor to get parenting tips and referrals to other resources. There is a parenting library available for parents in the library.

Talented and Gifted (TAG)

Students can be identified as gifted in up to three areas: reading, math and/or intellectually gifted. In order to qualify, students must score at the 97% or above on a norm-referenced test. Other information such as work samples, writing and math portfolios, and behavioral information is also considered before a student is identified for the TAG program. This is a school-based District program. Eligibility for the program is determined on an individual basis based on test data, and teacher observation. Classroom teachers are responsible for providing instruction at the correct rate and level for identified gifted students. A TAG Resource Specialist is available at the District level as a resource and consultant. Testing for TAG is conducted once a year. Referrals for testing can be made by teachers or parents.

English Language Learner (ELL)

Through our ELL Program, children who qualify are given additional English instruction during the school day. The district requires that any student living in a home in which a second language is spoken be evaluated by the ELL Intake Center. Eligibility is determined by the District's ELL Intake Center.

ADDITIONAL INFORMATION

LOST AND FOUND

The school has a Lost and Found located in the hall between the gym and playground. Students are encouraged to report lost articles to the teacher immediately and to check the Lost and Found. Please label all hats, coats, and mittens to help us return lost items to their owner. The Lost and Found is cleaned regularly and unmarked items are donated to the Cloths Closet. Students are encouraged to check the LOST AND FOUND frequently.

SMOKE-FREE ENVIRONMENT

Beaverton School District is a tobacco-free indoor and outdoor environment (all District premises inside and outside). This means that all use of tobacco is prohibited on/in all school property.

COMMUNITY USE OF SCHOOL FACILITIES

School facilities are available for use by community groups. Applications for use should be made by contacting our front office and obtaining a Building Use Application.

VALUABLES CD PLAYERS/I PODS/CAMERAS

Sexton Mountain is an open school with no locking classroom doors. This makes it impossible to lock up or secure valuable items. As a result, we ask that students not bring valuables to school. The school or district cannot be responsible for or replace personal possessions lost by students. In addition, such possessions often disrupt the educational process and therefore, are not appropriate to have at school.

TELEPHONES

Cell Phones: Cell phones must be kept off and stored in their backpack during school hours.

School Phones: Students are allowed to use the school telephone for limited reasons, such as needing lunch/lunch money or per teacher request. Going home with a friend after school or staying for youth groups, etc., must be prearranged so that telephoning at school is unnecessary. Only emergency messages can be relayed to students by the office staff. Students will not be called out of class except in emergencies. If a student's after school plan changes during the day, parents should call the front office to relay this message.

DOGS

We request that dogs not be brought onto our campus. Unpredictable animals, even when on leashes, coupled with 600+ sometimes-unpredictable children, can create unsafe conditions.

VANDALISM

Defacing school property is punishable by payment of damage or by withholding privilege of use. Under Oregon law, parents are responsible for payment of up to \$1,000 in damages. School District #48 has adopted this policy. This includes damage (such as cutting, marking, etc.) to bus seats, desks, textbooks, playground equipment, bathroom walls, etc.

WEAPONS BROUGHT TO SCHOOL ARE GROUNDS FOR SUSPENSION

Guns, knives, or any kind of instrument that can project something that might be harmful are prohibited. This includes any fake or look-alike weapons. Possession of, threatening to use, or actually using a weapon or simulated weapon, explosives, firecrackers, or other items capable of producing bodily harm are prohibited and can be grounds for suspension. Materials or devices that could be used to create or make explosives or weapons are also prohibited.

TOYS

A student's own toys are to be left at home except for a specific purpose, such as sharing time. There are certain items that are fads each year (i.e. silly bands, trading cards). Often these involve collecting items, and students like to bring their collections to show other students and/or to do some buying, selling or trading. These items are also considered toys and should not be brought to school.

MOVING? STUDENT WITHDRAWAL FROM SCHOOL

It is important that a parent or guardian contact the school either by note, telephone or in person if planning to withdraw a child from school. This notice is needed at least two days in advance in order to prepare transfer papers.