

# **North Marion Primary School**

*Home of the Husky Pups*



## **Parent / Student Handbook 2025-2026**

North Marion School District 15

*North Marion, learning together to cultivate lifelong growth.*

## *Our Mission Statement*

**North Marion, learning together to  
cultivate lifelong growth.**

## *Our Vision Statement*

Communities engaged and unified in providing **all**  
students **equitable** access to their chosen path.

## *Our Core Values*

**Community** - Diverse cultures rooted in caring and collaboration

**Innovation and Learning** through a spirit of curiosity and creativity

**Diversity** will be our strength when all voices are valued, heard, and  
represented

**Expectations** - High standards with support for all students and staff

**Responsibility** - Each of us is accountable for our words, actions, and  
results

## *Our Strategic Goals*

1. Implement aligned PreK-12 curriculum standards, instruction, and materials that are rigorous, relevant, and culturally responsive.
2. Empower each student to develop skills across the curriculum in ways that build their confidence to challenge themselves.
3. Develop systems to expand the percentage of staff who are skilled in the use of culturally responsive practices and that reflect the demographics of our community.

Welcome Parents and Students!

North Marion School District is a vibrant and exciting place to live and learn! Our schools are focused on the district's mission to cultivate lifelong learners and uphold our core values of Community, Innovation and Learning, Diversity, Expectations and Responsibility.

Parents are partners in educating their children, and we want you to feel welcomed, included and engaged in our school community! With your support and early, consistent communication we can continue to provide a well-rounded education to all students at North Marion Primary School.

You can help us by reading the Parent/Student Handbook so you know the expectations and guidelines that help us create an environment for student, parent, and staff success. Additional school information and updates will be provided through community events, classroom and school newsletters, phone messages, email and social media.

We are proud of our school, students, staff and outstanding community of parents and patrons. We need and appreciate your active participation to make your child's experience here complete. It is our hope that you find our school an amazing place where each student and family feels connected, welcomed, empowered, engaged, and safe.

Once you read this manual, and if you have unanswered questions, please feel free to contact the office. If you would like to meet in person, I am happy to do so. Please call the office and schedule a time and person with whom to meet.

Welcome to a wonderful year at North Marion Primary School! We are so excited to meet new faces and greet those we already know!

Fondly,  
Charyl Dyer  
Principal

## PREFACE

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

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In an effort to provide a safe and effective system for transporting students to and from school, the following plan has been formulated:

### A.M. Procedures

- Parents who transport their children by car should not drop students off before 8:40 a.m. Students **must remain in their vehicles until 8:40 am** when it is time to come in for class and may not be left unattended on the sidewalk before the bell rings at 8:40 am.
- When dropping off, please use the lane designated as a car lane. Cars cannot be left unattended in this lane. (THE BUS LANE IS FOR SCHOOL BUSES ONLY.) Children should be dropped at the covered walkway near the front door. Students should enter the building through the front doors.
- PARENTS PLEASE NOTE...the car lane is for drop-off and pick-up only. If you need to come into the building for any reason, please park your car in a designated parking space. (30 minute visitor)
- Classes begin at 8:50 a.m.

### P.M. Procedures

- The car lane for afternoon pickups is to be used for carpool students and pre-arranged pick-ups only.
- Any student waiting to be picked up after buses depart will be brought to the office to wait. You may park and pick up your child at this time.
- PLEASE NOTE: Arrangements for your child to be picked up at school or to have their bus changed to an alternate destination *must be made in writing by the beginning of the school day*. In the case of emergencies, please contact the school by 1:30 PM. After 1:30 PM no transportation changes will be made.

Thank you for working with us to make this plan successful.

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## ATTENDANCE

**There is a direct relationship between a child's attendance and/or tardy patterns and their success in school. Frequent absences and tardies may cause difficulty in connecting and organizing learning so that it has meaning.** Students who attend school regularly and are on time have the opportunity to connect learning experiences from one day to the next, arrange their thinking, and experience social and emotional stability in school. It is important that all students are on time for school at 8:40 am.

Policies and procedures for absences and tardies are as follows:

1. If your child will be absent from school or late, please call the school Attendance Hotline at 503-678-8500 (option 1) by 8:50 a.m.
2. Illness and family emergencies constitute legal absences and tardies.
3. Written excuses are required when a student returns to school after having been absent; however, a written excuse does not automatically make an absence or tardy legal.
4. Since attendance at school is closely linked to academic achievement and social development, the school will make many contacts when a child is absent or tardy.
5. The classroom teacher will be aware of attendance patterns and phone contact will be made to inform families of excessive absences.
6. When a child has excessive absences the school will notify parents in writing regarding the legal and educational consequence of their child's failure to attend

### Why It Matters

- If children don't show up for school regularly, they miss out on fundamental reading and math skills and the chance to build a habit of good attendance that will carry them into college and careers.
- Preliminary data from a California study found that children who were chronically absent in kindergarten and 1st grade were far less likely to read proficiently at the end of 3rd grade.

#### Who Can Read on Grade Level After 3rd Grade?<sup>3</sup>



64%

of kids with good attendance in K and 1st  
(missed 9 or fewer days both years)



43%

of kids with at-risk attendance  
(missed more than 9 days both years)



41%

of kids chronically absent in K or 1st  
(missed 18 or more days one year)



17%

of kids chronically absent in K and 1st  
(missed 18 or more days both years)

school. Parent response by phone or letter is required.

7. Students arriving at school late should report to the office. A note from the parent explaining the reason for being late must be given to office personnel.

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### **Arranged Absences**

If a family is aware that their student will be absent due to an appointment, family trip, hunting, religious holiday or any other reason, they need to pre-arrange their absence. To pre-arrange, parents need to notify the front office with the following information:

- The student's name
- The date(s) of the absence
- The reason for the absence
- The parent or guardian's signature (if in note form)
- The parent or guardian's phone number

Students are allowed to pre-arrange absences for up to 5 days. After that, additional pre-arranged absences will be marked as unexcused. Students will receive a pre-arranged slip that they will take to their teachers in order to get a list of any homework they will miss during their absence. This must be done at least three days in advance if possible. (NMSD Board Policy JEDB).

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### **BEHAVIOR MANAGEMENT PLAN**

The staff at North Marion Primary believes that students' social and emotional growth is important to their learning.

We recognize there are a number of "Protective Factors" that can help students to be successful both in their educational pursuits and in their development socially. While at school, students will interact with staff members who will encourage and foster the development of these factors and related skills.

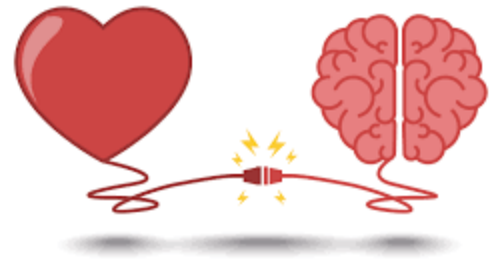


#### **"Protective Factors"**

- Recognizing appropriate behaviors which are Safe, Respectful, and Responsible
- Building self-esteem
- Developing healthy attitudes

- Creating a nurturing environment
- Anger management skills
- Stress management skills
- Physical and recreational activity
- Conflict resolution
- Making responsible decisions

Our school's Behavioral Management System is designed to support the healthy and continual growth and development of students. The plan promotes self-management and enables students to be successful in both educational and social environments.



The foundation of this program is built on the concept of a support team for students made up of parents, students and staff members. Cooperation, responsibility and respect at all levels are the primary functions of each team member.

**Students are expected to:**

1. Act in a safe and orderly manner in all areas of the school.
2. Be respectful of the rights of others and themselves.
3. Be responsible for their learning and their actions.

We need parental support and encourage you to participate with us in the education of your child. With your cooperation and support, we can help your child reach their fullest potential. We encourage you to:

1. Understand and support student behavior expectations and consequences.
2. Promote a positive attitude toward learning.
3. Communicate with us when you anticipate or see a learning or behavior problem developing.
4. Respond in a cooperative and timely manner with staff in working to solve or modify student behavior.
5. Promote school success by helping your child be consistent with attendance and understanding the rules.

We believe that most behavior concerns can be corrected within the teaching strategies of the classroom teacher. However, some behaviors that are considered dangerous and disruptive acts will be dealt with at an administrative level. Staff will complete a Behavioral Referral for the following poor behavior choices:

1. Fighting and/or assault
2. Serious or chronic intimidation or harassment (Harassment, Intimidation, Bullying and Menacing have very specific definitions. More information can be found in district policies.)

3. Abusive or profane language
  4. Destruction of property
  5. Willful disobedience
  6. Possession of weapons\*
  7. Use or possession of tobacco, drugs, alcohol\*
- \* Subject to police investigation and possible expulsion
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## **THE BEHAVIOR REFERRAL PROCESS**

Students who receive a behavioral referral will have a conference with an administrator. Students will process the events leading up to the referral and will be involved in determining an appropriate, natural consequence for their actions. Parents/guardians will be notified for discussion and follow-up at home.

Repeat referrals may result in a student suspension from regular school activities and placement in an in-school suspension or the student may be sent home for the rest of the day. A conference with the parents is required before the student may return to the classroom environment. When a disciplinary action is taken, the safety, rights, and dignity of each student and the school community as a whole will be protected. A student who poses a serious threat to the safety of any individual may be suspended regardless of prior referrals. We appreciate your support and participation in this important aspect of your child's education.

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## **BUSSING**

### **Regulations Governing Students Riding School Buses**

Riding the bus is a privilege not a right.

While riding a school bus, students will:

1. Obey the driver at all times;
2. Secure and hold onto all personal objects;
3. Not have in their possession any weapon as defined by Board policy JFCJ, Weapons in the Schools;
4. Find nonviolent solutions to conflicts;
5. Remain sitting in seats while the bus is in motion;
6. Keep hands, head, and feet or objects inside the windows and/or doors;
7. Not possess matches or other incendiaries and concussion devices;
8. Use emergency exits only as directed;





9. Respect school property and/or the personal property of others;
10. Treat the driver and other riders with respect, by refraining from using physical threats or harm;
11. Respect the concentration of the bus driver by remaining in seat and using a respectful voice;
12. Use respectful comments to the bus driver and other riders;
13. Not possess and/or use tobacco, alcohol or illegal drugs;
14. Refrain from eating or chewing gum;
15. No glass containers, balloons or other objects;
16. Only bring objects onto the bus that are appropriate in size to fit in the seat;
17. Accept assigned seats;
18. Allow a safe distance between the student and bus, while the bus is moving;
19. Be at the bus stop five minutes before the scheduled pickup time (schedules will be posted on all buses);
20. Answer to coaches, teachers and chaperones who are responsible for maintaining order on trips.

### **Bus Violations**

Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents. The district will provide interpretation to those students/parents whose primary language is not English.

### **Disciplinary Procedures for Violations**

1. First Citation – Warning\*: The driver verbally re-states behavior expectations and issues a warning citation\*.
2. Second Citation\*: The student is suspended from the bus until a conference has been held with the student, the parent, the bus driver and the principal.
3. Third Citation\* of the year: The student receives a five to ten day suspension and will not be able to ride the bus until a conference has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time, a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.
4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of ten days; and up to a one year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.
5. In all instances, the appeal process may be used if the student and/or parent

desires.

\* Before the student will be allowed to ride the bus again, the citation must be signed by the parents, the transportation supervisor, the bus driver and the principal.

### **Tips for a Great Bus Ride**

- Walk your child to the bus stop or send him/her with an “experienced” rider.
  - Have someone meet your child at the bus stop.
  - Provide some sort of bag for your child to carry home school items. This really makes a much safer trip down the stairs and walking home.
  - Please contact the school (503-678-8500) if your address changes.
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### **CHILD ABUSE**

According to ORS 418.750, any public or private official having reasonable cause to believe that any child with whom he or she comes in contact in his/her official capacity has suffered abuse, or that any adult with whom he or she comes in contact has abused a child, shall report or cause a report to be made to the appropriate officials.

North Marion School District adheres strictly to this legal requirement. The Primary School staff follows a specific procedure to contact the Department of Human Services (DHS) to report suspected child abuse.

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### **COMMUNICABLE DISEASES/SCHOOL EXCLUSION**



School-age children occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribed treatment and provide instructions regarding the student's return to school.

Very few illnesses mandate exclusion from school.

***Students should be excluded from school participation for the following reasons:***

- Illness prevents students from participating in school activities;
- Student requires more care than the school staff can provide;

- Any of the symptoms listed below are observed:
  - Fever greater than 100.5 degrees;
  - Vomiting;
  - Stiff neck or headache with fever;
  - Rash with or without fever; Behavior change – irritability, lethargy, somnolence;
  - Jaundice (yellow color to skin or eyes);
  - Diarrhea – 3 watery (loose) stools per day with fever or if condition persists longer than 3 days;
  - Skin lesions that are “weepy” or pus filled;
  - Colored drainage from eyes, nose, ears;
  - Difficulty breathing.

Students with these symptoms will be separated from other students while awaiting transportation from the school setting.

No child should return to school until his or her fever has subsided for at least 24 hours. Children who are well enough to attend school, barring any physical injury, are expected to participate in outdoor recess and Physical Education Class. A doctor’s note is required requesting an indoor recuperation period / no PE following an illness.

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## COMMUNICATION

We believe that communication between school and home is key to the success of our students. You are encouraged to contact your child’s teacher by phone or email if you have any information or questions regarding the school’s program. In addition, support staff, secretaries, nurse, child development specialist, and administration are always available to discuss issues and concerns. In addition to this publication, you can expect the following:

- Parent Square communications and/or emails about upcoming events, reminders, important dates, etc.
- Progress reports/Report card at the end of each trimester
- A personal conference twice each year
- Telephone contacts
- Newsletters from teachers



***Please CHECK BACKPACKS FOR ALL NOTICES each day and especially at the beginning of the month and week.***

If you need to contact a teacher or administrator please:

- Prearrange a time to try to meet with them by emailing them:
  - Teachers' email addresses can be found on our website
    - Email formula:  
[firstname.lastname@nmarion.k12.or.us](mailto:firstname.lastname@nmarion.k12.or.us)
    - Emails can also be found on our webpage  
<https://www.nmarion.k12.or.us/primary-school>
- Call the front office to set up a time

Phone calls during the school day are sent directly to teachers' voice mail. Drop-ins to meet with teachers are discouraged as we cannot guarantee teacher availability.

Follow us on Facebook: North Marion Primary School

If you need to contact the bus company, First Student, they can be reached at 503-462-1993.

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## **DRESS**

Students should be dressed appropriately for school. We want them to be comfortable. Please note the following guidelines:

- No Spaghetti Straps
- Hats and Hoods for OUTSIDE wear ONLY
- Neat, Tidy, Modest
- Shoes for safe, active feet. No cleats or Heelys.
- **NO EXCESSIVE ATTIRE**
  - Too tight
  - Too short
  - Too baggy
  - Too exposed
  - Promoting Alcohol or Tobacco Products
  - Interferes with instruction or learning climate



For **ALL** students, we recommend sending a change of clothes along in the backpack. Change it throughout the year as your child grows and seasons change.

Please have your child dress based on current weather conditions as they will not be able to change into multiple outfits at school. Dressing in layers is recommended to accommodate cooler mornings and warmer afternoons.

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## EARLY RELEASE

Students are under the direct supervision of school staff during regular school hours. All student releases during the school day must occur through the office. For safety reasons, students WILL NOT be released to anyone who is not listed on the Registration Card. Without parent verification, any person requesting to pick up a student during the school day MAY BE ASKED to show a picture ID if the office staff does not recognize the person.

When a parent telephones a request that a child be released from school, the identity of the caller will be confirmed before the student is released.

Whenever possible, we ask that medical, dental, and other appointments for students be made outside of the school day. When it is necessary to pick up students prior to 3:30 p.m., please send a note to school by that morning. We will have your child waiting to be picked up in the office. This will decrease the class interruptions and expedite the pick-up of your child.

Except for emergencies, please do not call the office or ask to have students released early without prior arrangements.



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## EMERGENCY SCHOOL CLOSURES

Our school is prepared to handle foreseeable emergencies with the safety and well being of all children as a primary concern. In order for that goal to be reached, parents are responsible for furnishing the school with accurate and up-to-date alternative contacts (names and phone numbers) of people who could pick up their child in the event that parents cannot be reached.



When the District finds it necessary to close or delay school due to weather conditions or impending natural or man-made disasters, major radio and television stations are notified, with information updated every 10 minutes. You can find this information by tuning into major radio and television stations, or on the web.

In addition to major media outlets, emergency closure information can be found on the web at [flashalert.net](http://flashalert.net) . Finally, North Marion School District uses an auto dialer, when

possible, to alert families and staff of school closures.

**\*\*If you do not see your school listed, you have school!**

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## **FACILITIES USE**

Any organized community group that is interested in using the district facilities must submit a "Facilities Use Form" to the building administrator. Facilities will be reserved on a first come, first serve basis.

All school activities take precedence over outside activities. Requests for facilities will not be accepted prior to August 15th for the upcoming school year.

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## **FIELD TRIPS**

Throughout the year, students may have the opportunity to participate in field trips. Teachers will send home notices in advance of any outing that involves transporting students off the premises.

Field trips are an extension of the classroom into the world of experience. Visits to attend live theater, concerts, farms, forests, factories and organizations give students knowledge they can use to understand formal instruction and connect in the classroom.

Supervision on field trips is provided by staff. For certain trips, parents may be asked to chaperone. Only children in the classroom taking the field trip may attend.

**Prior to volunteering and chaperoning all volunteers must submit a Volunteer Form and pass a Criminal History Verification.** Please complete this form at the beginning of the school year as we need processing time. The cutoff for submitting all forms this year is October 31st of the current year. The form is good for three years and it covers all four schools in the district.

If you volunteer to chaperone a field trip, we require all chaperones to travel on the school provided transportation to assist creating a safe and fun experience for all. If a parent has special circumstances that need to be considered, such as a health issue or an appointment that requires the parent chaperone to drive their own vehicle, please seek approval by administration in advance.

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## HEALTH AND SAFETY

### An Important Note About Accident and Injuries

North Marion Primary School does not assume responsibility for student injuries but does make voluntary student accident insurance available. Information is made available at registration time each school year, yet may be requested at any time.



### 1. Accidents / Emergencies

Students should immediately report all accidents or injuries to the supervisor on duty. In the event of an accident or illness, we make every reasonable effort to reach parents as soon as possible. If the injury or illness is serious enough to warrant immediate treatment and parents cannot be reached, we will summon emergency assistance and transport to Meridian Park Hospital Emergency Room or contact the physician listed on the registration card. Parents will be notified at the earliest possible time. PLEASE BE SURE THAT THE SCHOOL OFFICE HAS CURRENT HOME, WORK, AND EMERGENCY NUMBERS. Remember to notify us immediately of any changes in telephone numbers during the year.

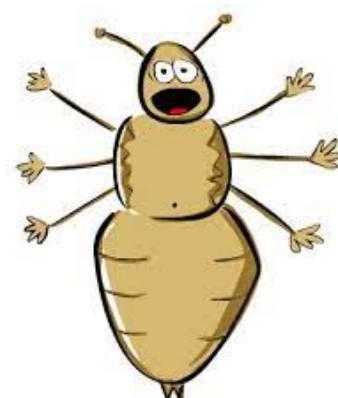
### 2. First Aid

When a student is injured at school, the student may be given emergency first aid by a staff member who is trained in first aid. Parents or emergency contact listed on the registration card will be notified. If no one is available, school personnel will use their best judgment for medical assistance. Our School Health Nurse, if available, will be contacted for advice and on-site assessment if needed.

### 3. Head Lice

A particularly annoying and frequently misunderstood health problem is head lice. The building principal and the School Nurse are responsible for identifying and following the procedures outlined by the district and the Marion County Health Department.

This problem knows no bounds and all students, regardless of home conditions, are susceptible to head lice. When this occurs, parents and school personnel must work together to control this situation. The following outline describes the



problem and procedures to be followed.

#### Head Lice (Pediculosis)

- Students who have signs and symptoms of head lice must be referred immediately to the office.

#### What to look for:

- Persistent itching or scratching of the scalp especially around the neck and behind the ears.
- Head lice are very small, gray-brown colored bugs.
- Their movement can be noted on an individual's head; however, they do not jump or fly.
- The eggs, called nits, are laid close to the scalp on shafts of hair and can easily be differentiated from dandruff or dirt as they stick to the hair shaft and will not pull off the shaft easily until treated.
- Nits are whitish and opaque in color and look like tiny cooked grains of rice.
- Nits may usually be found behind the ears and at the base of the neck, at the hairline.

#### Classroom Screening

- If a classroom has two or more identified cases of head lice, the teacher may arrange to screen all students in the classroom. A trained assistant may be utilized for classroom screening.
- When a student is identified as having head lice, all brothers and sisters in the family who are attending school may also be screened, as well as class friends.
- The most effective screening occurs when parents check their own children at home, treat if any are found and make an effort to remove nits.
- It will be assumed that parents are periodically checking the hair of their children throughout the school year.

References for Lice Policy: American Academy of Pediatrics, Harvard School of Public Health, Center for Disease Control, Clackamas County Public Health.

## 4. Health Screening

While not required, students entering NMPS should have a physical and dental examination each year. The School Nurse will coordinate and conduct a yearly vision screening for students. The Marion County Education Service District Audiologist coordinates and conducts a hearing screening for all students K-3.

## 5. Immunizations

The Oregon immunization law requires all





children entering school for the first time to have at least one immunization against polio, diphtheria, tetanus, mumps, rubella, measles, and hepatitis B. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the county health department, or a religious exemption signed by the parent, the child will not be allowed to attend school.

All students must have current immunizations according to the state by the exclusion date in February in order to avoid exclusion.

Parents of new students enrolling from out-of-state will have a 30-day period in which to send for their children's records. The school will follow up after the grace period to see if these children are in compliance with the law.

Students who are not in compliance with the immunization law will be notified regarding the immunizations they need and the date after which they will not be allowed to attend school without evidence of having received the immunizations.

## **6. Restriction on Home Prepared Foods**

*Home-prepared food* presents a risk of causing illness by reason of spreading disease organisms or other contamination. Commercially prepared food may become contaminated in the handling and distribution of such items.

Home-prepared foods, other than individual student and staff lunches, will not be brought into District locations for any school activity.

*Prepackaged food* items that are made in licensed commercial facilities may be distributed in District locations provided handling is minimized. Distribution must be preceded by staff-supervised hand washing. Utensils, such as tongs and gloves must be used to ensure food is not contaminated as it is distributed and that servings are individual.

*School Nurse/School Health Specialist* conducts and coordinates assessment and input with regard to student health issues.

## **7. Student Medication**

When a child must take prescription or over-the-counter medication during school hours and a parent can not be at school to administer the medication, the parent must provide the school with:

- Parent authorization (form available in the office).
- The original prescription container with the label containing the physician's name, the name of the medication, dosage, time interval, and method of administration or
- The original over the counter container for



non-prescription medication.

- The parent's written instruction including name, dosage, duration, and any special instructions for prescription medication.

**Students may not carry medication to school themselves, not even cough drops.**

All medication must be brought to school by an adult in its original container. All medication will be kept in the school office. Medication not picked up by the parent within five school days of the end of the medication period or at the end of the school year, whichever occurs first, will be disposed of by the District.

Students with potentially life-threatening conditions (such as severe insect sting allergy or severe asthma) who have been taught to self-administer their medications may carry the medication if their physician writes an order for them to do so. The order may be written on a prescription form and will be kept in the school office.

## **8. Communicable Diseases**

Parents of a student with a communicable or contagious disease are asked to telephone the school so that families of other students who have been exposed to the disease can be alerted. A student with certain diseases is not allowed to come to school while contagious. This restriction is removed with a written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school nurse. These diseases include chicken pox\*, diphtheria, measles, meningitis, mumps\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\* and tuberculosis. Parents with questions should contact the school office.

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## **HOLIDAYS AND BIRTHDAYS**

We have a diverse population of families at our school. Each family chooses to celebrate holidays in different ways. Federal laws direct us that, "...no student [will] feel excluded or forcibly identified with a religion not their own," and that no activity "...should have the purpose, or effect, of promoting or inhibiting religion." In the classroom, your child's teacher may choose to have seasonal or theme-based celebrations to recognize special events throughout the year.

Birthday treats to share with the class are

permissible but must be store bought. Marion County Health Department prohibits us



from distributing home baked items. **You must contact your child's teacher at least 24 hours in advance to set up a birthday distribution of treats.**

**Treats should be a reasonable size. NO cupcakes, not even mini cupcakes..**

Following these guidelines will ensure that students do not lose excess time away from instruction, lose focus due to increased sugar intake, or get tummy aches.

When children are planning parties at home, the distribution of invitations should not take place at school (so children who are not invited will not have their feelings unintentionally hurt).

Halloween costumes are not worn at the Primary School because they are too much to manage with all of the little ones and they are too much of a distraction for the children.

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## **HOMEWORK**

The primary homework assignment consists of at least 20 minutes of reading each night. In addition to reading, homework may be assigned as an extension of activities in other subject areas.

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## **LIBRARY**

Students can check out books each week and they are responsible for returning books to the library each week. Books are considered overdue two weeks after checkout.

**Families will be responsible to pay for lost or damaged books.**

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## **LOST AND FOUND**

**Lost and Found is located in the cafeteria and by recess doors. PLEASE CHECK FREQUENTLY. You can minimize loss by labeling all your child's clothing.**

At the end of each trimester unclaimed items will be donated.

Students who bring phones, iPods, personal electronics, and other items of monetary or sentimental value to school need to understand that they do so at their own risk.

This means that when a personal item is lost or stolen, we will do our best to help locate the item, but we cannot always use the resources of time and personnel to locate items.

Parents are asked to have a conversation with their students about keeping these items secure or not bringing them to school.

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## MEALTIMES - ALL STUDENTS EAT FOR FREE

Great news for you and your students! **All students enrolled at a North Marion School District schools are eligible to receive a healthy breakfast and lunch at no charge** to your student(s) each day starting with the 2024-2025 school year.

No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application.



School meals are a huge convenience for busy families! We look forward to welcoming your children to the cafeteria this fall. All students are eligible to receive one free breakfast and one free lunch per day. It must be a full meal in order to be free if your child only needs milk, then the cost is .65 cents each.

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## MEDIA PERMISSIONS

Throughout the school year your child's picture may be taken during a classroom activity or school-wide event.

These pictures may be used in classroom displays, photo albums, school publications, etc. Student's names often accompany photographs. The NMSD website uses student photos WITHOUT names.

**If you do not want your student to be included in media presentations, please notify the office.**

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## MONEY - MAKING PAYMENTS

### TO MAKE PAYMENTS (ie. Field Trips /Library Fees /Preschool Tuition) USING INTOUCH

You may either:

Type in this URL: <https://OR-North Marion.intouchrecepting.com>

**OR**

- 1) Go to [www.nmarion.k12.or.us](http://www.nmarion.k12.or.us)
- 2) Click on Schools
- 3) Choose North Marion Primary School
- 4) Choose For Parents and Students



- 5) Choose Pay and Register
- 6) Click on the **InTouch** icon.



On the **InTouch** log-in page type in your **student's ID# as the User Name** and the **Last Name as the password**.

If a fee has been assigned to your student, click on the Fees/Fines tab.

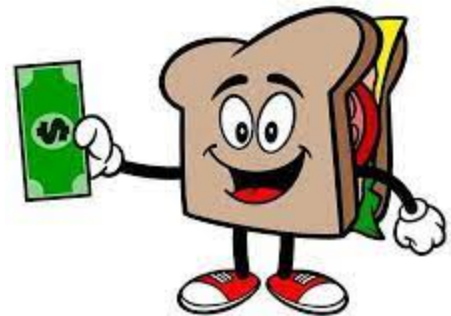
User Name      (Student's ID) \_\_\_\_\_

Password      (Student's Last Name) \_\_\_\_\_

**WARNING:** Please do not set up your own account! Any payment that is made under your own name will not show up on your student's account as paid.

### TO MAKE LUNCH PAYMENTS ONLINE USING MEALTIME

1. Go to the District Website: [www.nmarion.k12.or.us](http://www.nmarion.k12.or.us)
2. Click on Departments
3. Click on Nutrition Services from the dropdown menu
4. Click on the Meal Time Icon



5. Create an Account
6. Click on the State and choose North Marion Primary School from the dropdown
7. Enter your student's ID# and First Name.

Please, If you choose to send money with your student, **please be sure to put it in an envelope or ziplock bag with full name and the purpose of the money**. Please put it in his/her home-school folder/ envelope.

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### MOVIE PERMISSION

Movies may be viewed by students as part of our curriculum and may also be viewed as a class celebration.

Please notify your child's teacher if you have any concerns about your child viewing a movie.

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## PARKING

Be aware that it is unlawful to leave a child(ren) unattended in a vehicle, no matter the length of time or where it is parked. Staff are required to report such occurrences to the authorities.

We understand that our parking spaces are limited.

**There are a few Handicapped spaces that can legally be used by vehicles that have such a permit. The three 30 minute parking spaces are only for a quick stop at our school.** We also have some spaces that are marked and reserved for Intermediate Staff. We ask that people obey the signs as it is possible to be fined if handicapped parking spaces are used illegally. For longer visits we ask that you use any unmarked free spaces in our parking lot, overflow parking in free spaces across the street at the Middle School/ District Office parking lot. Parking on the street is prohibited.

An exception to the "no parking in the fire lane law" is allowed for drive-by, car lane student drop-off at the beginning of the school day – 8:40 AM; as well as for car lane pick-up at the end of the school day –3:30 pm (2:30 Wednesdays). It is required, however, that an adult driver remain in his/her parked vehicle while using the car lane (parked in the fire lane in front of the school).

The car lane is available at 12 noon for parents to pick up AM Preschoolers, as well as drop off PM Preschoolers with the teacher at 12:30 pm. If the teacher is not at the curb, please park in a parking space and walk your preschooler to the office.

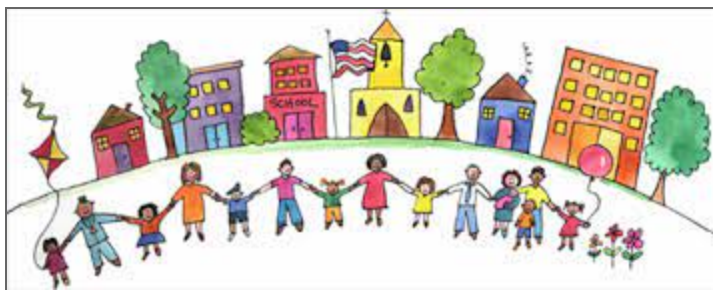


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## PARENT AND COMMUNITY INVOLVEMENT

As part of North Marion Primary School's status as a School-wide Title I school, we both welcome and expect parent and community participation in school goal setting and annual review and revision of parent involvement policies. Regular meetings are held to discuss student achievement, participation and

parent-school compacts. Back-to-School night involves all parents in these discussions.





Conference nights are another avenue for discussing school goals and policies and for signing parent school compacts. Interpretation is provided during these events and transportation can be arranged on an “as needed” basis. Our school Site Council, which is an open meeting whose schedule is regularly advertised, is a forum for annually reviewing policies, compacts and student achievement.

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## **PLACEMENT OF STUDENTS**

The assignment of students and classes to teachers is the responsibility of the school principal and staff. In all assignments, the student’s welfare is of the greatest importance. We strive to ensure that every student is placed in a classroom that is best suited to their individual needs and learning styles.

We use a program called Class Creator to assign students to a classroom. This program uses a variety of information from the students’ current teachers to sort them into equitable classes for the next school year. Class placement is based on a range of factors including academic, social and emotional development and peer relationships. Our ultimate goal is to create a balanced and diverse learning environment that maximizes the potential of each student.

We understand that parents may have a preference for a particular teacher or friendship grouping, we cannot accommodate individual requests. This decision is based on our commitment to creating fair and equitable classroom environments. Parents shall have the right to provide input as to the unique needs of their child when classroom assignments are being made. Final selection of students for a program remains the responsibility of the school principal and staff.

All of our teachers are highly qualified and experienced professionals who are dedicated to providing the best possible educational experience for our students.

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## **PRESCHOOL**

North Marion Primary School offers half day Preschool classes for children who turn 3 on or before March 1st. Tuition is charged for these classes. Preschool classes meet Monday, Tuesday, Thursday, and Friday for either an AM or a PM session, but there is no preschool on Wednesday.

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## RECORDS

### *Release of Directory Information and Personally Identifiable Information*

Directory information is personally identifiable information from a student's educational record. The following are designed as directory information and may be made public by district schools or officials, except as prohibited by the parent.

Directory Information Includes:

1. Student's name
2. Date and place of birth
3. Participation in officially recognized sports and activities
4. Height and Weight of athletic team members
5. Dates of Attendance
6. Degrees or awards received
7. School attended



The district shall give annual public notice of the types of information considered to be directory information and the district's option to release such information. Such notice shall be given prior to release of directory information.

Directory information may be released to the media and for use in other local publications upon the direction of the principal. Directory information in the form of lists of students, addresses and phone numbers shall not be released to vendors or others desiring to solicit students for contributions or purchase.

A parent or emancipated student may prohibit the release of all or any category of directory information. Such exclusions must be sought in writing to the school principal within 15 days of this annual public notice.

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## REGISTRATION

Returning student pre-registration will occur in the Spring for the coming school year. Kindergarten and Preschool Registration begins in March when we mail out packets and parents may return them once completed. They are also invited back for an afternoon Spring Kindergarten / Preschool Open House. New Student registration will be scheduled mid-August. Any new student who registers after the start of the school year will be placed after the following procedure occurs:

1. Parent Interview
  2. Student Interview
  3. Student Assessment
-



## **SAFETY**

The continued safety of children is a major concern. It is important to teach your child the danger of speaking with strangers, accepting gifts from people they don't know, getting into a car with a stranger, etc. These are concepts

which are regularly reviewed at school, and your reinforcement at home will stress their importance. Immediately contact your child's principal should your child report any unusual or suspicious occurrence while going to or returning from school.



Fire, earthquake, and containment drills are carried out in compliance with Oregon Revised Statute and Oregon Administrative Rules guidelines.

Adult supervision is provided to students during regular school hours, while traveling on District-provided vehicles to and from school, and while engaged in District-sponsored activities. Such supervision does not include early morning or the time following usual student departure unless students are present for a scheduled activity.

For the safety of all students, students are not allowed to wear cleats or Heelys at school and while on the playground.

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## **SCHEDULES and CONTACT INFORMATION**

**Monday, Tuesday, Thursday, Friday** - Students attend from 8:40 A.M. to 3:30 p.m. Students may begin to arrive at 8:40am but not before. Students are marked tardy at 8:50 a.m.

**All Wednesdays (except half-days)** - Students need to arrive at school by 8:40 a.m. Students are marked tardy at 8:50 a.m. Dismissal is at 2:30 p.m.

**Arriving after 8:50 A.M. causes your student to be late, miss important instruction, and disrupt class by entering late. Please work to get your student to school on time.**

NMPS is a closed campus. This means that once a student arrives at school, they may not leave school grounds before the end of the day unless they are picked up by an approved adult.

	<b>NMPS Primary</b>	<b>NMIS Intermediate</b>	<b>NMMS Middle</b>	<b>NMHS High</b>
	<b>Monday / Tuesday / Thursday / Friday</b>	<b>Monday / Tuesday / Thursday / Friday</b>	<b>Monday / Tuesday / Thursday / Friday</b>	<b>Monday / Tuesday / Thursday / Friday</b>
<b>Doors Open</b>	8:40 am	8:40 am	7:30 am	7:00 am
<b>Classes Start</b>	8:50 am	8:50 am	8:00 am	8:00 am
<b>Dismissal</b>	3:30 pm	3:30 pm	2:45 pm	2:45 pm
	<b>Wednesday</b>	<b>Wednesday</b>	<b>Wednesday</b>	<b>Wednesday</b>
<b>Doors Open</b>	8:40 am	8:40 am	7:30 am	7:00 am
<b>Classes Start</b>	8:50 am	8:50 am	8:00 am	8:00 am
<b>Dismissal</b>	2:30 pm	2:30 pm	1:45 pm	1:45 pm
	<b>Front Office Information</b>	<b>Front Office Information</b>	<b>Front Office Information</b>	<b>Front Office Information</b>
<b>Principal</b>	Charyl Dyer	David Sheldon	Joe Jensen	Nathan Stanley
<b>Vice Principal</b>	Michael Clutter	Michael Clutter	Jason Olson AD - Tucker Brack	Lindsay Androy-Koberstein AD - Tucker Brack
<b>Office Hours</b>	7:30 am - 4:30 pm	7:30 am - 4:30 pm	7:00 am - 4:00 pm	7:00 am - 3:30 pm
<b>Phone</b>	503-678-8500	503-678-7120	503-678-7119	503-678-7123
<b>Bilingual/Spanish</b>	503-678-8501	503-678-7114	503-678-7118 503-678-7119	503-678-7123 <i>presione 9 para español</i>

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## SITE COUNCIL

North Marion Primary School's Site Council includes staff and parent members. Parents are encouraged to express interest to the administrative team. All meetings are open to the public. The Site Council is a minimum two-member elected board that supports the work of the school in these areas:

- The development of plans to ensure North Marion is a welcoming, safe and respectful school.
  - The development of plans that assist in the engagement of the community.
- 

## SCHOOL INSURANCE

School insurance is voluntary. North Marion School Districts will make available Student Accident Insurance for students attending North Marion School on a voluntary basis. Students and/or parents can purchase their own coverage. A brochure detailing coverage is available at each school office.

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## SPECIAL SERVICES AND PROGRAMS

North Marion Primary School provides services for students with diverse needs and abilities. These services may include:

- A 504 plan which helps students with health impairments access the educational environment and information.
- An Individualized Education Plan (IEP) which provides a school case worker and team to assist the teachers, student and family in making accommodations to help the student learn once a disability has been identified.
- Talented and Gifted (TAG) which recognizes students' outstanding gifts in an area and gives them a plan that helps cultivate that skill area.
- English Language Learner (ELL) which is a program that helps students who are learning English accelerate their language development when English is not their primary language.
- Title 10 or McKinney-Vento is a designation that a family is homeless and allows the district to assist students to continue to receive services.



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## SPECIAL SERVICES PROGRAMS & SPECIALISTS

### 1. School Counselor

Our School Counselor works with all children in the school through classroom guidance activities to develop positive self-esteem, decision making skills, personal safety, conflict management, effective ways of communicating ideas and feelings and understanding self and others. In addition, some students will be able to participate in small group, or individual, structured play experiences designed to help them grow in self esteem and social skills. Parent resources and education opportunities are also available through the guidance department.

### 2. English Language Development

English Language Development provides language assistance for students whose primary language is other than English.

**3. Migrant Education Program** This program provides migrant children with educational services that address their needs including support to meet academic content and achievement standards. Contact Rubi Contreras 503-678-7115

#### **4. Learning Specialist**

Our Learning Specialist manages the Special Education program which supports students so that they can be successful in school. Students who have a need in one or more areas of speech and language, vision, hearing, motor, physical, academic, social or behavioral could be eligible for services. Students can be referred for a systematic evaluation process which determines areas of need.

#### **5. Talented and Gifted Program**

The Talented and Gifted Program provides systematic assessment of students and extension instruction within the classroom for those students who qualify.

#### **6. Title I**

Title I is a Federally Funded program designed to provide supplemental instruction for students in reading and math.

#### **7. Behavior Specialist**

The behavior specialist services include play groups, social skill groups, and consultation to teachers and other staff regarding behavior problems. The behavior specialist also evaluates students under IDEA guidelines.

#### **8. Speech Language Pathologist (SLP) or Speech Language Pathologist Assistant (SLPA)**

The Speech Language Pathologist and Assistants are employees of Willamette Educational Service District. Services include direct instruction, co-teaching, and consultation with teachers and other staff regarding articulation, fluency, oral grammar and language skills. The Speech/Language Pathologist and Assistants also evaluate students for services under IDEA guidelines.

#### **9. School Psychologist**

The school psychologist is employed by North Marion School District. She provides consultation and evaluation of students as needed. Areas in which she may consult include possible learning disability evaluations, emotional behavior disability evaluations, as well as assistance interpreting test data and providing ideas for adaptations and modifications.

#### **10. Physical, Adaptive, Autism, Hearing, Vision Specialist**

Specialists for these lesser occurring disabilities are provided by the Willamette Education Service District. Specialists provide consultation, evaluation, and direct

instruction depending on the student's needs. These specialists have varied schedules based on our building's special needs.

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## **STUDENT SUPPORT TEAM (SST)**

The Student Support Team coordinates school efforts to support students with a variety of needs. SST is composed of staff members, administration, and student support service providers. SST members receive referrals for students having academic, behavior, or attendance issues. The referrals are reviewed and appropriate assistance and/or interventions are initiated as needed.

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## **STUDENT INFORMATION AND CHANGES**

- Any changes in address, phone number, or name should be reported to the front office as soon as they occur.
  - Please notify the office if a student is under the temporary care of someone other than his/her legal guardian.
- 

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are responsible for conducting themselves properly, within the bounds of typical, appropriate and expected behavior in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford all students certain rights as guaranteed under federal and state constitutions and statutes.

Among these student rights and responsibilities are the following:

1. Civil rights - including the rights to equal educational opportunity and freedom from discrimination, the responsibility not to discriminate against others
2. 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;
3. The right to due process of law with respect to suspension, expulsion and decisions which the student believes injure his/her rights;
4. The right to free inquiry and expression, the responsibility to observe reasonable rules regarding these rights;
5. The right to assemble informally, the responsibility to not disrupt the orderly operation of the educational process, nor infringe upon the rights of others;

6. The right to privacy, which includes privacy in respect to the student's education records;
7. The right to know the behavior standards expected, the responsibility to know the consequences of misbehavior.

Students are expected to:

- Be Safe and orderly in all areas of the school.
- Be Kind and Respectful of the rights of others and themselves.
- Be Responsible for their learning and their actions.

We encourage you to:

- Understand and support student behavior expectations.
  - Promote kindness and a positive attitude toward learning.
  - Communicate if you anticipate or see a learning or behavior problem.
  - Respond in a cooperative and timely manner with staff in working to solve or modify student behavior.
  - Promote success by helping with great attendance.
- 

## **TARDIES**

As a community we must honor each other's time and the valuable learning that takes place during the school day. We ask that students honor the fact that teachers need to get class started on time, and that when a student enters the room late it takes away from learning.

- If a student arrives late they will be marked as tardy.
- Tardies are tracked in the PowerSchool system.
- Support and interventions will be put in place for students who are frequently tardy.

School wide trends in tardies will be tracked in order to develop school-wide support.

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## **THINGS TO LEAVE AT HOME**

Any item which may create a health or safety hazard, or may get in the way of a student's assigned task, should not be brought to school. A student should not bring the following items to school unless a teacher makes a request to the parent in writing:



1. Trading cards and game cards
2. Gum
3. Toys and toy-like objects
4. Pets (any type of animal)
5. Candy or food that is not a part of lunch
6. Radios, recording devices, cameras, calculators, or any handheld electronic games or devices.
7. Golf balls, hard baseballs, footballs
8. Unnecessary, unrequested money or personal property
9. No cleats or Heelys

Students who bring unauthorized items to school may receive a referral (Behavioral Process) and will have the item confiscated until a parent picks the item up in the office.

A student should NEVER bring the following item to school:

1. Alcohol, drugs, tobacco
2. Matches, bullets or other dangerous objects
3. Weapons or replicas of weapons (including, but not limited to firearms, knives, metal knuckles, razors, explosives, noxious, irritating, poisonous gasses, or poisons)

Incidents of students possessing the above items will be reported to parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken which may include expulsion.

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## **TOBACCO FREE DISTRICT**

North Marion School District has adopted Policies that prohibit the use of tobacco in any form on district property. This includes:

- School and district buildings.
  - Vehicles on district property or
  - Outdoor areas such as playground
  - Athletic fields or field trip participation
- 

## **USE OF TELEPHONE**

Students may not use the school telephone except in case of an emergency. Teachers and students will not interrupt instructional time in the classroom to accept telephone calls. In the case of an emergency, please call the office at (503) 678-8500.

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## VOLUNTEERS

We love our volunteers! **If you plan on volunteering in a classroom, attending a field trip, participating in school activities during the day, or working with students in any way, you need to have a background check. They are good for 3 years and for all 4 schools in the district.**

All visitors to the building must check in at the office and wear a visitor tag when in the building or on the playground with students.

Guest Speakers:

- Guest presentations for the school year are allowable.

Visitors and Volunteers:

- Visitors and volunteers must have an updated background check within the last three years.
- Please remember that external individuals, groups, or organizations are not permitted unless they are approved by administration. These functions include but are not limited to:
  - Attending a meeting to support an IEP or 504
  - Supporting student accommodations such as speech therapy, occupational therapy, etc.
  - Supporting school specific initiatives such as reading supports in a classroom



Background checks must be submitted prior to or on **October 31 of this year**. We are unable to approve anyone for volunteering after this date unless there is a hard-ship or move-in.

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## WITHDRAWAL

When a family plans to move or remove a child during the school year, please notify the front office as soon as you know the last day on which the student will attend school at North Marion Primary School and where they will be enrolling. This will give the class time to say goodbye and also the student the opportunity to take personal belongings and return library books. In addition, school staff will prepare transfer materials, gather student belongings, and bring closure for the student with regard to academic and social activities.



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## **SUMMARY**

*At North Marion Primary School, our goal is to help students learn together to cultivate lifelong growth. It is our mission to teach our students responsibility—both to themselves and the larger community. We appreciate your cooperation in helping us achieve this goal.*

## **CONTACT INFORMATION**

### **Academic Concerns**

- Contact the teacher first – Teachers can be reached by using the following email format: (Example: [firstname.lastname@nmarion.k12.or.us](mailto:firstname.lastname@nmarion.k12.or.us))

### **Attendance Questions, Absences**

- Melanie Terwilliger — Secretary
- Karla Morales-Rivera — Secretary (bilingual, habla español)

### **Conflicts with Other Students, Counseling Referrals and Mental Health**

- TBD— Counselor
- Administration

### **Discipline Questions/Concerns**

- Michael Clutter — Vice Principal

### **Facilities Requests/Concerns**

- Melanie Terwilliger — Secretary

### **Governance/Vision**

- Charyl Dyer — Principal

### **Medical Concerns**

- Terri Minton — NMSD School Nurse

### **Safety Concerns**

- Michael Clutter — Vice Principal

### **Schedule Concerns**

- Charyl Dyer — Principal

## Student Records

- Melanie Terwilliger — Secretary / Registrar
- Karla Morales-Rivera — Secretary (bilingual, habla español) / Withdrawals

Title	Name	Phone	E-mail
Principal	Charyl Dyer	503-678-8500 (main office #)	<a href="mailto:charyl.dyer@nmarion.k12.or.us">charyl.dyer@nmarion.k12.or.us</a>
Vice Principal	Michael Clutter	503-678-8558	<a href="mailto:michael.clutter@nmarion.k12.or.us">michael.clutter@nmarion.k12.or.us</a>
Office Personnel	Melanie Terwilliger Karla Morales-Rivera	503-678-8500 503-678-8501	<a href="mailto:melanie.terwilliger@nmarion.k12.or.us">melanie.terwilliger@nmarion.k12.or.us</a> <a href="mailto:karla.morales_rivera@nmarion.k12.or.us">karla.morales_rivera@nmarion.k12.or.us</a>
Counselor	TBD	503-678-8507	<a href="mailto:@nmarion.k12.or.us">@nmarion.k12.or.us</a>

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## STUDENT AND FAMILY RIGHTS

Please use these websites to reference the following student and family rights policies:

### Student Rights:

[http://policy.osba.org/nmarion/J/JF\\_JFA%20D1.PDF](http://policy.osba.org/nmarion/J/JF_JFA%20D1.PDF)

### Parent Rights:

<http://policy.osba.org/nmarion/KL/KAB%20D1.PDF> and  
<http://policy.osba.org/nmarion/KL/KAB%20R%20G1.PDF>

### Complaint Procedures:

<http://policy.osba.org/nmarion/KL/KL%20D1.PDF> and  
<http://policy.osba.org/nmarion/KL/KL%20R%20D1.PDF>

Thank you for thoroughly reading this handbook. We hope to create the safest learning environment possible for our students and families. If there are any questions, comments, or suggestions, please do not hesitate to contact us.