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GENERAL INFORMATION
BUTLER CREEK ELEMENTARY
2789 SW Butler Road,
Gresham, Oregon 97080

Phone 503-762-6100 • Fax 503-762-6110

Principal: Heather Bailey
Lead Secretary: Corinna Jobe

To report an absence:
503-762-6111

Mascot: Home of the Bobcats

Centennial School District Academic Goals
1. Every child performs at grade level in reading, writing, and math by the end of third grade.
2. Every child leaves eighth grade academically ready for ninth grade.
3. Every student finishes ninth grade with credits necessary to graduate on time.
4. Every student graduates ready for college and/or career.

SCHOOL MISSION:
Butler Creek serves to prepare well-educated, respectful students who make meaningful contributions to their global community.

SCHOOL VISION:
To create a safe and engaging learning environment that is inclusive of every student, every day.
Dear Parents,

Welcome to Butler Creek! Hopefully this handbook will answer questions you may have about our school.

Our staff is extremely excited about this school year, and we are looking forward to a very productive one with your child. Our goal is to provide the best possible education in a safe, caring, child-centered environment. We feel that it is critical that you as parents, and we as teachers, work together in emphasizing the importance of a good education, and in the development of a positive self-image for your child. By working together, we can meet this goal! The Butler Creek staff will work hard to nurture each individual's self-esteem, and to also motivate them to become lifelong learners.

Parents are always welcome, and encouraged to become actively involved. If you wish to talk with your child's teacher, please call so a convenient time can be arranged. We have an active Parent Teacher Association (PTA), which will meet every other month. Parent participation is truly appreciated and encouraged.

In closing, we are really looking forward to meeting each of you during this school year! Please do not hesitate to call or stop by if you have any questions, concerns, or suggestions.

Sincerely,

Heather Bailey, Principal
Heather_bailey@csd28j.org
<table>
<thead>
<tr>
<th>Month</th>
<th>Day(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>4</td>
<td>Meet &amp; Greet – 2:00-3:00pm</td>
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<tr>
<td></td>
<td>5</td>
<td>First Day of School Gr. 1-6 (Late Start Wednesday)</td>
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<tr>
<td></td>
<td>5</td>
<td>Kindergarten Staggered Start – Last Names A-L</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Kindergarten Staggered Start – Last Names M-Z</td>
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<tr>
<td></td>
<td>10</td>
<td>First Day of School for Kindergarten</td>
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<tr>
<td></td>
<td>20</td>
<td>PTA Back to School Picnic/Open House – 5:00-7:00 p.m.</td>
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<tr>
<td>October</td>
<td>9</td>
<td>School Picture Day</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>No School- Staff Development Day</td>
</tr>
<tr>
<td>November</td>
<td>4</td>
<td>Daylight Savings Time Ends – Set clocks back one hour</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>No School – Veterans Day Holiday</td>
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<tr>
<td></td>
<td>13</td>
<td>Picture Retakes</td>
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<tr>
<td></td>
<td>20-21</td>
<td>No School – K-6: Conferences</td>
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<tr>
<td></td>
<td>22-23</td>
<td>Thanksgiving Break</td>
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<tr>
<td>December</td>
<td>24-31</td>
<td>Winter Break</td>
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<tr>
<td>January</td>
<td>1-4</td>
<td>Winter Break</td>
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<tr>
<td></td>
<td>7</td>
<td>School Resumes</td>
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<td></td>
<td>21</td>
<td>No School – Martin Luther King Holiday</td>
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<tr>
<td>February</td>
<td>15</td>
<td>No School – Staff Development Day</td>
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<tr>
<td></td>
<td>18</td>
<td>No School – Presidents Day Holiday</td>
</tr>
<tr>
<td>March</td>
<td>4-8</td>
<td>Support Staff Appreciation Week</td>
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<td>10</td>
<td>Daylight Savings Time Begins – Set clocks forward one hour</td>
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<td>21-22</td>
<td>No School – K-6 - Conferences</td>
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<td></td>
<td>25-29</td>
<td>Spring Break</td>
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<tr>
<td>April</td>
<td>24</td>
<td>Secretary’s Day</td>
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<tr>
<td>May</td>
<td>2</td>
<td>Connect to Kindergarten – 6:00-7:00 p.m.</td>
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<tr>
<td></td>
<td>6-10</td>
<td>Teacher Appreciation Week</td>
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<td>15</td>
<td>Volunteer Dessert – 2:30pm</td>
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<td></td>
<td>27</td>
<td>No School – Memorial Day Holiday</td>
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<tr>
<td>June</td>
<td>13</td>
<td>Field Day and Last Day of School: Early Release 10:47 AM</td>
</tr>
</tbody>
</table>
SCHOOL HOURS for 2018-2019

Grades K - 6
7:50 a.m. - 1:57 p.m. (except on Wednesdays)

WEDNESDAY PLANNING TIME/LATE START SCHEDULE

NOTE: All K - 6 students will arrive at 8:35 a.m. each Wednesday beginning September 5th, through Wednesday, June 12th.

WEDNESDAY SCHEDULE

Gr. K - 6
8:50 a.m. - 1:57 p.m.

Students who ride the bus will be permitted to enter the school building when the bus arrives. Students who walk to school should arrive NO EARLIER THAN 7:35 A.M. Your cooperation is appreciated.

Supervision of students is provided by the school staff from 7:35 a.m. - 1:57 p.m. Students arriving before or remaining after these times are not supervised unless they are part of a building program, and are the responsibility of their parents.
# BUTLER CREEK STAFF CONTACT DIRECTORY

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email Contact</th>
<th>Rm #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Heather Bailey</td>
<td><a href="mailto:heather_bailey@csd28j.org">heather_bailey@csd28j.org</a></td>
<td></td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Ingrid Surette</td>
<td><a href="mailto:Ingrid_surette@csd28j.org">Ingrid_surette@csd28j.org</a></td>
<td></td>
</tr>
<tr>
<td>Child Development Spec.</td>
<td>Mike DeBoer</td>
<td><a href="mailto:michael_deboer@csd28j.org">michael_deboer@csd28j.org</a></td>
<td></td>
</tr>
<tr>
<td>Lead Secretary</td>
<td>Corinna Jobe</td>
<td><a href="mailto:corinna_jobe@csd28j.org">corinna_jobe@csd28j.org</a></td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>Mary Gilbert</td>
<td><a href="mailto:mary_gilbert@csd28j.org">mary_gilbert@csd28j.org</a></td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td>Teacher</td>
<td>Email Contact</td>
<td>Rm #</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Shayna Butler</td>
<td><a href="mailto:shayna_butter@csd28j.org">shayna_butter@csd28j.org</a></td>
<td>203</td>
</tr>
<tr>
<td></td>
<td>Paddy Cook</td>
<td><a href="mailto:paddy_cook@csd28j.org">paddy_cook@csd28j.org</a></td>
<td>205</td>
</tr>
<tr>
<td></td>
<td>Sarah Gilmour</td>
<td><a href="mailto:sarah_gilmour@csd28j.org">sarah_gilmour@csd28j.org</a></td>
<td>201</td>
</tr>
<tr>
<td>First Grade</td>
<td>Jamie Foteff</td>
<td><a href="mailto:jamie_foteff@csd28j.org">jamie_foteff@csd28j.org</a></td>
<td>206</td>
</tr>
<tr>
<td></td>
<td>Marisa Orloff</td>
<td><a href="mailto:marisa_orloff@csd28j.org">marisa_orloff@csd28j.org</a></td>
<td>202</td>
</tr>
<tr>
<td></td>
<td>Lori Voakes</td>
<td><a href="mailto:lori_voakes@csd28j.org">lori_voakes@csd28j.org</a></td>
<td>208</td>
</tr>
<tr>
<td>Second Grade</td>
<td>Erin Boxell</td>
<td><a href="mailto:erin_boxell@csd28j.org">erin_boxell@csd28j.org</a></td>
<td>308</td>
</tr>
<tr>
<td></td>
<td>Katie Greenfield</td>
<td><a href="mailto:katie_greenfield@csd28j.org">katie_greenfield@csd28j.org</a></td>
<td>204</td>
</tr>
<tr>
<td></td>
<td>Avery Hendrickson</td>
<td><a href="mailto:avery_fish@csd28j.org">avery_fish@csd28j.org</a></td>
<td>207</td>
</tr>
<tr>
<td>Third Grade</td>
<td>Kelsey Halls</td>
<td><a href="mailto:Kelsie_halls@csd28j.org">Kelsie_halls@csd28j.org</a></td>
<td>306</td>
</tr>
<tr>
<td></td>
<td>Tari Price</td>
<td><a href="mailto:tari_price@csd28j.org">tari_price@csd28j.org</a></td>
<td>307</td>
</tr>
<tr>
<td></td>
<td>Peggy Schmoll</td>
<td><a href="mailto:peggy_schmoll@csd28j.org">peggy_schmoll@csd28j.org</a></td>
<td>304</td>
</tr>
<tr>
<td>Fourth Grade</td>
<td>Tiffany Harden</td>
<td><a href="mailto:tiffany_barnard@csd28j.org">tiffany_barnard@csd28j.org</a></td>
<td>406</td>
</tr>
<tr>
<td></td>
<td>Judy McCreight</td>
<td><a href="mailto:judy_mccreight@csd28j.org">judy_mccreight@csd28j.org</a></td>
<td>305</td>
</tr>
<tr>
<td></td>
<td>Christine Shanks</td>
<td><a href="mailto:christine_shanks@csd28j.org">christine_shanks@csd28j.org</a></td>
<td>303</td>
</tr>
<tr>
<td>Fifth Grade</td>
<td>Claire Donahue</td>
<td><a href="mailto:claire_lord@csd28j.org">claire_lord@csd28j.org</a></td>
<td>408</td>
</tr>
<tr>
<td></td>
<td>Regina Gonzalez</td>
<td><a href="mailto:regina_gonzalez@csd28j.org">regina_gonzalez@csd28j.org</a></td>
<td>407</td>
</tr>
<tr>
<td></td>
<td>Marlene Miller</td>
<td><a href="mailto:marlene_miller@csd28j.org">marlene_miller@csd28j.org</a></td>
<td>404</td>
</tr>
<tr>
<td>Sixth Grade</td>
<td>Jackson Bihler</td>
<td><a href="mailto:jackson_bihler@csd28j.org">jackson_bihler@csd28j.org</a></td>
<td>405</td>
</tr>
<tr>
<td></td>
<td>Marie Strickland</td>
<td><a href="mailto:marie_strickland@csd28j.org">marie_strickland@csd28j.org</a></td>
<td>403</td>
</tr>
<tr>
<td>Resource Center</td>
<td>Emma Kappers</td>
<td><a href="mailto:emma_kappers@csd28j.org">emma_kappers@csd28j.org</a></td>
<td>401</td>
</tr>
<tr>
<td>Struct. Skills Class</td>
<td>Kristi Buck</td>
<td><a href="mailto:kristi_buck@csd28j.org">kristi_buck@csd28j.org</a></td>
<td>301</td>
</tr>
<tr>
<td>Speech/Language</td>
<td>Shannon Huss</td>
<td><a href="mailto:shannon_huss@csd28j.org">shannon_huss@csd28j.org</a></td>
<td>209</td>
</tr>
<tr>
<td>Music Specialist</td>
<td>Michael Lasfetto</td>
<td><a href="mailto:michael_lasfetto@csd28j.org">michael_lasfetto@csd28j.org</a></td>
<td>Music</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Alicia Ohm</td>
<td><a href="mailto:alicia_ohm@csd28j.org">alicia_ohm@csd28j.org</a></td>
<td>Gym</td>
</tr>
<tr>
<td>ELL Teachers</td>
<td>Casey Anderson</td>
<td><a href="mailto:casey_anderson@csd28j.org">casey_anderson@csd28j.org</a></td>
<td>402</td>
</tr>
<tr>
<td>SEGWay Tosa</td>
<td>Cristi Marcu</td>
<td><a href="mailto:cristi_marcu@csd28j.org">cristi_marcu@csd28j.org</a></td>
<td>409</td>
</tr>
<tr>
<td>Instructional Coach</td>
<td>Bridgette Macke</td>
<td><a href="mailto:bridgette_macke@csd28j.org">bridgette_macke@csd28j.org</a></td>
<td>153</td>
</tr>
<tr>
<td>Title I Teacher</td>
<td>Amanda Norman</td>
<td><a href="mailto:amanda_norman@csd28j.org">amanda_norman@csd28j.org</a></td>
<td>302</td>
</tr>
<tr>
<td>Support Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educ. Assts.:</td>
<td>Tamera Alverson</td>
<td>Briana Larson</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sam Bilyeu</td>
<td>Dena Nguyen-Payne</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rhonda Heckman</td>
<td>Ruth Rohrer</td>
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<tr>
<td></td>
<td>Mikayla Hooser</td>
<td>Amber Thompson</td>
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<tr>
<td></td>
<td>Sheri Kosher</td>
<td>Amanda West</td>
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<tr>
<td>Russian Liaison:</td>
<td>Rufi Solovic</td>
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<td>ELL Liaison:</td>
<td>Maribel Dewey</td>
<td></td>
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<tr>
<td>Library Manager:</td>
<td>Janel Smith</td>
<td></td>
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<tr>
<td>Kitchen Staff:</td>
<td>Liz Markel</td>
<td>Naomi Stein</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin Crider</td>
<td>Joe Mallon</td>
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</tr>
<tr>
<td>Custodians:</td>
<td></td>
<td></td>
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</table>
RELEASE OF STUDENT INFORMATION

Certain student records are considered directory information and are not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student’s name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and most recent previous educational agency or institution attended.

Directory information may be released at the discretion of the administration for use in the following:

- School district publications
- School district videos
- School web page
- Media stories

Parents objecting to the release of information about their students in any one or all of the above situations should notify the school office in writing by September 30, 2015.

PLEASE NOTE:
As a general rule, Centennial schools do not:

- Release phone numbers or addresses without family consent
- Identify students by name in photos appearing on web pages or district-wide publications

Directory information in the form of lists of students, addresses and phone numbers shall not be released to outside vendors soliciting students for contributions or sales.

CHILD FIND
If you know someone in Centennial School District whose child has disabilities and may need special education and related services, please have the parent call 503-760-7990. School districts must locate and identify individuals age birth through 21 who have disabilities.

EQUAL ACCESS ANNOUNCEMENT
In accordance with Centennial School District Policy JB, every student of the Centennial School District will be given equal educational opportunities regardless of age, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability or geographic location.

Further, no student will, on the basis of gender, be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The district will treat its students without discrimination on the basis of gender as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

Any student, who feels that she/he has been a victim of such discrimination as enumerated in Centennial School District Policy JB, is encouraged to contact their school principal to express concerns and participate in an investigation regarding such concerns.

REQUEST FOR TEACHER/PARAPROFESSIONAL QUALIFICATIONS
NOTICE: As a parent/guardian, you have the right under federal law to request and receive information regarding the professional qualifications of your child’s classroom teacher(s). If you request this information, the district will provide you with the following as soon as possible:

- If the teacher has met state qualifications and licensing criteria for the grade level(s) and subject areas in which the teacher provides instruction;
- If the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification, or degree;
- If your student is receiving services from a paraprofessional(s) and, if so his/her qualifications.

If you would like to request this information, please pick up a form at the school office.
ABSENCES & ATTENDANCE REQUIREMENTS

One of the most frequent questions that a principal receives is, "If we move, may our children continue to attend Butler Creek?" As parents, it is important that you understand the district policy on attendance.

1. If you live in the Butler Creek attendance area, your children are entitled to attend Butler Creek.
2. If you move from the Butler Creek attendance area, but still live within the Centennial School district, the principal may allow your child to complete the current semester depending on several factors.
3. If you move out of the Centennial School District, you must register your child in the new school district. Inter-district transfers are possible if class loads allow. Contact your school of residence for information.
4. Your residence determines where your child attends school - - your babysitter's address does not qualify as a residence.

We are pleased that our parents like Butler Creek! However, we felt it necessary to remind all parents about the policies on attendance. Thank you for your cooperation!

ATTENDANCE PROCEDURES

Attendance is important for students to be successful at school. The only exception would be if your child is ill. In the primary grades, many activities are done in class and cannot be made up as homework. Consistent daily attendance is a must!

<table>
<thead>
<tr>
<th>REMEMBER TO CALL THE ABSENCE LINE!! CALL 503-762-6111</th>
</tr>
</thead>
<tbody>
<tr>
<td>When it is necessary for a student to be late or absent from school, parents are required to call the school attendance line, 503-762-6111 (even if you told the teacher). Please leave your child's name, the teacher, date and the reason for the student's absence from school. We will be calling all students' homes and parents' workplace with unreported absences. Remember to keep your contact telephone numbers current.</td>
</tr>
</tbody>
</table>

Valid excuses for absences which will qualify for an excused absence include sickness of the student, sickness of some member of the family requiring the presence of the student at home for a short interval, days held sacred for religious reasons and a death in the family. The principal or designee may excuse or deny the absence of a student depending on the reason for the absence. If the absence is not excused, the teacher may not accept, for grading purposes, any work that was missed.

It is the student and parent’s responsibility to make arrangements to complete schoolwork that was missed. (Completing missed school work would occur most often at the intermediate grades.)

If a student is absent three consecutive days with no communication with the school as to the reason for the absences, the child's parent will be contacted by his/her teacher. If a student is absent for 10 or more consecutive days, the student needs to be re-enrolled in school. Please contact the office to re-enroll your child. Absences not excused and excessive absences and/or tardies will be referred to the school counselor who will then contact the child's parent to discuss those absences and/or tardies. Chronic absences will be referred to Mike DeBoer, Child Development Specialist.
SENDING AN INJURED OR ILL STUDENT HOME
1. No student will be sent home unaccompanied or without knowledge that a responsible person is at home.
2. The parents of the student shall be expected to make arrangements for transportation home, or to make arrangements with a relative or friend to pick up your child.
3. The school shall provide transportation for a student to an emergency center in those cases where parents cannot be located and an emergency exists in the opinion of the school personnel in charge.
4. Parents are responsible for providing up-to-date emergency phone numbers.

EXCLUDING STUDENTS FROM PHYSICAL ACTIVITIES
All students are expected to participate at recess time and in P.E. classes. However, we understand that on occasion parents may desire that their children not participate. A permission slip signed by the parent indicating the reasons for exclusion will be necessary for a one-day absence. Extended exclusion of more than one day will require a note from your doctor.

EXCUSING STUDENTS DURING SCHOOL HOURS
Children will be excused from school only if they bring a note from home signed by their parents asking that they be excused at a certain time. The note should contain the date, time, reason and who will be picking up the child. The child must check out through the office and be picked up there by a parent or other authorized adult.

The school requests that, if at all possible, dental and doctor appointments be made outside of regular school hours. However, we understand that this is not always possible. Music lessons and other regularly scheduled appointments should also be scheduled outside of regular school hours. (See also: “Release of Student from School” in “Student’s Rights and Responsibilities” handbook)

CHILDREN AFTER SCHOOL
Sometimes teachers or other staff members request students to remain after school, either to finish work, help the teacher, or for disciplinary reasons. Should this happen, parents will be notified by a telephone call from either the office staff or the child's teacher prior to the child staying after school. Unless requested by a teacher to remain after school, students are expected to go directly home.

VISITORS
All visitors to Butler Creek must report to the office, sign the register and wear a visitor identification badge. This is for the protection of all students.

Parents desiring to visit a classroom are asked to make prior arrangements with the teacher so that the normal operation of the day's activities will not be disrupted. Your cooperation is appreciated! (See also: “Visitors,” in “Student’s Rights & Responsibilities” handbook)
FOOD SERVICES

BREAKFAST PROGRAM:
Butler Creek provides a breakfast program for students. The cost is $2.00 (families qualifying for Free/Reduced Lunch also qualify for free breakfast). Breakfast is served beginning at 7:25 a.m. and is to be eaten in the cafeteria. Students arriving by bus are to proceed directly to the cafeteria.

LUNCH PROGRAM:
Breakfast and hot lunches are served daily. Menus for the coming month will be posted on the Butler Creek Website the beginning of the month. For those students bringing a cold lunch, milk is available.

Prices are:

<table>
<thead>
<tr>
<th></th>
<th>Daily</th>
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<tbody>
<tr>
<td>Milk</td>
<td>$ .50</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$1.20</td>
</tr>
<tr>
<td>Lunch</td>
<td>$2.40</td>
</tr>
</tbody>
</table>

Students may not charge breakfast or lunch. Students who forget their lunch or their money may call a parent at home or work. If it is impossible for parent, relative or neighbor to provide a lunch, the child will be furnished a hot lunch. **Prepaying for breakfast and lunches is the best way to avoid lunch problems.** The cafeteria has an account for each child. Money may be deposited before school each morning in the cafeteria.

BIRTHDAY PARTIES
Celebrating individual student's birthdays with a party is not possible due to the number of students per room and please do not hand out invitations at school unless everyone in the class is invited. However, if parents have the teacher's permission and make prior arrangements, birthday treats such as cookies, popcorn, ice cream, etc. will be scheduled at the end of lunch or the last 10 minutes of the day. **Remember, due to county health guidelines, all treats must be purchased, not homemade. Thank you!**

CLASS CELEBRATIONS
Class celebrations are held in most classrooms. In some classrooms, Room Parents may assist the teachers in the preparation.
HOMEWORK
The research on homework is extensive and clear. Robert Marzano in his book *Classroom Instruction That Works* provides a meta-analysis of the research, and it is his summary of the research that provides the basis for this statement.

Homework assignments should be meaningful, directly related to the Centennial Student Grade Level Outcomes. The purpose of homework is to:

- Provide students with background information before class-time or prepare students for an activity.
- Reinforce acquired concepts and or/or skills that students have demonstrated a high degree of familiarity with as observed by the teacher.
- Promote the transfer of learning and encourage student initiative and creativity.

In order to be effective, students should receive comments on all assigned homework. Commenting on homework may take many approaches, some of which are:

- Teacher written comments after each assignment.
- Students paired and provide feedback to each other.
- Put in a homework folder with the teacher providing feedback once per week.
- Students keep track of progress and schedule time with the teacher to present homework results.

*Consideration must be given individual students’ differing learning and ability levels in assigning homework, family support systems, as well as factoring assigned or expected independent reading.*

LOST AND FOUND
Many articles are left unclaimed. If your child has lost a coat, sweater, lunchbox, etc., remind him/her to check the lost and found rack. Any items found by students should be turned in to the office. Periodically, unclaimed items are sent to local social service agencies.

PICTURES
In the fall of each year, each student will have his/her picture taken at no cost. Picture packets are available for varying fees, which will be communicated to you via special informational flyers prior to picture day.

**PICTURE DAY:** October 9th

**RETAKE DAY:** November 13th
STUDENT CONDUCT & SCHOOL-WIDE EXPECTATIONS

BC STUDENTS WILL:

BE RESPECTFUL
BE RESPONSIBLE
BE SAFE

CONDUCT OF STUDENTS
Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes. Below is the STUDENT CODE OF CONDUCT for the Centennial School District:

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

Student Code of Conduct
The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges and/or referral to law enforcement officials for the following, including but not limited to:
1. Assault*;
2. Hazing, harassment*, intimidation*, bullying or menacing*;
3. Coercion*;
4. Violent behavior or threats of violence or harm*;
5. Disorderly conduct, including disruption of the school environment;
6. Bringing, possessing, concealing or using a weapon***;
7. Vandalism/Malicious Mischief/Theft;
8. Sexual harassment;
9. Use of tobacco**, alcohol or drugs**, including drug paraphernalia;
10. Use or display of profane or obscene language;
11. Open defiance of a teacher’s authority, including persistent failure to comply with the lawful directions of teachers or school officials;
12. Violation of district transportation rules;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

*In accordance with Oregon law, the superintendent may request that the driving privileges of the student or the right to apply for driving privileges be suspended for no more than one year for any student who has been expelled for bringing a weapon to school or suspended or expelled at least
twice for assaulting or menacing a district employee or another student, for willful damage or injury to district property or for use of threats, intimidation, harassment or coercion against a district employee or another student; or the student has been suspended or expelled at least twice for possessing, using or delivering any controlled substance or for being under the influence of any controlled substance or for being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

A second such request for subsequent violation may result in suspension of driving privileges or the right to apply for driving privileges until the student is age 21.

A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation.

A student may appeal district decision regarding driving privileges under established due process procedures for suspensions and expulsions.

** In accordance with Oregon law, any person under age 18 possessing a tobacco product commits a Class D violation and is subject to a court imposed fine up to $100 as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine of not less than $100 and not exceeding $600 as provided by ORS 163.575. An unlawful drug is any drug not prescribed by a licensed medical practitioner. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony.

*** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. The superintendent may modify the expulsion requirement for a student on a case-by-case basis. Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in school is subject to criminal prosecution, a maximum five years imprisonment, $100,000 fine and forfeiture of firearm and/or other dangerous weapon or both. Any person 13 to 17 years of age convicted of intentionally possessing a firearm in a public building is subject to denial of driving privileges for 90 days.

Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

Deadly weapon is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. Firearm is defined by federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

Destructive device is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.
In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A “school zone,” as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

**DAMAGE TO DISTRICT PROPERTY**
A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. If the cost is $50 or more, the district will notify the student and parent. If the amount due is not paid within 10 calendar days of receipt of the district’s notice, the amount will become a debt owed and the student’s grade reports, diploma and records may be withheld. *(See also: “Fees, Fines and Charges” in the “Student’s Rights and Responsibilities” Handbook)*

**DRESS CODE**
In accordance with school board policy, students should dress so as not to present health or safety problems or cause any disruptions in the school. *(See also: “Dress Code” in “Student’s Rights and Responsibilities” handbook)*

At Butler Creek, the following guidelines have been established.

Students should come to school neat and clean. Children who feel good about themselves function better in school. Jeans and T-shirts are acceptable; however, we do ask that T-shirts with offensive slogans not be worn. (Including T-shirts promoting drugs, alcohol or tobacco.) Also, wheeled shoes are not allowed at school.

When the weather is warm, shorts may be worn to school. We do ask that they be the longer walking shorts style (not running or athletic shorts) and no halter tops or crop tops. For safety reasons, flip-flop sandals should not be worn at school.

**PLAYGROUND RULES**
All students are expected to participate in recess activities on a daily basis. If periodically there are circumstances where your student should remain indoors, that is permissible, however, a written note from the parent is required. Excuses for periods of more than 3 days require a doctor’s signature.

**Student Expectations**
1. Students will use equipment appropriately, play safely and follow game rules.
2. Students will act in a respectful way to other students and adults.
3. Good sportsmanship will be required for participation in group activities.
4. Students will use appropriate problem-solving techniques to settle differences.
5. Students will stay on school grounds inside designated areas.
6. What is on the ground stays on the ground.

**Consequences**
1. Consequences will be handled by the playground supervisor with support from classroom teacher and principal.
2. Chronic offenders—will be addressed through a building referral process.
WEAPONS AND LOOK-ALIKE WEAPONS
It is important for you to be aware of the Federal and State Law and consequently Centennial’s district policy regarding weapons at school. The laws are very strict, and even a child casually bringing a pocket knife to school, for any reason, may result in a one-year expulsion. This is certainly not what we want to do, but may be required to do by law, regardless of the child’s intent for using the item. So, please take some time to discuss with your children the importance of leaving at home anything that can be construed as a weapon. Items that will be considered weapons are: Pocket knives or any item with a blade that can cause serious bodily harm, firearms, metal knuckles, or straight razors.

These items, particularly pocket knives, CAN NOT be brought to school for show and tell. It is the parents’ responsibility to check their child’s backpacks and pockets for items they bring to school. We want our school to be a safe and secure environment for all students.

Here are 2 parts of the law and Centennial’s District policy that apply to this situation:

1. “Dangerous weapon” – any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

2. “Deadly weapon” – any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.

BRINGING PERSONAL ITEMS TO SCHOOL
Students are not to bring toys, iPods, etc., to school because of possible theft, disruption to the educational environment, and safety issues. These items will be confiscated and returned at the end of the school day. Repeat violators will have their items confiscated and returned directly to the parent. All items brought for an activity or project should be given to the classroom teacher immediately upon arrival at school. If your child carries a cell phone, it is to remain turned off and in the backpack during school hours.

CARE OF SCHOOL PROPERTY
Children are expected to take care of school property including the building, equipment and books. A student who deliberately does damage to any of the above is subject to suspension or expulsion. Parents are liable for damages with the amount determined by the Centennial School District.

TELEPHONE USE BY STUDENTS
The school telephones are extremely busy with business calls during the day. Students will be allowed to use the phone only for emergency situations. Students must obtain a pass from their teacher before coming to the office to use the phone.
USE OF THE SCHOOL BUILDING
Groups in need of a meeting place or desiring to use the gym are urged to make themselves known by contacting the office and completing a Building Use form. The school building is here to serve the needs of the community. However, due to budget cuts the building now closes at 6:30 p.m. Custodial fees will be charged if your time exceeds building hours.

BUS TRANSPORTATION AND BEHAVIOR
Butler Creek Elementary has 6 buses that serve our area. The bus routes are designed to provide the best possible service to the students of the area. The buses cannot possibly stop in front of each house, so children in a certain area meet at a designated stop.

Students are eligible to ride the bus if they live one mile or more from school. All other students are in walking distance.

If parents wish their child to ride a different bus to go to another child’s home, or if there is any deviation from a student’s regular bus schedule, a signed parental note must be given to the office and the bus driver. Please review Bus Rule #14.

All students should know the correct bus number before dismissal on the first day. For Kindergarten and First grade children, please pin a tag with their bus number and bus stop on to their shirt as they often forget the bus number or become confused. Teachers will accompany students to the bus.

A list of rules and regulations required by State Law are listed on this next page. The bus driver is responsible for enforcing these rules. This is extremely important for the safety and well-being of every child riding the bus. Students who are unable to abide by these rules or impede the safety of others will forfeit the privilege of riding the bus.

State school bus regulations indicate that only those students attending school and school officials may ride on regular routes. This means that children not enrolled in school and adults may not ride the buses without specific authorization from the Principal or Transportation Supervisor.

Parents are requested to review the Bus Regulations as stated in the “Student Rights and Responsibilities” handbook with students and to encourage appropriate behavior at all times. The school will instruct students to obey bus rules and will assist students and bus drivers with problems that occur. Our priority is providing safe and reliable transportation for our students. Problems that may arise can be resolved by calling the school or the District Transportation Department at 503-762-3674.
BUS REGULATIONS

1. Students being transported are under authority of the bus driver.
2. Students will not throw objects;
3. Students will not bring animals (except approved assisted guide animals), firearms, weapons (as defined by Board policy JFCJ – Weapons in the Schools), or other potentially hazardous material on the bus;
4. Students will be courteous to the driver, to fellow students and passersby. They will not fight, wrestle or scuffle;
5. Students will not extend hands, head, feet or objects from windows or doors, they will use the emergency door only when instructed to do so by the driver;
6. Students will keep the bus clean and refrain from damaging school property or the personal property of others;
7. Students will not make disrespectful or obscene statements;
8. Students will not possess and/or use tobacco, alcohol or illegal drugs;
9. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver. Students will stay away from the bus when it is moving;
10. Students will not take onto the bus skateboards, rollerblades, large musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;
11. Students will not bring glass containers or large glass objects onto the bus;
12. Students will not eat, drink or chew gum on the bus;
13. Students will not open windows without permission of driver.
14. Students will have written permission from a parent or guardian to leave the bus other than at home or school;
15. Students will be at the bus stop five minutes before the scheduled pick-up time and be on time for the bus at dismissal time;
16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

BICYCLES

If a student rides a bicycle or scooter to school, it must be parked in the bike stand areas. Although the designated area is near the school, it is not possible to always provide direct supervision. It is strongly recommended that all bikes or scooters be locked. The school does not assume any responsibility for the safety of bikes or scooters parked in our bike racks. Bicycle helmets are required by law, so any student riding their bike to school must wear a helmet. Students are to walk their bikes or scooters in front of the building.
SPECIAL PROGRAMS

Talented and Gifted (TAG)
Your child’s teacher will differentiate instruction in order to meet the needs of each student. TAG students will receive an individual plan explaining how they are being challenged at school. Parents receive a copy of the plan. Consult with your child’s teacher if you have specific instructional ideas for your child.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)
P%B%SG methods are researched-based and have been proven to significantly reduce the occurrence of problem behaviors in school. One of the key components of the system is a focus on PREVENTION. It is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and negative, 85-90% of students will meet those expectations.

Another key element is an analysis of discipline referral data by the school team. This team-based approach to data analysis allows the school to identify the problem areas, brainstorm interventions, and acknowledge the students exhibiting the expected behavior, and communicating the findings to staff, students, and parents.

We feel that the application of these research-based strategies and systems will assist us in increasing student academic performance, increase safety, decrease problem behavior, and support a positive school climate.

ENGLISH LANGUAGE LEARNERS (ELL)
Butler Creek provides special programs for bilingual English language learning students. Students with limited English language proficiency receive extra support in instruction. Parents will be notified if your child is participating in the program.

FIELD TRIPS
Classes may go on field trips, which are planned for an educational purpose. The trips are an integral part of the learning experience offered by the school. Parents are asked to sign a field trip permission form, which will give approval for your child to go with his or her class.

Field Trip Chaperones are now required to clear a background check application ($5.00 charge) before accompanying students on the field trip. Please plan ahead as the application process can take up to four weeks. Chaperones must clear the background check before the date of the field trip. Background checks are good for three years. The office can let you know if your still current on your background check. Background checks cost $5.00 to process.
Duties of Chaperones on Activity and Field Trips
1. Glass containers are NOT allowed on the bus or activity vans. (OAR 581-53-0110)
2. Cooperate with driver at all times.
3. Make sure students remain seated while bus is in motion.
4. Sit in a location where you can see and control activities.
5. If more than one chaperone, space yourselves throughout the bus.
6. Do not allow loud or vulgar language or gestures on the bus.
7. Check bus after trip for articles which may have been left by mistake.

INSTRUMENTAL MUSIC
Butler Creek has group instruction available for 6th graders. Information will be sent home about the band program in September.

SWIMMING INSTRUCTION
As part of our physical education program, all 4th graders will have two weeks of swimming instruction at the Centennial High School Pool.
PARENT/SCHOOL COMMUNICATION

REGISTRATION & FORMS

The registration form is the only method we have of getting in contact with you in case of an emergency. If your child should become ill or have an accident at school, we contact you at home or at work. It is for this reason that the registration form we have must be up-to-date. The school should be advised immediately of any change in your telephone number, home or work, or the numbers of friends or relatives to contact in your absence.

Also, note on the form if your child is allergic to bee stings or insect bites, or is taking special medication, etc. Having this information insures your child's safety and well-being.

REPORT CARDS/PROGRESS REPORTS

Parent conferences are scheduled in November and March for all students. Report cards will be sent home three times, twice during the course of the year and at the end of the year in June.

We hope that if at any time you have a question concerning your child's progress, you will contact his/her teacher or the principal.

Report Cards/Student Progress Reports:

- Nov. 19-20: K-6 Conferences
- March 20-21: K-6 Conferences
- June 21: Report Card mailed home

STUDENT RECORDS

Mr. DeBoer, CDS at Butler Creek is in charge of the student records. If parents desire to review their child's records, they should call the school and make an appointment with Mr. DeBoer. A complete set of Board Policies relating to records may be examined in the school's office or library. (See also: “Student Records” in “Student’s Rights and Responsibilities” handbook)

TRANSFERRING STUDENTS

If a student's family moves out of the Butler Creek attendance area, her/his parents are to take the following steps:

1. Call the school secretary as far in advance as possible.
2. Send a note with each child to his/her teacher.
3. Return all text and library books to the school.
4. Pay for any fees or fines at the office.

Your child’s school records will be transferred to the new school upon request from that school.
PARENTAL RIGHTS
By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children UNLESS a parent has a court order that indicates which parent has custody of child/children.

The school must have a copy of the court order, or a restraining order on file; otherwise either parent may check the child out of school with proper identification.

The child's natural parents both have access to the student records at any time whether married or divorced. Stepparents must have written permission of the natural parent or be accompanied by the natural parent when reviewing records.

PARENT/TEACHER ASSOCIATION (PTA)
Come and join PTA! PTA is made up of Butler Creek parents (YOU) who work with the principal and teachers of Butler Creek. The association helps support our school by providing extras not included in the school budget, and other volunteer services. PTA meetings are held every other month on the 1st Tuesday of that month at 7:00 p.m. in the library. Meeting dates and times will be announced.

2018-19 Officers
President – Shelly Lee
Vice President – Michael Newman, Yelena Goloborodko
Treasurer – Tina Allen
Secretary – Taylor Walthers

Your support makes a big difference in the success of our school!

VOLUNTEERS
WE NEED YOU! Volunteers are an important part of our education team. We encourage all parents to become involved and no experience is necessary. Please fill out the Parent Volunteer Form and Criminal Background Check Form included in the First Day Packet and return it to the school office along with your $5.00 processing fee.

EQUAL EDUCATION OPPORTUNITIES
In accordance with Centennial School District policies, every student of the Centennial School District will be given equal educational opportunities regardless of age, race, religion, color, national origin, disability, marital or parental status, linguistic background, culture, capability, or geographic location.
HEALTH AND WELLNESS

HEALTH ALERT
As in past years, the Multnomah County Health Division has placed a ban on foods prepared at home being served in the schools. This is due to the large number of Hepatitis cases reported in the area. Treats for classroom parties and birthdays therefore need to be purchased from a bakery or grocery store and candy should be individually wrapped. If you have any questions regarding Hepatitis, please contact the school nurse.

HEALTH SERVICES
Health services staff members suggest the following guidelines for parents:
- Make sure your child receives adequate sleep and good nutrition.
- Keep immunizations up-to-date and the school advised of those dates.
- Maintain good hand washing practices.
- Notify the school about severe allergic or chronic conditions your child may have.
- Keep the school advised of accurate, current phone numbers so that you can be reached easily in case of an emergency.

See also: “Immunization, Infection Control, HIV/AIDS” in “Student’s Rights and Responsibilities” handbook.

HEALTH ROOM CHANGES
We no longer have a 4-hour health room assistant to care for your children when they become ill at school. Please do not send your child to school if they are not feeling well or showing symptoms of illness. If children arrive at school not feeling well, parents will be called and the child sent home. Thank you for your cooperation!

MEDICATION
A student who must take prescription and/or over-the-counter medication during the school day must bring the medicine and a completed district form signed by his/her parent to allow staff to administer medication.

The request must include, for prescription medication, the physician’s written instructions, name of medication, dosage, time interval and method of administration. The medication must be in its original container and the container label must clearly show the student’s and physician’s name and instructions. Over-the-counter medications must be accompanied by the signed district medication form with instructions and be kept in its original container.

*HANDWRITTEN NOTES WILL NOT BE ACCEPTED. THE FORMS ARE AVAILABLE IN THE SCHOOL OFFICE.
EMERGENCY CARE FOR STUDENTS
If a child becomes ill or is involved in an accident, the teacher on duty will refer the student to the office where a decision will be made on the action to be taken.

If the illness or accident is not of a serious nature, a student may be sent to the Health Room to lie down. Minor scratches and scrapes will be cleaned and bandaged, if necessary. Emergency care, including requesting an ambulance, would be administered in the event of a more serious accident and parent/guardian will be contacted.

INCLEMENT WEATHER OR HEALTH EMERGENCY CLOSURE
In situations where weather or a declared health emergency would cause closure or a change of starting/ending times, Centennial district will use local radio and television systems to notify parents and students. Our student absence calling system will also notify parents of school closure by telephone or email. Internet information may be accessed at http://www.centennial.k12.or.us. (Click on “Emergency Closures.”)

INSURANCE
Student accident insurance is available to students at Butler Creek. Several plans are available with varying prices. A brochure explaining the options is included in the first day packet.

PHYSICAL EDUCATION PROGRAM
Our goal is to enhance the normal physical growth and development of our students. We expect students to try their best and participate in the activities and exercise program developed by our PE teacher.

We request that students wear tennis shoes for PE class. (They do not have to be new.)
Centennial School District
Mission and Vision Statement
Adopted - January 15, 2010

Mission

All students think, achieve and make a difference in the world.

Vision

Our Mission is achieved through a learner-like focus on:
- Student learning and achievement
- Pursuit of academic and professional excellence

Students value learning and hard work by:
- Meeting high expectations regardless of economic status, culture, ethnicity or disability
- Actively engaging in both academic and civic activities
- Preparing for advanced learning
- Developing critical thinking skills

Our System is responsive to students' varied needs by providing:
- Time and support needed for success
- Relevant, academic opportunities for all
- Culturally responsive, differentiated opportunities
- Opportunities for students to contribute to the community

The School Environment is welcoming and inclusive, characterized by:
- Integrity, ethics, respect
- Safe, respectful and responsible behavior
- Universal commitment to and responsibility for the success of all students
- Collaborative work culture extending across grade levels, schools and district (and reflected in Professional Learning Communities)
- Culturally proficient staff

Our Staff Members employ best practices for student learning by:
- Using data to inform instruction
- Using research/evidence-based practices
- Incorporating professional judgment and reflection in evaluating best practices and progress toward goals
- Instilling higher-level thinking strategies through a comprehensive literacy system

Parents are valuable, active partners in their children's education through having:
- Access to information regarding their children's progress
- Awareness of student needs
- Involvement/input in problem-solving, planning and decision-making

Centennial is the heart of the Community
- Viewed as a model school district both internally and externally
- Inspires pride and support from the community
ACADEMIC GOALS

1. Every child performs at grade level in reading, writing and math by the end of 3rd grade.

2. Every child leaves 8th grade academically ready for 9th grade.

3. Every student finishes 9th grade with credits necessary to graduate on time.

4. Every student graduates ready for college and/or career.