

# McKay Creek Elementary

*Student Handbook  
2024-2025*



1539 SW 44th St.  
Pendleton, OR 97801



Dear Mustang Family,

Welcome to the 2024-2025 school year. We are ready and excited to **Let the Adventure Begin!** Our hard working staff are looking forward to this upcoming year. Thanks to our amazing building and district maintenance staff, our floors are shiny and the building looks great. Teachers have been creating a welcoming environment for their students and are looking forward to meeting their students.

We appreciate the time we have with your children every day, but know we are just one piece of the puzzle. Please help us have open lines of communication, and reach out to classroom teachers via the Remind app or school email with questions or concerns. We will use School Messenger, an automated telephone message system for upcoming school events or schedule changes. Notifications are also posted on our [web page](#), and on Facebook and Instagram.

We value all our families and the community partners who are helping each of our students become successful. I encourage you to consider volunteering here, becoming involved with our parent club or volunteering for one of the many youth programs in our community. You can complete the district volunteer screening form (valid for 2 years) at our office or the district office.

If you have any questions, concerns or ideas that you would like me to know, please call or email me. I look forward to building relationships with this incredible team, the students and families.

Warm regards,

*Anne Sokoloski*

Principal

Office Phone: 541-966-3000

Email: [asokoloski@pendletonsd.org](mailto:asokoloski@pendletonsd.org)

*"Let the Adventure Begin"*

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1539 SW 44th Street, Pendleton, OR 97801 | Ph: (541) 966-3000 | Fax: (541) 966-3046



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## 2024-2025 MCKAY CREEK ELEMENTARY STAFF



<b><u>POSITION</u></b>	<b><u>STAFF MEMBERS</u></b>	<b><u>ROOM</u></b>	<b><u>EXT.</u></b>
Principal	Anne Sokoloski	Office	3001
Secretary	Leslie Gard	Office	3000
Child Development Specialist	Patti Thorne	Office	3014
Behavior Specialist	Haley Kannard	Office	3030
Intervention Specialist	Whitney Porter	Rm. 8	3021

### **TEACHERS**

1 <sup>st</sup> Grade	Wendy Phillips	Rm. 1	3011
	Holly Whitten	Rm. 2	3007
	Makenzie McLeod	Rm. 11	3017
2 <sup>nd</sup> Grade	Katelen Leighty	Rm. 3	3020
	Shelby Cook	Rm. 4	3010
3 <sup>rd</sup> Grade	Sam Erwin	Rm. 5	3013
	Noele Mead	Rm. 6	3012
4 <sup>th</sup> Grade	Jill Deutz	Rm. 13	3018
	Stephanie Smith	Rm. 10	3045
5 <sup>th</sup> Grade	Linzie Noble	Rm. 12	3016
	Cathy Walters	Rm. 14	3019
Special Education	Sally Ladd	Rm. 15	3025
Music	Emma Norquist (M/W/F) S1	Rm. 9	3008
PE	Randy Jenness (T/TH) S1	Gym	3023

### **EDUCATIONAL ASSISTANTS**

Jennifer Lindsey	Marques Johnson
Sue Caldwell	Norrie Jones
Hannah Crivellone	Leigh Larsen
Beth Hinze	Kim Dennis
Misty Pattison	

### **CUSTODIANS**

Ashlee Dow
Amanda Sabin





# PENDLETON SCHOOL DISTRICT NO. 16R

## 2024-2025 School Calendar

### Legend

First Day of School
School Improvement Mondays
Conferences (No School)
Evening Conferences
Staff In-Service (No School)
Snow Make-Up Day
Round-Up (No School)
Last Day of School (2-Hour Early Release)
Holiday
Vacation
No School

171 Instructional Days  
8 In-Service Days/TD

4 Conference Days  
5 Holidays

AUGUST 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
School Days = 4						

SEPTEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
School Days = 15						

OCTOBER 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
School Days = 22						

NOVEMBER 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
School Days = 16						

DECEMBER 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
School Days = 15						

JANUARY 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
School Days = 18						

FEBRUARY 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
School Days = 19						

MARCH 2025						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
School Days = 15						

APRIL 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
School Days = 21						

MAY 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
School Days = 21						

JUNE 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
School Days = 5						

### AUGUST 2024

- 21-26 In-Service Days
- 21 Certified Staff Report
- 22 All Staff Report
- 27 School Begins

### SEPTEMBER 2024

- 2 Labor Day (no school)
- 9-13 Pendleton Round-Up (no school)

### OCTOBER 2024

- 11 State In-Service (no school)

### NOVEMBER 2024

- 11 Veterans Day Observed
- 25 Evening Parent/Teacher Conferences
- 26 Day & Evening Parent/Teacher Conferences (no school)
- 27 No School
- 28-29 Thanksgiving Break (no school)

### DECEMBER 2024

- 23 Winter Break Begins (no school)

### JANUARY 2025

- 6 School Resumes
- 20 Martin Luther King Jr. Day (no school)
- 24 End of 1st Semester
- 27 Staff In-Service (no school)

### FEBRUARY 2025

- 17 No School

### MARCH 2025

- 3 & 5 Evening Parent/Teacher Conferences for grades 6-12
- 4 & 6 Evening Parent/Teacher Conferences for grades K-5
- 7 Regional In-Service (no school)
- 24-28 Spring Break (no school)

### APRIL 2025

- 18 No School - Possible Snow Make-Up Day

### MAY 2025

- 26 Memorial Day (no school)
- TBD Seniors Last Day
- TBD PHS Baccalaureate

### JUNE 2025

- 1 PHS Graduation
- 6 Last Day of School - 2 Hr Early Release
- 6 End of 2nd Semester
- 9 Staff In-Service (no school)

Revised July 2024



### **School Hours**

Monday: 9:00 am - 2:35 pm

Tuesday - Friday: 8:00 am - 2:35 pm

Student arrival begins at 7:30 am. Students may not arrive prior to 7:30 am

### **School Office Hours**

Monday-Friday 7:30 am - 4:00 pm

Phone: (541) 966-3000

Website: <http://mes.pendleton.k12.or.us>

**PLEASE CONTACT THE OFFICE BEFORE 2:00 pm WITH ANY  
TRANSPORTATION CHANGES.**

### **Lunch/Recess Times**

**1st Grade 10:55-11:30**

**2nd Grade 11:15-11:50**

**4th Grade 11:25-12:00**

**5th Grade 11:30-12:10**

**3rd Grade 11:45-12:20**

# Mustangs

## ARRIVAL AND DISMISSAL

Student safety is our priority, and we make every effort to help each and every student get home from school without any problems. Parents are welcome in the building, but we ask that parents do not come inside at dismissal time. We are staffed so that we can supervise areas after school. In order to dismiss students in a safe and orderly manner, all parents/guardians are asked to follow one of the procedures outlined below.

**Car Line:** Students need to be dropped off and picked up in the designated area that is marked on SW 44<sup>th</sup> St. Please stay in the line of cars. Do not park on the street to pick your child up. We will move as quickly as possible to help students in and out of cars safely. Map shown as Appendix B.

*It is the responsibility of the parent/guardian or designated adult picking up your child to buckle your child's seat belt. For information about car seats and auto safety, experts from USDOT have published ["Keeping Kids Safe - a parent's guide to keeping kids safe in and around cars."](#)*

**Bus Riders:** Bus students will be taken to their assigned bus by a staff member. Bus students need to be registered with First Student prior to riding the bus. Bus students will wait for the bus in a designated and supervised area. An adult is required to be at the bus stop for kindergarten students. First Student is the PENDLETON SCHOOL DISTRICT transportation contractor. Parents can contact First Student at (458) 213-5222 with any transportation questions. Our policy allows only regular, registered bus students to ride the bus. There is a link to transportation services on the district website: <https://pendleton.k12.or.us/student-transportation/>.

**Walkers:** Walkers will be taken to their assigned area in front of the school and use supervised crosswalks only.

**Bicycles:** Bicyclists will be taken to their assigned area and then escorted to the crosswalk.

Please do not expect your child to tell us if there will be a change in their after-school plans. We rely on parents and families to communicate with us on this issue. Let the building secretary or your teacher know in advance how your child will be going home after school. You can communicate with us by sending a note or calling (541) 966-3000. Students must be picked up in a timely manner.

## ATTENDANCE GUIDELINES

The habit of regular attendance is strongly related to the success of every student. We ask that you help your child to acquire this habit.

**Guidelines for regular attendance**

- Schedule appointments outside school hours, whenever possible
- Students released for doctor and dental appointments should check out in the office and are expected to check in if they return prior to the end of the day
- Please call the school, or send a note to let us know about the appointment ahead of time
- We account for each child in the school every day. If a student is absent, parents are requested to call the school at (541) 966-3000 before 9:30 am on Mondays and 8:30 am Tuesday – Friday.
- If no call is received, parents/guardians will be contacted
- If a child is late for school, a note or phone call is necessary stating the reason for the tardiness, the date, and your signature

Any student who accumulates ten (10) or more consecutive days of absences will be removed from school enrollment.

**EMERGENCY INFORMATION**

Student safety is a priority for the PENDLETON SCHOOL DISTRICT. Frequent drills are planned to prepare students and staff in the unlikely event of a crisis. In case of emergency, each student is required to have on file at the school office the following information:

- Electronic messaging information
- Parent and/or guardian names
- Complete and current address
- Home phone and parent cell/work numbers
- Emergency phone number of a friend or relative
- Medical alert information (i.e. allergies)

**Change of Address and/or Phone Number**

It is vital that every student maintains a current home address and telephone number during the school year. Please notify the school of any change during the year.

**HEAD LICE PROCEDURES**

Small infestations of head lice could be found this year in some classrooms. Head lice do not discriminate; anyone can contract them. School staff may perform periodic checks during the year. If it is determined a student has head lice, the school will contact the parent. The school will determine as to whether or not the student requires immediate treatment based on the degree of nits or presence of live lice. If the identified student(s) have siblings in the school district, they may also be checked. The parent is responsible to provide the appropriate treatment and must accompany the student for reinstatement in school. Students will be re-examined prior to returning to class. Additional information is available by contacting the office, by calling the Umatilla County Health Department at (541) 278-5432, or from your own doctor. We respect the sensitivity of this issue and will do everything possible to make it a confidential and comfortable process for your child.

**ILLNESSES and INJURY**

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. Transportation cannot be provided for sick children. If your child is ill, please do not send them to school. A student that contracts a contagious disease or



condition (such as pink eye, chicken pox, ringworm, or head lice) will be sent home from school. PENDLETON SCHOOL DISTRICT is very concerned with the health and safety of our students. In case of injury, we will inspect and apply appropriate, limited first aid. Due to potential harm such as allergic reactions, the only first aid remedies we can provide are ice and Band-Aids. Parents will be contacted if the injury is serious or if there is any question as to the need for medical treatment.

Guidelines for return time to school following illness are provided in Appendix A.

**INCLEMENT WEATHER AND EMERGENCIES**

Students need breaks with an opportunity for fresh air and exercise during the school day. The goal of PENDLETON SCHOOL DISTRICT is to have children play outside whenever possible. If it is heavily raining, if the temperature (with wind chill) drops below 20 degrees, or other weather conditions cause safety concerns, we may provide supervised indoor activities for the students. It is important that children come dressed appropriately for the ever-changing weather.

**Closures and Delays**

When emergency conditions make it necessary to close schools for the day you may find information on the following:

- PENDLETON SCHOOL DISTRICT website
- Area radio stations: KUMA 1290 and KTIK 1240
- District and school Facebook pages
- Electronic messaging

**BEHAVIOR**

**BEHAVIOR PLAN**

Each teacher will have a behavior plan in place which

- complies with school and district policy;
- has clear expectations which are shared;
- includes both positive reinforcements and appropriate consequences which are consistently and fairly administered;
- is reviewed with students periodically;
- is approved by and receives the full support of the building principal.

Behavior	Incident	Reports
Children who do not follow school expectations (safety, respect, responsibility) may receive a discipline referral. Parents will receive contact from school personnel should a child receive a disciplinary referral.		

**In-school suspension** may be given for the remainder of the day and/or the following day. During this time, students are removed from the classroom and provided time to evaluate their behavior and consider alternatives to inappropriate behavior. Parents will be notified.

**Out of school suspension** may be used if all other steps have proven ineffective or if an incident is deemed serious enough to warrant removal from school. The student may be removed from school

under the supervision of their parent/guardian for up to ten (10) days depending on the incident. In extreme cases, the student may be recommended to the superintendent for expulsion.

### **Repeated Discipline Incidents**

If ongoing behavior concerns arise for an individual, a team consisting of the Principal, the Child Development Specialist, and teachers having direct contact with the student will meet to complete a behavior analysis and determine next steps. A meeting with the parents/guardians will be held to finalize the appropriate behavior plan. Follow-up meetings will be scheduled as needed.

### **BULLYING, HARASSMENT, and NON-DISCRIMINATION**

PENDLETON SCHOOL DISTRICT is a no bully zone. Sexual harassment and bullying are against PENDLETON SCHOOL DISTRICT policy and state/federal law. We are committed to maintaining a learning environment that is free of sexual harassment and bullying. Sexual harassment and bullying will not be tolerated and should be reported to the teacher or principal immediately.

It is a policy and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction at the Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310; phone 503-947-5740; or fax 503-378-4772.

### **CHARACTER EDUCATION**

PENDLETON SCHOOL DISTRICT has adopted Conscious Discipline in all elementary schools. Conscious Discipline is a tool for classroom management that provides a transformational, whole school solution for social-emotional learning, discipline, and self-regulation. Maintaining an effective learning environment requires the combined effort of students, parents, teachers, support staff, and administrators. PENDLETON SCHOOL DISTRICT expectations are to be safe, respectful and responsible. All of the individuals are citizens in our school community.

### **Rights**

- Every citizen deserves to be treated with respect.
- Every citizen is entitled to learn, teach, or work without interference or distraction.
- Every citizen has the right to feel safe and secure within the school and school grounds.

### **STUDENTS ON OR ABOUT SCHOOL PROPERTY OR AT ANY SCHOOL ACTIVITY**

- Shall not wear, possess, use, distribute, display nor sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Shall not commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
- Shall not use any speech or commit any act or omission (e.g., withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity including, but not limited to:
  - soliciting others for membership in any gangs;

- requesting any person to pay protection or otherwise intimidating or threatening any person;
- committing other illegal acts or other violations of school district policies; inciting other students to act with physical violence upon any other person.

## **WEAPONS IN SCHOOL**

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gasses, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members parents and patrons.

Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such an authorization.

## **GENERAL INFORMATION**

### **ANIMALS AT SCHOOL**

As a safety precaution, animals are not permitted within any of the PENDLETON SCHOOL DISTRICT buildings. However, some exceptions may be made by the building principal for select educational purposes. All requests must have the advance approval of the classroom teacher and building principal.

### **ASSIGNMENT OF STUDENTS TO CLASSES**

In accordance with Board policy, the final assignment of students is the responsibility of the Principal. The student's welfare will be foremost in making class assignments. Parents have the right to discuss their child's needs with the building administrator, therefore requests for a specific teacher are unnecessary.

### **PERSONAL ELECTRONIC DEVICES**

We understand that many parents provide Personal Electronic Devices for their children, but we require Personal Electronic Devices to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to contact a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day. Should it happen a second time, the phone will be kept in the office until picked up by a parent and/or guardian.

### **COMPUTER USE**

Computers, iPads, and Chromebooks are used to support learning and to enhance instruction. It is a general policy that all computers used through PSDnet are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of PSDnet will result in the immediate revocation of access privileges, as well as possible disciplinary

action, restitution, and/or referral to law enforcement authorities. Reinstatement will be at the discretion of the building administrator and the PSDnet Information Systems Administrator.

### **DRESS CODE**

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance that is not distracting to teachers or students or in any way disruptive to the instructional program. Clothing may not advertise drugs, alcohol, violence, or gangs, and may not display inappropriate language or pictures. Hats, caps and/or sunglasses will not be worn in the school building. We are also concerned about clothing that can be hazardous to the health and safety of the student. Facial piercings are considered a health/hygiene risk for elementary-age students and not allowed. It is highly recommended, for safety reasons, that students NOT wear high heels, flip-flops, or other types of slip-on sandals.

### **FIELD TRIPS**

Field trips within Pendleton and to nearby points of interest are scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources in the community. Parents will receive notices of field trips in advance of the scheduled trip date.

All trips will require a special permission slip to notify you and obtain your permission. A notice explaining the trip will be sent home prior to the activity. Note: only students enrolled in the school may attend field trips. If students have ongoing and excessive behavior incidents and referrals that prevent them from maintaining safe, respectful and responsible behavior, an alternative, on-campus activity may be provided.

### **INSURANCE**

Insurance may be purchased for your child through an independent company. Information is sent home early in the school year and is available in the office at each school.

### **LOST AND FOUND**

In the course of the school year, many children lose personal items. The children can look for misplaced items in our designated lost and found area. Small items may be turned into the office. Please use a permanent marker to write your student's name on all jackets, sweatshirts, removable clothing items, water bottles and lunch boxes to be sure they will be returned to the proper owner. Periodically throughout the year, the lost and found will be donated to local charities.

### **LUNCH and BREAKFAST PROGRAM**

Pendleton School District contracts with Sodexo to offer a nutritious breakfast and lunch program. Students will be encouraged to make food choices that provide a well-balanced and healthy meal. School policy requests that when students bring their own lunch from home, they do not include sodapop or energy drinks. All meals will be provided free of charge. All meals will be provided free of charge. Even though meals are free, we ask that families complete the Family Income Survey. This form helps collect household information for all students attending a Community Eligibility Provision (CEP) school. Without this information, Pendleton School District could lose important state and federal grant funding for educational programs that students are entitled to. The survey can be found at

[www.familyincomesurvey.com](http://www.familyincomesurvey.com). Contact Jodi Mascall at (541) 966-3267 for additional survey information.

## **MEDICATION**

Most medication schedules should be arranged so that medicine can be given at home. Children requiring medication during school hours will abide by the following guidelines.

- ANY medication (prescription or over the counter) must be in the original container and current
- Prescription medication must be in a container from the pharmacy with the doctor's name, student name, and instructions for administration
- ANY medication to be given at school (prescription or over the counter) on a regular basis must be accompanied by a Medication Permission and Administration Form completed and signed by the parent. These forms are available in the school office.
- Medication, including non-prescription medication and cough drops, must be brought to the school by a parent or guardian. Students are not to transport medication unless designated in medical protocol set by the school-based nurse.

## **NON-CUSTODIAL PARENT RIGHTS and RESTRAINING ORDERS**

A custodial parent who enrolls a student in PENDLETON SCHOOL DISTRICT shall be considered the parent of record by the school district. The District acknowledges and will extend the rights provided for noncustodial parents under federal and state statutes unless a court order or other legal document that curtails these rights has been filed with the district by the custodial parent. Please contact the school for more information in this regard. A legal and valid restraining order is the only verification that is accepted in limiting or taking away visitation rights by a non-custodial parent. Please make sure the office has a copy of the current order.

## **NON-SCHOOL ITEMS**

Personal music devices and hand-held games, laser pens and other non-school items SHOULD NOT be brought to school unless prior approval is received from the classroom teacher. Game equipment for recess and physical education is provided by the school and should NOT be brought from home. Bringing make-up, perfume, etc. to school is not allowed due to allergies and other health concerns. Trading Cards of any kind are NOT allowed at school. Gum and sunflower seeds are not permitted at school. Students may not sell or trade any item at school.

## **PARTIES**

### **Celebrating student birthdays**

Parents must contact the classroom teacher 24 hours prior to the event if bringing snacks or treats. Homemade treats are not permitted. All items must be from a store or licensed kitchen in sealed containers.

### **School-organized parties**

Classroom parties held during the year are at the individual teacher's discretion. Teachers will send information home on class parties and guidelines for pre-approval. When providing treats and/or rewards to students, school personnel and parents are encouraged to cut back on sugary or fatty selections to provide more healthy alternative choices for students. Homemade treats are not permitted. All items must be from a store or licensed kitchen in sealed containers.

In an effort to avoid hurt feelings, we discourage distributing party invitations at school. If the school is your only method of distributing party invitations, please talk to your child's teacher.

### **VISITING SCHOOL**

Visits to rooms during class time by non-enrolled students are not permitted. However, out-of-town guests may visit during lunch with permission from both the parent and the PELC office. Custodial parents are welcome to have lunch with their children. Due to privacy and safety concerns, guests will sit at the designated Family Tables and not with the class. In order to maintain adequate supervision, guests, including parents and younger siblings, may not go to the playground during school hours (including lunch visits). Parents who need to meet with a teacher are encouraged to do so before or after school (before 8:00 am or after 3:00 pm). Special appointments may also be made with the teacher. For the security and safety of our students, all visitors must check in at the office and wear a badge.

### **VOLUNTEERING AT SCHOOL**

All adults that volunteer to help teachers and students within the building or on field trips MUST complete a background check with PENDLETON SCHOOL DISTRICT. Please keep in mind that background checks may take up to one month to process. Background checks are current for two school years. For student security and safety, all visitors must check in at the office and wear a visitor's badge.

## **YOUR CHILD'S EDUCATION**

### **ACADEMIC INTEGRITY**

Academic integrity means doing school honestly. Students are expected to do their own work. The PENDLETON SCHOOL DISTRICT firmly stands behind academic integrity and violations will result in disciplinary action.

### **PARENT PARTICIPATION**

Parents are essential to their child's success in school. If your child needs supplemental instruction, we will describe that instruction to you. We will ask you to tell us about anything you think might affect your child's learning. For example, it is important for us to know if your child has missed a lot of school, experienced a trauma, has limited English proficiency, health issues, or is having problems with friends at school. These types of problems may affect your child's progress, and if we know about them, we can design an intervention more effectively.

### **SPECIAL NEEDS CHILD FIND**

PENDLETON SCHOOL DISTRICT actively identifies individuals with disabilities under the age twenty-one (21). For children under the age of five (5) screening, evaluation, diagnosis and programming is available through the InterMountain Education Service District (541-276-6616).

PENDLETON SCHOOL DISTRICT provides for evaluation, diagnosis, and specialized educational programming for school age children (ages 5-21). The following special education services are provided:



- Special education and related services appropriate to their needs for students who are eligible for services under the following disability categories: Specific Learning Disability, Communication Disorder, Visual Impairment, Hearing Impairment, Orthopedic Impairment, Autism, Other Health Impairment, Emotional Disturbance, Intellectual Disability, or Traumatic Brain Injury.
- Evaluations and planning for eligible students under Section 504 of the Rehabilitative Act of 1973.

For more information contact:

Julie Smith, Special Programs Director

PENDLETON SCHOOL DISTRICT

107 NW 10<sup>th</sup> Street, Pendleton, OR 97801

(541) 966-3262

## **STUDENT RECORDS**

This is your notification that should your child enroll in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon our receipt of notification of the student's enrolling in said institution. Prior to the withdrawal of your child from our District, you have a right to see your student's records and a hearing to challenge the content of the record. Your request for a hearing must allow two days between the request and the hearing. You may receive a copy of the record to be transferred if you desire.

### **Notification of Rights to Inspect Records**

As a parent or a student over 18 years of age, or if you are attending a post-secondary education institution, you have the right to inspect your educational records. You have the right for a hearing should you choose to challenge the content of such records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of such inaccurate, misleading, or otherwise inappropriate data contained therein. The District will comply with your request to inspect the records within a reasonable amount of time, but in no case more than 45 days from your request. The same time limits apply for a request for a hearing to challenge the content of such records.

Parents frequently partner with the school to provide extra practice in skills. If you would like to provide extra support at home, you can work with the school to make yourself part of your child's program.

## **TALENTED AND GIFTED IDENTIFICATION**

The PENDLETON SCHOOL DISTRICT is committed to an education program that recognizes, identifies, and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted. Please contact the building principal or child development specialist if you have any questions regarding TAG identification or services.

## **YOUR CHILD'S INSTRUCTIONAL PROGRAM**

PENDLETON SCHOOL DISTRICT is committed to ensuring each child makes significant academic and behavioral progress. Throughout the school year, teacher teams in each elementary school review information that tells us how each child is progressing. This process is called Multi-Tiered Systems of Support (MTSS).

### **Determining which students need additional instruction**

Teacher teams in each elementary school review the progress of every student three times a year. Teams review existing academic, behavioral, and attendance information. In addition, teachers assess reading very carefully using Curriculum Based Measures or other standardized assessments and also look closely at math and writing performance. Using the MTSS plan, teacher teams determine which students need additional instruction and monitor their progress. Decision-rules from the MTSS plan are used to determine when instruction is not working for the child and changes need to be made. Parents will be notified if their child needs additional interventions.

### **If your child continues to have difficulty**

The school will tell you whether progress monitoring indicates your child is beginning to make sufficient progress or if it appears your child is continuing to have difficulty. If you and the school have tried several interventions, and progress is still limited, you may be asked to give your consent for an individual evaluation. The purpose of such an evaluation is to determine your child's specific educational needs, and to consider whether a disability may be impacting your child's learning. Excessive absences and tardiness may preclude a child from qualifying for additional support services.

### **Response to Intervention**

The approach to instruction and assessment described is called Response to Intervention (RTI).

RTI has two purposes:

- to identify children needing help in reading, math, and writing, and prevent the development of serious learning problems;
- to identify children who, even when they get extra help, make very limited progress. Research has shown that these children sometimes have learning disabilities and are eligible for special education services.

A parent may request an evaluation for special education at any time, including during any stage of the RTI process. If you think your child may have a disability, contact the school principal or your child's teacher and a meeting will be promptly scheduled to discuss your request.

If you have any questions about this information or would like more detailed information about the MTSS process, please contact the principal at your child's school.

The PENDLETON SCHOOL DISTRICT in accordance with state law annually publishes a report regarding the number of restraints and seclusions for each school year. You may access this report on our District Website under Reports and Publications. If you have questions regarding this report please contact the Special Programs Director at 541-276-6711.

## **Bus Riders**

First Student is the Pendleton School District transportation contractor. Parents can contact First Student at (458) 213-5222 or the district's Transportation Liaison at (541) 966-3419. All students need to be registered with First Student prior to riding the bus. Our policy allows only regular, registered bus students to ride the bus. There is a link to transportation services on the district website <https://pendleton.k12.or.us/student-transportation/>. The Pendleton School District authorizes the use of video surveillance on all student transportation vehicles for curricular and extracurricular activities.

### **Student Conduct on Buses**

In accordance with the Oregon Department of Education, the following regulations will govern student conduct on school buses to and from school and any district-sponsored activities.

OAR 581-053-0010

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall not bring animals, except approved assistance guide animals on the bus.
7. Students shall remain seated while the bus is in motion.
8. Pupils may be assigned seats by the bus driver.
9. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
10. Pupils shall not extend their hands, arms, or heads through bus windows.
11. Pupils shall have written permission to leave the bus other than at home or at school.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without permission of the driver.
14. Pupils shall keep the bus clean and must refrain from damaging it.
15. Pupils shall be courteous to the driver, fellow students, and passersby.
16. Pupils who refuse to promptly obey the direction of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
17. Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses, type 20 and type 21 activity vehicles.

**Pendleton School District adopts the following supplemental rules to further enhance a safe, comfortable, and efficient transportation system:**







1. For purposes of safety, there will be no “bus hopping.” Bus hopping is defined as students riding a bus different than their assigned route.
  - a. Students who need an alternate route will need to submit a request with the district’s Transportation Liaison at (541) 966-3419. An approved alternate route will take 3-5 days to establish.
2. Students that do not ride the bus for 10 consecutive days will be dropped from the bus route. The district’s Transportation Liaison will need to be contacted to add the student back to the route.
3. It is required that an adult be at both the morning and evening bus stops for kindergarten students.
4. Scooters, skateboards, and large items which cannot be safely transported while in a student’s lap are prohibited.
5. Students will keep sports equipment and balls secured inside of their bags.
6. Students will not interfere with any of the school bus operating controls except as instructed by the driver.
7. Students will be at their regular bus stop at least three (3) minutes prior to the posted time schedule.
8. Students will not damage or attempt to damage public or private property at any time.
9. Students waiting in a bus stop area are expected to abide by all the preceding rules as they apply at the bus stop as well as on the bus.

## APPENDIX A

### PENDLETON SCHOOL DISTRICT RETURN TO SCHOOL GUIDELINES

#### PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 <b>Fever:</b> temperature of 100.4° F (38°C) or greater	<p><i>*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.</i></p> <p><b>*Fever-free for 24 hours</b> without taking fever-reducing medicine.</p>
 <b>New cough</b> illness	<p><b>* Symptoms improving for 24 hours</b> (no cough or cough is well-controlled).</p>
 <b>New difficulty breathing</b>	<p><b>* Symptoms improving for 24 hours</b> (breathing comfortably). <i><b>Urgent medical care may be needed.</b></i></p>
 <b>Diarrhea:</b> 3 loose or watery stools in a day <b>OR</b> not able to control bowel movements	<p><b>*Symptoms improving for 24 hours</b> (no more than two bowel movements more than normal and no longer having accidents) <b>OR</b> with orders from doctor to school nurse.</p>
 <b>Vomiting:</b> one or more episode that is unexplained	<p><b>*Symptom-free for 24 hours OR</b> with orders from doctor to school nurse.</p>
 <b>Headache with stiff neck and fever</b>	<p><b>*Symptom-free OR</b> with orders from doctor to school nurse. Follow fever instructions above. <i><b>Urgent medical care may be needed.</b></i></p>
<b>Skin rash or open sores</b>	<p><b>*Symptom free</b>, which means rash is gone <b>OR</b> sores are dry or can be completely covered by a bandage <b>OR</b> with orders from doctor to school nurse.</p>
<b>Red eyes with colored drainage</b>	<p><b>*Symptom-free</b>, which means redness and drainage are gone <b>OR</b> with orders from doctor to school nurse.</p>
<b>Jaundice:</b> new yellow color in eyes or skin	<p><b>*After the school has orders</b> from doctor or local public health authority to school nurse.</p>
<b>Acting differently without a reason:</b> unusually sleepy, grumpy, or confused.	<p><b>*Symptom-free</b>, which means return to normal behavior <b>OR</b> with orders from doctor to school nurse.</p>
<b>Major health event</b> , like an illness lasting 2 or more weeks <b>OR</b> a hospital stay, <b>OR</b> health condition requires more care than school staff can safely provide.	<p><b>*After the school has orders</b> from doctor to school nurse <b>AND</b> after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.</p>

**APPENDIX B**  
**ARRIVAL & DISMISSAL MAP AND PROCEDURES**

## McKay Creek Elementary - Transportation Safety Procedures

