

# **Student Handbook 2019-2020**



## **Sherwood Heights Elementary “Spurs”**

**3235 SW Nye Ave.  
Pendleton, Ore. 97801  
541-276-1165**

Dear Sherwood Heights Families,

Welcome to the start of a new school year!

This handbook contains essential information regarding school and district information, procedures and rules. Please read and discuss the Sherwood Handbook with your child. **Both student and guardian must sign the last page, and return it to school.**

As we begin the year, please remember that this is your school, we value Sherwood families, and we welcome your involvement. Family involvement shows children that school is important and that you are committed to their success. We encourage open communication between home and school, and include a page in this handbook that contains staff contact information. We will use School Messenger, an automated telephone message service for upcoming school events or schedule changes. Notifications are posted on our web page, <http://ses.pendleton.k12.or.us>, and on Facebook.

Sherwood is very thankful for our supportive Parents' Club (aka - POSSE Providing Opportunities to Support Sherwood Excellence)! POSSE will be setting their meeting time and will notify parents of opportunities to serve and participate. We understand that everyone has a full and busy schedule, but we would love to have your ideas and participation, in making Sherwood its best!

The staff of Sherwood Heights has put in a lot of time and energy getting ready for the year. Together, staff, students, and parents make a strong team. We look forward to working with you this year.

Please know that my door is always open. If you have questions, concerns, or ideas, I am always here to listen. Please call the school at 541-276-1165, or visit my office at any time.

Sincerely,

Ronda Smith  
Principal

## Staff Contact List

<b><u>Office Staff</u></b>	
Ronda Smith, Principal	
Piper Kelm, Dean of Students	
Barbara Fleming, Secretary	
Micki Zander, Secretary	
<b><u>1<sup>ST</sup> Grade</u></b>	<b><u>4<sup>th</sup> Grade</u></b>
Brown, Tamelin 1 <sup>st</sup> – 128	Corey, Adele 3 <sup>rd</sup> /4 <sup>th</sup> – 217
Campbell, Kirsten 1 <sup>st</sup> – 125	Summerfield, Courtney 4 <sup>th</sup> – 221
Emmons, Rebecca 1 <sup>st</sup> – 126	Campbell, Jason 4 <sup>th</sup> – 216
Smith, Karen 1 <sup>st</sup> – 129	Hudson, Jolene 4 <sup>th</sup> – 222
	<b><u>5<sup>th</sup> Grade</u></b>
<b><u>2<sup>ND</sup> Grade</u></b>	Curtis, Cydney 5 <sup>th</sup> – 223
Cain, Michelle 2 <sup>nd</sup> – 153	Murphy, Julie 5 <sup>th</sup> – 220
Ellis, Diana 2 <sup>nd</sup> – 154	Heriza, Mike 5 <sup>th</sup> – 218
Kaseberg, Angela 2 <sup>nd</sup> – 156	
Negus, Alexa 2 <sup>nd</sup> – 155	<b><u>Intensive Learning Center</u></b>
	Hempel, Bob – 139
<b><u>3<sup>rd</sup> Grade</u></b>	<b><u>Specialists</u></b>
Corey, Adele 3 <sup>rd</sup> /4 <sup>th</sup> – 217	Torgeson, Shelby SpEd - 130
Merriman, Trina 3 <sup>rd</sup> – 149	Wirth, Jennifer SpEd – 147
Moran, Cynthia 3 <sup>rd</sup> – 148	Townsend, Betty SpEd – 215
Pitner, Amy 3 <sup>rd</sup> – 150	Case, Kirk PE – 162 (Gym)
	Pinard, Cassandra Music – 168
	Roberts, Lisa – CDS (counselor)
	Schreier, Laetitia ELL – 134
	Speech – 121

You may use email to contact staff members. Use the staff members

**First initial last [name@pendletonsd.org](mailto:firstname.lastname@pendletonsd.org)**

(Example: to email Ronda Smith you would type, [rsmith@pendletonsd.org](mailto:rsmith@pendletonsd.org))



# School Hours and Attendance

**School Hours:** Monday: 9:15 – 3:00

Tuesday – Friday: 8:15 – 3:00

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**Breakfast:** (served in cafeteria) Mon 8:45-9:10 a.m.

Tues - Fri 7:45-8:10 a.m.

School Office Hours: 7:30 a.m. to 4:00 p.m.

(If you plan to make changes in after school departure plans for your child, you must notify the school before 2:00pm)

Sherwood Office: 541-276-1165

Fax: 541-966-3096

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

Grade Level	In cafeteria	Recess
1 <sup>st</sup> grade 11:00 - 11:40	11:00 – 11:20	11:20 – 11:40
2 <sup>nd</sup> grade 11:00 – 11:40	11:20 – 11:40	11:00 – 11:20
3 <sup>rd</sup> grade 11:35 – 12:15	11:35 – 11:55	11:55 – 12:15
4 <sup>th</sup> grade 11:40 – 12:20	12:00 – 12:20	11:40 – 12:00
5 <sup>th</sup> grade 11:50 – 12:30	11:50 – 12:10	12:10 – 12:30

School Colors: Green, Black and White

School Mascot: **The Spurs!!!**



## **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, (541-276-1165) before 8:30am (9:30 on Mondays).

- If no call is received, you will be contacted.
- If your 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.

## **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 him 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.

## **HEAD LICE PROCEDURES:**

Small infestations of head lice could be found this year in some of our classrooms. Head lice do not discriminate; anyone can contract them. School staff may perform periodic checks during the year. If it is determined that a student has head lice, the school will contact the parent. The school will make a decision 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 other 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 Health Department at 541-278-5432 or your own doctor. We respect the sensitivity of this issue and will do everything that we can to make it a confidential and comfortable process for your child.

## ARRIVAL and DISMISSAL:

We are always very concerned about student safety and we make every effort to help each and every student get home from school without any problems. We welcome parents in our building at all times, however we ask that parents do not come into the building at dismissal time. We are staffed so that we can supervise areas after school. In order to dismiss our students in a safe and orderly manner, we need all parents to follow one of the procedures outlined below.

**CAR LINE:** Students need to be dropped off and picked up at the designated area. Instruction for drop off will be provided during Open House and registration.

**WALKERS:** If you are walking to pick-up your child, please meet them in the designated area and use side and cross walks.

**BUSSERS:** We supervise the bus pick-up area until all of our busses have come and gone.

If there is a change in dismissal plans for your student, please contact the school before 2:00 pm.

## BUS RIDING:

Mid Columbia Bus Company is our transportation contractor. You can contact the bus company at (541) 276-5621 if you have questions regarding your child's bus transportation. Our policy allows only regular, registered bus students to ride the bus. In some cases, with written request by the parent and permission provided by MIDCO, other students may be allowed to ride. Please contact the office, after obtaining permission from the bus company, with the name of the bus and the location of the bus stop where they will disembark.

## BICYCLES (BICYCLES/SCOOTERS/SKATEBOARDS/HEELIES):

Bicycles, scooters, and skateboards are not to be used on school grounds. **BICYCLE HELMETS, AS REQUIRED BY OREGON STATE LAW, ARE NECESSARY FOR STUDENTS TO WEAR WHILE RIDING TO AND FROM SCHOOL.** Rollerblades, and heelies are **NOT** allowed at school.

## INCLEMENT WEATHER AND EMERGENCIES:

Students need breaks with an opportunity for fresh air and exercise during the school day; therefore, the goal of PENDLETON SCHOOL DISTRICT is to have children play outside whenever possible. If it is raining heavily, 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 our 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 KTIX 1240
- Pendleton School District mobile app you may access for all important information. The free app is available on both Apple and Android mobile devices (including cell phones and tablets) by searching for “**Pendleton SD**” in the app store.

## **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:**

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

## **CHANGE OF ADDRESS and TELEPHONE:**

It is extremely important 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.



# **BEHAVIOR**

## **CHARACTER EDUCATION:**

PENDLETON SCHOOL DISTRICT has adopted the **PBISS (Positive Behavior Instructional Support System)** framework in all schools. PBISS is a process for creating safer, more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students.

PSD has adopted Conscious Discipline and CHAMPS in all of our elementary schools as an element of the PBISS framework. Conscious Discipline is a whole-school and classroom program used for social-emotional learning, discipline, and self regulation. CHAMPS is a management system used to create predictable expectations, framed in the same way, throughout our school.

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**

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

## **Behavior Plan:**

### **Classroom Policy**

*Each teacher will have in place, a behavior plan 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.

## **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.

Bullying refers to any act that substantially interferes with a student's educational benefits, opportunities, or performance. No student may engage in reprisal or retaliation against a victim or witness, or a person with reliable information. All students will actively participate in bullying lessons with their teachers and our counselor. Bullying report boxes are posted outside of each counseling area.



It is a policy of the State Board of Education 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

### Behavior Incident Report Form:

The following is a copy of the student Behavior Incident Report. Children who choose to use inappropriate behavior will receive a write up and you, as the parent will receive contact from school personnel.

#### Pendleton School District Elementary Behavior Incident Report Form

Student: \_\_\_\_\_ Grade Level \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Referring Adult: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Problem Behavior: Choose ONE Box (most appropriate for incident)

Moderate (incident report submitted) Teacher contacts parents	Actions Taken By Adult
<input type="checkbox"/> Inappropriate Language (Deliberate and attention seeking)	<input type="checkbox"/> Use a one-liner (e.g. The expectation is . . . .")
<input type="checkbox"/> Disorderly Conduct (Repeated disregard of expectations)	<input type="checkbox"/> Reteach appropriate skill
<input type="checkbox"/> Insubordination (Repeated non-compliance)	<input type="checkbox"/> State that you will follow up ("We'll talk about this later.")
<input type="checkbox"/> Verbal or Physical Threat	<input type="checkbox"/> Parental Contact
<input type="checkbox"/> Dangerous Actions (Repeated rough play, Safety violation)	<input type="checkbox"/> Have student demonstrate or practice rule
<input type="checkbox"/> Other	<input type="checkbox"/> Direct student to new activity/location
	<input type="checkbox"/> Stay/Stand by supervisor
	<input type="checkbox"/> Assign school-based consequence (Miss recess, Delayed recess, Time out)
	<input type="checkbox"/> Restitution (Cleaning up vandalism or trash pick-up)

Severe (student and incident report go to office) Administration contacts parents	Actions Taken by Administrator
<input type="checkbox"/> Bullying – Continued Hurtful Harassment	<input type="checkbox"/> Time Out/discussion in office
<input type="checkbox"/> Disorderly Conduct (Causes harm to self or others)	<input type="checkbox"/> Lose Recess
<input type="checkbox"/> Disrespect Staff (Continued defiance or verbal abuse)	<input type="checkbox"/> Suspension In School
<input type="checkbox"/> Fighting	<input type="checkbox"/> Input into Data System
<input type="checkbox"/> Obscene Behavior or Language (Directed toward others)	<input type="checkbox"/> Community Service (e.g. picking up trash)
<input type="checkbox"/> Credible and Severe Verbal or Physical Threat	<input type="checkbox"/> Call/Conference with Parent
<input type="checkbox"/> Theft	<input type="checkbox"/> Suspension Out of School # Days
<input type="checkbox"/> Vandalism	
<input type="checkbox"/> Other	

If behavior is severe, adult completes left side table and sends student and form to the office.

Description of Problem/Situation (use Specific, objective language – what happened before, during and after event. Do NOT use other student names).

Parent Contacted By: ☐ Phone ☐ In-Person ☐ Email (only if unable to reach by phone/in person)

Person Contacted: \_\_\_\_\_ Staff Member Who Contacted: \_\_\_\_\_

**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, given quiet time to evaluate their behavior, and consider alternatives to inappropriate behavior. Parents will be notified.

**Out of school suspension** is 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 days depending on the incident. In extreme cases, the student may be recommended to the superintendent for expulsion.

#### **Students with repeated discipline incidents**

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

### **GANGS:**

Gangs, which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on district grounds or which disrupt the school environment are harmful to the educational process.

"Gangs" are defined as a group that identifies itself through the use of a name, unique appearance or language, including hand signs, the claiming of geographical territory or the espousing of a distinctive belief system that frequently results in criminal activity.

The district shall, after consulting with appropriate agencies and officials, develop a comprehensive gang prevention and intervention program. The program shall include an assessment and the impact of gang-related activities in the district, strategies, methods and training for the reduction of gang involvement.

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

1. Shall not wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
2. 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.
3. 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 violation 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 gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

"Dangerous weapon" means any weapon, device, instrument, material or substance, animate or inanimate, 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.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

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.

### **CELL PHONES and PERSONAL ELECTRONIC DEVICES:**

We understand that many parents provide cell phones for their children, but we require cell phones 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 make contact with 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. Smart phones may be used in accordance with the Personal Electronic Device guidelines.

PENDLETON SCHOOL DISTRICT has recently adopted a Bring Your Own Device (BYOD) policy. This policy will allow students to bring many of their own technology devices to school for use in our classrooms. We will now be incorporating the use of items such as iPads, Kindles, Nooks and other various tablets **for educational purposes only**. The mere possession of such devices must not pose a threat to academic integrity, disrupt the learning environment or violate the privacy of others. **Students are responsible for personal communication devices they bring to school. The district shall not be responsible for loss, theft, or destruction of devices brought onto school property.** Electronic devices may be confiscated if a student is found to be using them inappropriately or outside of the established rules. Devices will remain in the office until picked up by the student's parent/guardian.

### **COMPUTER USE:**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. 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. We are also concerned about clothing that can be hazardous to the health and safety of the student.

Clothing which is **not appropriate** for school include:

- Shirts that do not cover the midriff, halter/spaghetti strap, tube top or see through.
- Dresses and shorts that are too short.
- 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.
- 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.



## LUNCH and BREAKFAST PROGRAM:

Pendleton School District and Sodexo 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 soda pop or energy drinks.

Parents are encouraged to pre-pay for their child's meals. You can do this by the week or by the month. Generally, the kitchen will allow students to charge one or two meals if their account is zeroed out. This year the school meal prices are:

- |                   |        |                                |               |
|-------------------|--------|--------------------------------|---------------|
| • Breakfast       | \$1.25 | <i>Reduced Price Breakfast</i> | <i>\$ .00</i> |
| • Student Lunch   | \$2.65 | <i>Reduced Price Lunch</i>     | <i>\$ .00</i> |
| • A la Carte Milk | \$ .60 |                                |               |
| • Adult Lunch:    | \$3.75 |                                |               |

### FREE & REDUCED MEALS

Your children may qualify for free or reduced-price meals. Check with the office if you would like more information on this program. Qualification is based on the size of the household and the family income. Families must fill out a form to qualify, or re-qualify for this program each year. Applications may be completed online and submitted electronically at:

<https://district.ode.state.or.us/apps/frlapp/default.aspx>

The information that you provide is confidential.

## 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 a 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.

## 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:

1. ANY medication (prescription or over the counter) must be in the original container and a current prescription.
2. Prescription medication must be in a container from the pharmacy with doctor's name, student name, and instructions for administration.
3. 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.
4. Medication must be brought to the school by a parent or guardian. Students are not to transport medication, unless designated in medical protocol with school based nurse.
5. Due to the choking hazard, cough drops are not allowed at school.

## 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 non-custodial 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:**

Toys, 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.

## **PARENTS' CLUB (POSSE Providing Opportunities to Support Sherwood Excellence):**

Parents' Club is comprised of parents and teachers. The club's main purpose is to support school functions through volunteer assistance and/or special funding, and to provide special activities, which enrich the school experience for children. We need the help of parents and guardians that are interested in making our school a great place to learn and grow. Our Parent Club is an arena where parents and staff can actively work together in creating the best learning environment for students. Please look for information throughout the year on how to join and participate in Parents' Club.

## **PARTIES:**

There is no school time allotted for birthday parties, going away parties or bringing special treats celebrating individual student events. Our school celebrates student birthdays by having a monthly celebration in the cafeteria for all students whose birthdays fall in that month, as well as announcing daily birthdays during morning announcements. Students receive a pencil from the office on their birthday.

Organized parties held during the year are at the individual teacher's discretion. Each individual teacher will send information home on class parties and guidelines for pre-approval; however, a minimum of 24 hours is required for all parent requests. When providing treats and/or rewards to students, school personnel and parents are encouraged to cut back on sugary or fatty selections and to provide more healthy alternative choices for students---**ONLY STORE-BOUGHT ITEMS, PLEASE.**

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

## **TEXTBOOKS:**

Textbooks are intended to be used as class resources only. Under special circumstances, textbooks may be checked out with approval from the building principal. Each student is expected to return the text issued in good condition. Fines assessed for lost or damaged texts are the responsibility of the parent.

## **VISITING SCHOOL:**

Visits to rooms during class time by non-enrolled students are not permitted. However, an out-of-town guest may visit during lunch with permission from the office. Parents are always welcome to have lunch with their children. For class visits, we ask that you contact the teacher beforehand to make arrangements. Parents who need to meet with a teacher are encouraged to do so before or after school (before 8:00 or after 3:00). 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 one school year.

# **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.

## **SPECIAL NEEDS CHILD FIND:**

Pendleton School District actively identifies individuals with disabilities under the age of 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:

1. 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.
2. Evaluations and planning for eligible students under Section 504 of the Rehabilitative Act of 1973.
3. 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.

## **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).

The Pendleton School District MTSS process provides a structured, standard way for teacher teams to determine which students are doing well in the classroom instruction, which students may need supplemental instruction, and which students may need more intensive planning and instruction. The district MTSS plan specifies which research-based interventions a school can use with students who need additional instruction and how much additional instruction to provide. It also specifies how often the student's performance in the research-based intervention is monitored (called progress monitoring) so we know if the student is making sufficient progress. If the student is not making sufficient progress, the plan provides a structure the team can use to determine the next level of intervention appropriate for the student.

## **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 in reading very carefully using Curriculum Based Measures, or other standardized assessment, 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.

If your child does need additional instruction, the first steps are to provide small group interventions. If data collected over time indicates that your child continues to not make sufficient progress, a change will be implemented in the intervention. If data continues to indicate a lack of sufficient progress for your child, you will be invited to a meeting to design an individually planned intervention to address your child's specific needs. Your child's progress will be monitored each week for progress during this six to eight week intervention period. If progress continues to be limited, we may ask for your permission to conduct an evaluation.

## **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.

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.

## **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:

1. To identify children needing help in reading, math, and writing, and prevent the development of serious learning problems; and
2. 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.

## 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 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.

### Pendleton School District Diploma Credit Requirements

Credits by Subject	Oregon Standard Diploma	Modified Diploma	Extended Diploma
English/Language Arts	4	3	2
Mathematics	3 – Algebra I & above**	2	2
Science	3 Scientific Inquiry & Lab Experiences*	2	2
Social Sciences	3	2	3
Physical Education	1	1	1
Health	1	1	1
Second Languages	3	1	1
The Arts			
Career and Technical Ed			
Success 101, Careers/Success 201	1.0	1.0	0
Electives	6	11	0
<b>TOTAL CREDITS</b>	<b>25</b>	<b>24</b>	<b>12</b>
Essential Skills Requirements	Reading Writing Math	Reading Writing Math	N/A

\* Lab experiences may be field-based outside of school.

\*\*Algebra I and above refers to three credits aligned to Oregon's current high school mathematics standards; may be met through applied academics

# Student Handbook Sign-Off



After reading the Student Handbook on our school website, please sign below, detach at dotted line and return the bottom portion of this page to school with your child. If you need a paper copy of the student handbook, please let your child's teacher know and they will send one home with your student.

Thank you!

*I have reviewed the **Student Handbook** with my child:*

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

\_\_\_\_\_  
(Parent Signature/Date)

**Please take a moment to review, and initial that you understand the following essential items:**

\_\_\_\_\_ Students may **NOT** be dropped off at school **prior to 7:45 am**, and I will follow the school's arrival and dismissal procedures to ensure student safety.

\_\_\_\_\_ Students will **ONLY** be released to adults listed on their child's emergency contact list. The parent must notify the school in person or by phone if an adult not listed on the emergency contacts will be picking up your child.

\_\_\_\_\_ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's educational experience.

\_\_\_\_\_ If a child is absent, parents **MUST call the school before 8:30 am**.

\_\_\_\_\_ Parents/legal guardians (NOT students) **MUST** transport prescription or over-the-counter medications to the main office and complete required paperwork.

\_\_\_\_\_ Students need to leave all toys, personal sports equipment, or **NONSHOOL** items at home.

**\*\*\* Return this form to the classroom teacher**