

Student Handbook 2021-2022



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 List

<u>Office Staff</u>	
Ronda Smith, Principal	
Piper Kelm, Assistant Principal	
Micki Zander, Secretary	
Amy Kline, Assistant Secretary	
<u>1ST Grade</u>	<u>4th Grade</u>
Brown, Tamelin 1 st – room 128	Anderton, Lachelle, 4 th – 222
Campbell, Kirsten 1 st – room 125	Campbell, Jason, 4 th – 216
Emmons, Rebecca 1 st - room 126	Murphy, Kiersten 4 th – 224
Horn, Krysten 1 st – room 130	Wilson, Jacey, 4 th –221
Webster, Gita 1 st – room 129	
	<u>5th Grade</u>
<u>2ND Grade</u>	Curtis, Cydney, 5 th – 223
Cain, Michelle, 2 nd – 153	Murphy, Julie, 5 th – 220
Kaseberg, Angela, 2 nd – 156	Oertwich, Annalise 5 th – 218
Kohr, Delanie 2 nd -157	
Negus, Alexa, 2 nd - 155	<u>Intensive Learning Center</u>
Scionti Erin , 2 nd - 154	Hempel, Bob – 139
<u>3rd Grade</u>	<u>Specialists</u>
Corey, Addie, 3 rd – 217	Smith, Karen, SpEd – 147
Moran, Cindy, 3 rd – 148	Torgeson, Shelby, SpEd - 215
Pitner, Amy, 3 rd – 150	Veitenheimer, Danielle, SpEd-120
Summerfield, Courtney, 3 rd – 149	Case, Kirk, PE – 162 (Gym)
	Edmonds, Aileen Music – 168
	Roberts, Lisa - CDS
	Wilson, Taylor, Beh. Specialist
	Smith, Karen, SpEd – 147
	Library – Laurie Hummell

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)



School Hours and Attendance

School Hours: Monday: 9:00 – 2:30 Tuesday – Friday: 8:00 – 2:30

*Students may arrive AFTER 7:30am

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/>

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.

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. In order to dismiss our students in a safe and orderly manner, we need all parents to follow one of the procedures outlined below.

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. Before your child is allowed to ride the bus you must complete the bus registration form found on the Pendleton School District Webpage under Parent Resources, click Student transportation to find the link..

https://docs.google.com/forms/d/e/1FAIpQLScXI8oIN6aK3sbE0s_DnupqwxQm7bRcd_QaEqyeBVTTYN8maQ/viewform

Please contact the bus company at (541) 276-5621 if you have questions regarding your child's bus transportation.

Sherwood Heights Elementary

Arrival & Dismissal Procedures

Safety is our number one concern at arrival and dismissal time. It is IMPERATIVE that everyone follows the safety protocols, to keep everyone SAFE! We have supervision during the arrival & dismissal times.

Arrival 7:30 – 8:00

- Be on time, and please drop off your student during this time slot, not before 7:30.
- If you arrive after 8:00, please make sure your child checks in at the office

School Hours: Tuesday – Friday **8:00 – 2:30**
Mondays 9:00 - 2:30 (one hour late start)

Dismissal 2:30 – 3:00 we will not have supervision after 3:00.

Dismissal options:

- **Bus-** Contact [MidCo Bus Company](#) to sign up for a bus
- **Walkers-** Crossing guards escort students to the edge of campus and across Marshall, Nye, and 33rd St.
- **Carline:** See carline map and procedures. Carline numbers are available by calling the school office.
- **Flagpole:** See procedures for how to walk up to meet your child.
- **After School Program:** Contact Pendleton Parks and Rec to sign up for the ASP- 541-966-8100.

Carline Procedures

Students who are transported to or from school, need to be dropped off, or picked up in the CAR-LINE ZONE of the school. When everyone follows the procedures, the carline will move quickly.

We have created 6 loading zones to improve dismissal effectiveness. Here are some hints to help our carline move quickly:

- Be patient and friendly
- Stay in your car
- Have your carline number showing in your passenger window (call the office if you need a number).
- The carline will bend through the east parking lot and onto Marshall Ave.
- Move to the loading zone, our supervisors will see your number and escort your child to the loading zone.
- After students are safely in seat belts, move away from the loading zone, staying in line with the cars in front of you.
- PLEASE DO NOT use the BUS ZONE.
- PLEASE DO NOT drop-off or pick-up your student at the street in front of the school.

Safety is the number one concern for our students and staff. Thank you for being diligent in following the proper drop-off and pick-up procedures.

Walkers or Bike Riders

- Walkers **MUST** use the sidewalk and will cross streets using crosswalks, with crossing guards.
- **Walkers** may arrive between 7:30- 8:00, not before 7:30
- All pedestrians **MUST use the crosswalks!**
- **Bike riders** must walk their bikes on the sidewalk while on campus and can place their bike in the bike rack near the carline.
 - Please **DO NOT** ride bikes on the playground or parking lots.
- **PARENTS: PLEASE DO NOT walk across Nye Ave.** in front of the school during pick-up and drop-off times.

Flag Pole Dismissal

If a parent wants to “walk up” to greet their student, please meet them at the flagpole near the front of the school, please do the following:

- 1) **Let the teacher know** that at dismissal, your child will be a “FLAGPOLE” student
 - 2) Please wait in the **designated area** for your child to be escorted to you.
- Parents **MUST** use sidewalks or crosswalks to get to the flagpole areas.
 - **ONLY** use the sidewalk along Nye, St. to walk up to the flagpole areas
 - **PLEASE DO NOT** walk through parking lots, the carline or bussing area. This is for your safety.
 - **PLEASE DO NOT walk across Nye Ave.** in front of the school during pick-up and drop-off times. The only place to legally walk across Nye Ave. is in the crosswalk near Marshall Ave.



ILLNESSES and INJURY:

If a student becomes too ill to remain in class, we will isolate them in the office area and then reach you so that you can 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/her to school. A student who contracts a contagious disease or condition (such as pink eye, chicken pox, ringworm, or head lice) will be sent home from school.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
Fever: temperature by mouth of 100.4°F or higher	*Fever-free for 24 hours without take fever-reducing medicine AND after a COVID-19 test is negative , OR 10 days if not tested.
New cough illness OR New difficulty breathing	*Symptom-free for 24 hours AND after a COVID-19 test is negative , OR 10 days if not tested. If diagnosed with pertussis (whooping cough), the student must take 5 days of prescribed antibiotics before returning.
Headache with a stiff neck or with fever	*Symptom-free OR with orders from doctor to school official. Follow fever instructions if fever is present.
Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptom-free for 48 hours OR with orders from doctor to school official.
Vomiting: one or more episodes that are unexplained	*Symptom-free for 48 hours OR with orders from doctor to school official.
Skin rash or open sores	*Symptom-free means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from a doctor to school official.
Red eyes with eye discharge: yellow or brown drainage from the eyes	*Symptom-free , which means redness and discharge are gone OR with orders from doctor to school official.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school official.
Acting different without reason: unusually sleepy, grumpy, or confused	*Symptom-free , which means return to normal behavior OR with orders from doctor to school official.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay	*After the school has orders from doctor to school official.
Student's health condition requires more care than school staff can safely provide	*After measures are in place for student's safety.

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.

BICYCLES (BICYCLES/SCOOTERS/SKATEBOARDS/HEELIES):

Bicycles, scooters, and skateboards may be ridden to school, but are not to be used on school grounds during school hours. **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
- Local radio stations
- School or district Facebook page
- Electronic messaging

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 **(Please note that students may NOT be released to an adult who is NOT listed on your emergency contact list)**
- 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 a positive behavior instructional support system in place to create safe and more effective schools.

PSD has adopted Conscious Discipline and CHAMPS in all of our elementary schools as a focus on social emotional learning. 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 family.

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. Our school has a process for reporting and responding to reports of bullying.

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 Reports:

Children who DO NOT follow school expectations (safe, respectful or responsible), may receive a discipline referral and parents will be 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.

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.

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 and personal electronic devices (tablets, smart watches, etc.) for their children, but we require them to be turned off and kept in backpacks until the child leaves school property. We have school phones 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 or electronic device will be taken and placed in the office until the end of the school day. Should it happen a second time, it will be kept in the office until picked up by a parent and/or guardian.

COMPUTER USE:

Computers and Chromebooks are provided 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. 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 midriff, are revealing, or are 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.
- 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.

During the 2021-2022 school year, all meals will be **provided for free**.

Even though meals are free, we ask that you fill out the Free and Reduced application, if you qualify. There are additional benefits and resources, for qualifying families.

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 are confidential and may be completed online and submitted electronically at: <https://district.ode.state.or.us/apps/frlapp/default.aspx>

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. Periodically throughout the school year, our lost and found will be donated to local charities.

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. 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. Students may not sell or trade any items 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:

Celebrating student birthdays: Parents must contact the classroom teacher 24 hours prior to the event, if bringing snacks or treats. ---**ONLY STORE-BOUGHT ITEMS ALLOWED.**

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 and to provide more healthy alternative choices for students---
ONLY STORE-BOUGHT ITEMS ALLOWED.

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 textbook issued in good condition. Fines assessed for lost or damaged texts are the responsibility of the parent.

VISITING SCHOOL:

Due to COVID guidelines and the safety of all, there are no visitors allowed in the building, except for the office.

VOLUNTEERING AT SCHOOL:

Due to COVID guidelines and the safety of all, volunteers are discouraged from being in the building. Please contact the school for current restrictions.

If and when volunteers are allowed, volunteers within the building or on field trips **MUST complete a background check** with Pendleton School District. Background checks are current for one school year. In addition, volunteers must follow the current guidelines for distancing, mask wearing, and vaccination status. Please keep in mind that background checks may take up to one month to process.

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 10th 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. Parents will be notified if their child needs additional interventions.

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.

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 **before 7:30 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.

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