

# **Student Handbook**

## **2024-2025**



# **Sherwood Heights**

## **Elementary School Spurs**

**3235 SW Nye Ave.  
Pendleton, OR 97801  
(541) 276-1165**

August 2024

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 Student 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 will be sent via Remind app, Sherwood Facebook, and/or Sherwood Instagram.

Sherwood is very thankful for our supportive Parent Club, now called the Sherwood Heights Elementary PTO. The PTO 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,

TJ Presley  
Principal



# PENDLETON SCHOOL DISTRICT NO. 16R 2024-2025 School Calendar

171 Instructional Days  
8 In-Service Days/TD

4 Conference Days  
5 Holidays

**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

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*

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## Staff Contact List

<b>Office Staff</b>	
TJ Presley, Principal	
Faith Lindley, Assistant Principal	
Amy Kline, Secretary	
Rhonda Daggett, Assistant Secretary	
Lisa Roberts, Child Development Specialist	
Taylor Wilson, Behavior Support Specialist	
Jolene Hudson, Intervention Specialist	
<b>1st Grade</b>	<b>4th Grade</b>
Campbell, Kirsten - 125	Campbell, Jason - 216
Dowell, Dianna - 126	Jacobs, Ken - 223
Shields, Cambree - 128	Samp, Jillian - 224
Webster, Gita - 129	Samp, Kate - 222
<b>2nd Grade</b>	<b>5th Grade</b>
Cain, Michelle - 153	Dirisu, Jacey - 221
Kaseberg, Angela - 156	Murphy, Julie - 220
Kohr, Delanie - 157	Oertwich, Annalise - 218
Pond, Alexa - 154	Stuvland, Hailey - 217
<b>3rd Grade</b>	<b>Special Education</b>
Airoldi, Deb - 149	Keene, Alexis - 147
Bontemps, Serena - 155	Torgeson, Shelby - 215
Moran, Cindy - 148	Umbarger, Crystal - 130
Pitner, Amy - 150	Veitenheimer, Danielle - 139
<b>Specialists</b>	
Case, Kirk - PE - 162 (Gym)	
Edmonds, Aileen - Music - 168	
Goad, Katie - ELL - 134	

You may use email to contact staff members.  
First Initial Last Name@pendletonsd.org  
 (Example: to email TJ Presley you would type, tpresley@pendletonsd.org)

# SCHOOL HOURS AND ATTENDANCE

## School Office Hours

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

**Phone:** (541) 276-1165

**Fax:** (541) 966-3096

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

## School Hours

**Monday:** 9:00am - 2:35pm

**Tuesday – Friday:** 8:00am - 2:35pm

If you plan to make changes in after-school departure plans for your child, please notify the school before 2:00 pm.

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## Breakfast

Breakfast will be served daily and is free for all students.

## Lunch Schedule

Grade Level	Cafeteria	Recess
1st Grade	10:50 - 11:10	11:10 - 11:30
4th Grade	11:30 – 11:50	11:50 – 12:10
5th Grade	11:50 – 12:10	11:30 – 11:50
3rd Grade	12:10 - 12:30	12:30 - 12:50
2nd Grade	12:30 - 12:50	12:30 - 12:50



## 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 (9:30am 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. 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.

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

**Bikers:** 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 “Heelys” are not allowed at school.

**Bussers:** We supervise the bus pick-up area until all of our buses have come and gone (see additional bus information below).

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

**Flagpole:** If you are walking to pick-up your child, please meet them in the designated area near the flagpole at the front of the school and use sidewalks and crosswalks.

**Walkers:** Students will use sidewalks and crosswalks to walk home.

## Bus Information

First Student is our transportation contractor. If you have questions regarding your child’s bus transportation, you can contact the bus company at (458) 213-5222. Our policy allows only



regular, registered bus students to ride the bus. In some cases, with a written request by the parent and permission provided by First Student, 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.

## **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 Number**

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.

## **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 we can 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 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.

## **Inclement Weather and Emergencies**

Students need breaks with an opportunity for fresh air and exercise during the school day; therefore, the goal of the 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
- Pendleton School District Facebook page
- Remind Message
- Area radio stations: KUMA 1290 and KTIK 1240



## 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.

#### Student Behavior

**In-school detention** 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.

## **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

## **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 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.

"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.

**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. 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.

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) 966-3257 for additional survey information.

## 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.

## **Parent Club - Sherwood Heights Elementary PTO**

Parent 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 the Parent Club.

## **Parties**

There is no school time allotted for birthday parties, going away parties or bringing special treats celebrating individual student events. 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.

## **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. Custodial parents are 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 2 school years.

For the security and safety of our students, all visitors must check in at the office and wear a visitors 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.

## 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, please 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 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.

## Student Handbook Sign-Off



After reading the Student Handbook, 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!

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Please review and initial that you understand the following essential items:

\_\_\_\_\_ Students may **NOT** be dropped off at school prior to 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.

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

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

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

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