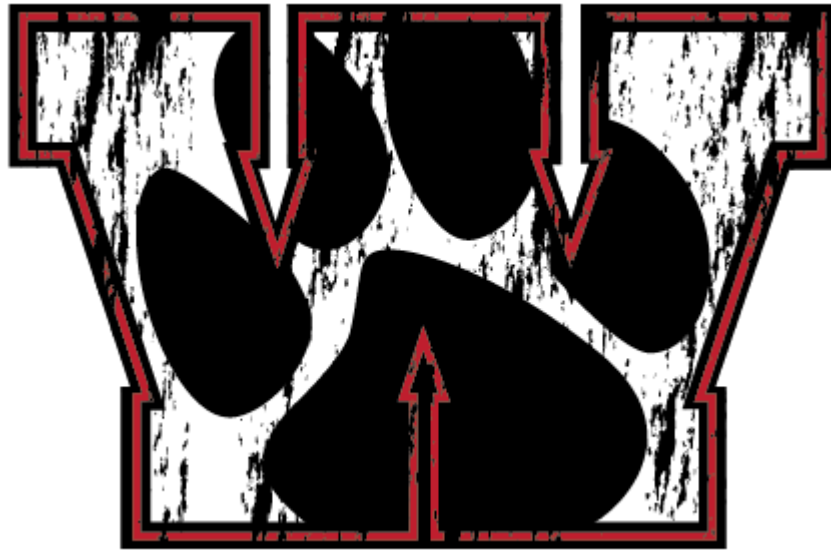


# Student Handbook 2023-2024



## Washington Elementary Wildcats

1205 SE Byers Avenue  
Pendleton, Oregon 97801  
541-276-2241



# Washington Elementary

Kevin Dinning, Principal

Heidi Paullus, Assistant Principal

Dear Families,

Welcome to the 2023-2024 school year! I hope you have had a wonderful summer, and that you are ready for an engaging and educational year ahead.

As we begin the year, please remember that this is your school, we value our Washington 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; feel free to contact your child's teacher at any time with questions or concerns. All teachers at Washington have a mode of communication that they will give to you. We will also use School Messenger (an automated telephone message service for upcoming school events or schedule changes), notifications will be posted on our school web page, <http://wes.pendleton.k12.or.us>, and we also have a school Facebook page, Washington Elementary. If you are interested in volunteering, volunteer screening paperwork must be completed every other school year, and is available in our office.

Washington is very thankful for our supportive Parents' Club. We understand that everyone has a full and busy schedule, but we would love to have your ideas and participation in making Washington its best!

The staff of Washington have put in a lot of time and energy into getting ready for the school year. We look forward to working with you this year.

If you have any questions, concerns or ideas that you would like me to know, please call, email, or complete the information on this link: [https://docs.google.com/forms/d/1aYIU-LXrX5CpJ5K3qL9dsz6FAPNHG\\_gaOlrrU6MqUqE/edit](https://docs.google.com/forms/d/1aYIU-LXrX5CpJ5K3qL9dsz6FAPNHG_gaOlrrU6MqUqE/edit)

Sincerely,

Kevin Dinning, [kdinning@pendletonsd.org](mailto:kdinning@pendletonsd.org)

Principal, Washington Elementary

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# School Hours and Attendance

School Office Hours: 7:30 a.m. to 3:30 p.m.

Office Numbers: Washington Office: 276-2241  
Fax: 966-3597  
Website: <http://wes.pendleton.k12.or.us>  
Facebook : Washington Elementary

School Colors: **Red** and **Black**

School Mascot: **The Wildcat!**

## School Day Schedule:

Grade Level	Mondays	Tuesday-Friday
Elementary (grades 1-5)	9:00 a.m. to 2:35 p.m.	8:00 a.m. to 2:35 p.m.

Student supervision begins at 7:30 a.m. (Monday 8:30)

Students should not be on the playground or at school before 7:30 a.m. (Monday 8:30)

Breakfast is served to all students at 8:00am. (Monday 9:00)

# District Calendar



## PENDLETON SCHOOL DISTRICT NO. 16R 2023-2024 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 2023						
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 = 3						

SEPTEMBER 2023						
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 2023						
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						

NOVEMBER 2023						
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 = 17						

DECEMBER 2023						
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 = 14						

JANUARY 2024						
S	M	T	W	T	F	S
31	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 = 20						

FEBRUARY 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		
School Days = 20						

MARCH 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						

APRIL 2024						
S	M	T	W	T	F	S
31	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 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	1
School Days = 21						

JUNE 2024						
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						
School Days = 4						

- AUGUST 2023**  
23 Certified Staff In-Service Days  
24-25 & 28 All Staff In-Service Day  
29 School Begins
- SEPTEMBER 2023**  
4 Labor Day (no school)  
11-15 Pendleton Round-Up (no school)
- OCTOBER 2023**  
13 State In-Service (no school)

- NOVEMBER 2023**  
10 Veterans Day Observed (no school)  
20 Evening Parent/Teacher Conferences  
21 Day & Evening Parent/Teacher Conferences (no school)  
22 No School  
23-24 Thanksgiving Break (no school)
- DECEMBER 2023**  
21 Winter Break Begins (no school)

- JANUARY 2024**  
2 School Resumes  
15 Martin Luther King Jr. Day (no school)  
29 Staff In-Service (no school) End of 1st Semester
- FEBRUARY 2024**  
19 No School
- MARCH 2024**  
5 & 7 Evening Parent/Teacher Conferences  
8 Regional In-Service (no school)  
25-29 Spring Break (no school)

- APRIL 2024**  
19 No School - Possible Snow Make-Up Day
- MAY 2024**  
10 No School - Possible Snow Make-Up Day  
27 Memorial Day (no school)  
30 Seniors Last Day  
TBD PHS Baccalaureate
- JUNE 2024**  
1 PHS Graduation  
6 Last Day of School - 2 Hr Early Release  
7 Staff In-Service (no school) End of 2nd Semester

Revised June 2023

# Washington Staff List

Name	Position
Bork, Angie	2nd Grade
Bunker, Trisha	3rd Grade
Chay, Hollie	5th Grade
Cook, Kimbra	Library/Media Specialist
Cope, Lisa	2nd Grade
Davis, Maria	Child Development
DeGrofft, Jen	5th Grade
Dinkel, Andrea	Music
Dinning, Kevin	Principal
Donnelly, Erin	P.E.
Emmons, Rebecca	1st Grade
Erwin, Hunter	4th Grade
Title VI Staff	Title VI
Hall, Christina	Special Education
Herburger, Michelle	4th Grade
Horn, Krysten	1st Grade
Jackson, Andrea	Secretary
Jacobs, Stacey	TAPP – Family Advocate
Kaplanovic, Enes	5th Grade
Krokosz, Holly	Intervention Specialist
Larsen, Jamie	Behavior Support Specialist
McGraw, Josh	4th Grade
Mustoe, Brittney	5th Grade
Nelson, Chrissy	Special Education
Paullus, Heidi	Asst. Principal
Paulsen, Andrea	3rd Grade
Rivera, Nora	Secretary
Schmidt, Erica	3rd Grade
Schreier, Laetitia	ELL
Schultz, Bridget	3rd Grade
Sorey, Bailey	Special Education
Sorey, Wendy	Special Education
Stephen, Jessica	2nd Grade
Watkins, McKenna	1st Grade
Zaugg, Jan	1st Grade

# Attendance

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: (541-276-2241) before 8:30am (9:30 on Mondays).

- If no call is received, you will likely get a phone call from the school.
- 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 and will need to be re-enrolled when they return.

It is very important to communicate with the school office if your student will be absent.

## Arrival and Dismissal

It is our responsibility to keep each and every one of our students safe. We make every effort to help all of our students get home from school without any problems. We welcome parents in our building, 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:** Families are assigned a number at Open House to be displayed on the dash of the car. Students need to be dropped off and picked up at the designated area at the front of the building (furthest east entry into the car line from SE Byers). Please wait to let your student out of the car once you are parked at the red shapes. We will not be opening doors unless assistance is needed.

**WALK LINE/BIKE RACK:** Students walking home or riding bikes will exit out the front of the building and walk along the sidewalks. Parents wishing to pick students up from the bike rack must park and get out and walk up to the bike rack for their student. Crossing guard is on duty at the four way stop from 7:30am - 7:55am before school and from 2:30pm - 2:45pm after school.



**BUSSEERS:** We supervise the bus pick-up area until all of our buses have come and gone. If there is a change in dismissal plans for your student, please contact the school before 2:15pm.

## Bus Riding

First Student is our transportation contractor. You can contact the bus company at **458-213-5222** 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 a written request by the parent and permission provided by First Student Bus Company 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 be dropped off at. Student transportation information is located on the PSD website under Parent Resources.

Below is a hyperlink:

[Student Transportation - Pendleton School District](#)

## Bicycles

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 heeies are **NOT** allowed at school.

# 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)

Please be sure to provide the most current information to the school office.

## 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. It is also advisable to provide an emergency contact or update emergency contacts as changes happen.

## 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.

Guidelines for return time to school following illness can be found in [Appendix A](#).

## 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.

## Inclement Weather

Students need breaks with an opportunity for fresh air and exercise during the school day; therefore, the goal of our district is to have our students play outside whenever possible. If it is heavily raining, if the temperature (with wind chill) drops below 20 degrees, or other weather conditions cause safety concerns, we may provide supervised indoor activities for the students. **It is important that children come dressed appropriately for 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 <https://pendleton.k12.or.us/>
- Area radio stations: KUMA 1290 and KTIK 1240
- District Remind Messaging thru text or via app
- Pendleton School District Facebook page
- Washington Elementary Facebook page



# Behavior

## Character Education

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

### RIGHTS

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 Administration

### Student Behavior

Students who have repeated issues with behavior, or commit a behavior that requires an incident report, are subject to consequences as aligned in the behavior matrix for the school. A phone call home will be attempted for all incident reports to discuss with the family the behavior and the restitution and/or consequence for the behavior. The behavior incident matrix can be viewed in Appendix B.

**In-school suspension** may be given for the remainder of a 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, likely (but not limited to) a team of the Principal, the Child Development Specialist, the Behavior Specialist, the School Psychologist, 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 an appropriate plan. Follow-up meetings will be held as needed.

## **Bullying, Harassment, & 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. These acts will not be tolerated and should be reported to the school Administration. Parents, please don't wait and hesitate to call, we are here to ensure the safety and well being of your child.

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 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.

Additional resource for reporting is, SafeOregon is a program created for Oregon students, parents, school staff and community members to report and respond to student safety threats. Tips can be submitted through email, phone call or text, mobile app or the web portal. **Tips are confidential and can be made anonymously. email: [tip@safeoregon.com](mailto:tip@safeoregon.com), call or text 844-472-3367. At this same number, you can submit tips for school safety concerns.**

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 at School Event OR On School Property

1. Shall not wear, possess, use, distribute, display nor sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.

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 Schools

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 Technology

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 parent. We expect students to maintain an appearance which is not distracting to teachers or students or in any way disruptive to the instructional program. We are also concerned about clothing which 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 Programs

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 are provided to students free of charge.

## 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 that require transportation 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. Only students enrolled in the school may attend field trips. If students have ongoing and excessive behavior incidents and referrals that prevent them from maintaining safe, respectful and responsible behavior, an alternative, on-campus activity may be provided.

## Insurance

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

## Lost and Found

In the course of the school year, many children lose personal items. The children can look for misplaced items in our designated lost and found area. Small items may be turned into the office. It is recommended that your child's personal belongings are labeled with their names. Times throughout the year our lost and found gets overwhelming. At times we place the lost and found racks outside at car drop off/pickup in hopes that the missing items will find their homes. Throughout the year we also take clothing that is not claimed and donate belongings to a non-profit organization. You will receive appropriate communication on when this will be happening for a "last call for lost and found."

## 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 current.
2. Prescription medication must be in a container from the pharmacy with the 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 (*this includes non prescription medications and cough drops*), unless designated in medical protocol with a school based nurse.

## Non-Custodial Parental Rights & 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

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 also not permitted at school.

## Parents Club

Washington's Parent Club is composed of parents, school administration 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 are always in need 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 Parents' 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 school 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, and **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 (with parent permission) may visit during lunch with permission from the office. Custodial parents are welcome to have lunch with their children.

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 visitor badge.***

## Volunteering at School

Volunteers within the building or on field trips **MUST** complete a background check with the Pendleton School District. Background checks are current for five school years and can 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 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 Programs

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 need for Additional Instruction

Teacher teams in each elementary school review the progress of every student three times a year. Teams review existing academic, behavioral, and attendance information. In addition, teachers assess reading very carefully using Curriculum Based Measures, or other standardized 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 planning meeting 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.

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.

# Washington Elementary-Handbook Sign Off

After reading the [Student Handbook](#) on our school website, please digitally sign that you have reviewed the handbook with your child [here](#).



Or you may sign below and return this page to school with your child. If you need a paper copy of the student handbook, please let your child's teacher or our office know. Thank you!

Student Handbook Sign-Off Print and Return  
or Sign-Off Digitally Here: <https://forms.gle/AcYHismURoQ1dKXp9>

*I have reviewed this handbook with my child*

---

*(Student's Name)*

---

*(Parent Signature/Date)*

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

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.

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.

Students will **ONLY** be released to adults listed on their child's emergency contacts.

The parent must notify the school in person or by phone if an adult not listed on the contacts will be picking up your child.

If your 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 state required paperwork.



# Appendix A - ODE Communicable Disease Guidance

## PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

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

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 <b>Fever:</b> temperature of 100.4°F (38°C) or greater	<b>*Fever-free for 24 hours</b> without taking fever-reducing medicine.
 <b>New cough illness</b>	<b>* Symptoms improving for 24 hours</b> (no cough or cough is well-controlled).
 <b>New difficulty breathing</b>	<b>* Symptoms improving for 24 hours</b> (breathing comfortably). <b><i>Urgent medical care may be needed.</i></b>
 <b>Diarrhea:</b> 3 loose or watery stools in a day <b>OR</b> not able to control bowel movements	<b>*Symptom-free for 48 hours OR</b> with orders from doctor to school nurse.
 <b>Vomiting:</b> one or more episode that is unexplained	<b>*Symptom-free for 48 hours OR</b> with orders from doctor to school nurse.
 <b>Headache with stiff neck and fever</b>	<b>*Symptom-free OR</b> with orders from doctor to school nurse. Follow fever instructions above. <b><i>Urgent medical care may be needed.</i></b>
<b>Skin rash or open sores</b>	<b>*Symptom free</b> , which means rash is gone OR sores are dry or can be completely covered by a bandage <b>OR</b> with orders from doctor to school nurse.
<b>Red eyes with colored drainage</b>	<b>*Symptom-free</b> , which means redness and drainage are gone <b>OR</b> with orders from doctor to school nurse.
<b>Jaundice:</b> new yellow color in eyes or skin	<b>*After the school has orders</b> from doctor or local public health authority to school nurse.
<b>Acting differently without a reason:</b> unusually sleepy, grumpy, or confused.	<b>*Symptom-free</b> , which means return to normal behavior <b>OR</b> with orders from doctor to school nurse.
<b>Major health event</b> , like an illness lasting 2 or more weeks OR a hospital stay, <b>OR health condition requires more care than school staff can safely provide.</b>	<b>*After the school has orders</b> from doctor to school nurse <b>AND</b> after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

# APPENDIX B - Washington Behavior Matrix

## Washington Elementary School Behavior/Consequence Discipline Matrix

Behavior	First Referral	Second Referral	Third Referral
Physical attack <i>Single sided: harm to someone, serious and dangerous behavior</i>	Loss of privilege 1-3 days OSS/ISS	1-3 days OSS/ISS Parent meeting with re-entry plan	1-3 days OSS/ISS Parent & student safety team meeting, re-entry plan with possible change of placement/day
Minor Physical Altercation <i>Isolated incident: single sided</i>	Loss of privilege 1 day OSS/ISS	1-3 days OSS/ISS	1-3 days OSS/ISS, parent meeting with re-entry plan
Threat/Intimidation ( <i>verbal, physical, written</i> )	Loss of privilege 1 day OSS/ISS, if creditable	1-3 days OSS/ISS Parent meeting	SRO & parent meeting, re-entry plan, or OSS determined by admin
Disorderly Conduct/ Repeated Learning Interruptions	Loss of privilege Restitution	Detention Restitution	Parent Meeting Or OSS/ISS
Bullying-continued hurtful harassment	Parent Meeting, 1-3 days OSS/ISS Visit with Counselor	Parent & SRO Meeting 1-3 days OSS/ISS	Parent & SRO meeting Student safety team meeting 1-3 days OSS & re-entry plan
Inappropriate Behavior	Loss of privilege	Detention & Restitution	Parent meeting or 1-3 days ISS/OSS
Inappropriate Language ( <i>directed to someone or repeated</i> )	Loss of privilege	Detention or 1-3 days OSS/ISS	Parent meeting or 1-3 days OSS
Property damage/vandalism	Loss of privilege with retribution or restitution	Parent & SRO meeting 1 day OSS/ISS with retribution or restitution	Parent & SRO meeting 1-3 days OSS/ISS with retribution or restitution
Non-compliance/Disrespect	Loss of privilege Restitution	Detention or 1-3 days OSS/ISS Parent meeting	Parent meeting or 1-3 days OSS/ISS
Physical Fighting <i>Two Sided</i>	1-3 days OSS/ISS	1-3 days OSS/ISS SRO visit & parent meeting	3 days OSS/could lead up to Expulsion Parent meeting & re-entry plan

OSS=Out of School Suspension ISS=In School Suspension SRO=School Resource Officer

**\*\*Administration reserves the right to bypass any portion of this matrix if the discipline measures are found inappropriate for the severity of the incident and/or student needs\*\***

All disciplinary actions will include a student visit with School Administration & parent contact. If OSS/ISS occurs, a re-entry plan is recommended. At the point of a 3rd offense, a parent meeting is recommended. If at any point a Risk Assessment is deemed necessary, the student will be on OSS pending the completion of the Risk Assessment as well as all stipulations for re-entry are met.

	<b>Examples:</b>
Harm to someone	Deliberate targeted behavior towards another with the intent to hurt or harm them. The victim is injured Examples: Slapping or punching a student, pushing a student off a play structure, etc.
Altercation Intent: single sided	No injury as a result of the action. Most common example: shoving another student in line for cutting or d
Intimidation (verbal, written)	Any form of a threat to harm another student or using intimidation to gain something from another student
Disruptive causing Interruptions	Examples: leaving the classroom, making excessive noises, climbing on or under furniture, throwing items, etc. is included in disorderly conduct, etc. <b>**Repeated =Documentation that parents have been called before**</b>
Physical harassment	Repeated unwelcome behavior intended to cause fear, distress or harm to someone physically or emotionally
Physical behavior	Hand gestures, inappropriate touching of self or others, etc. <b>**Repeated =Documentation that parents have been called before**</b>
Language Directed at someone or repeated	Cussing, hate speech, etc. <b>**Repeated =Documentation that parents have been called before**</b>
Defacement/vandalism	Graffiti, destruction of a school owned property (chromebooks, bathroom stalls, etc)
Disrespect	Refusal to do as asked or directed, if being redirected when making a poor choice and the student continues poor choice, etc.
Physical fighting	This is a two sided physical altercation between two students, etc.

**\*\*The disciplinary actions on our Discipline Matrix are not a replacement for classroom management and are not intended to be used for the first step in behavior management. Incidents that require immediate attention are an exception. Our focus should always be on student learning- including building social, coping and behavior management skills.\*\***