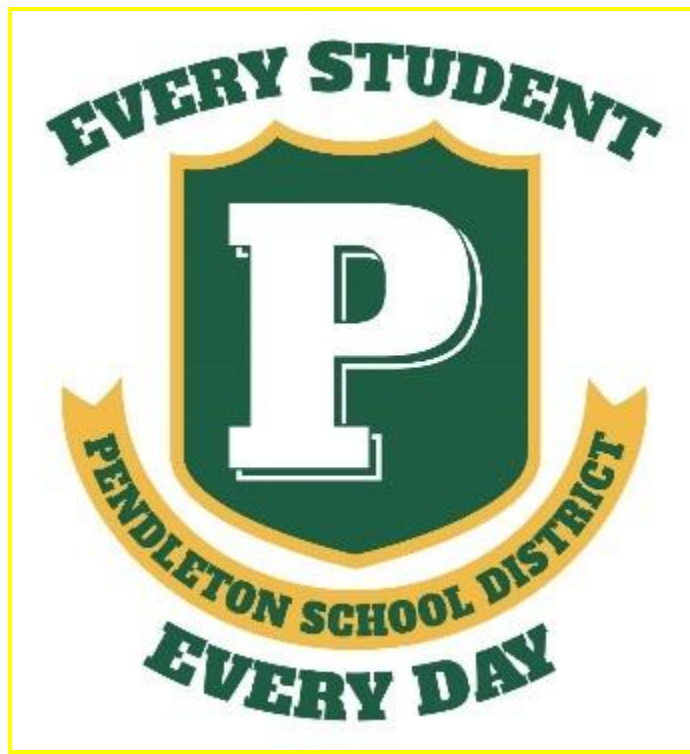


Pendleton School District

**Elementary Student Handbook
2025-2026**



**107 NW 10th St.
Pendleton, OR 97801
Phone: (541)276-6711**

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SCHOOL HOURS & ATTENDANCE

KINDERGARTEN DAILY SCHEDULE

Monday: 8:55 am - 2:30 pm

Tuesday - Friday: 7:55 am - 2:30 pm

Student supervision begins Monday at 8:30 am and Tuesday-Friday at 7:30 am

GRADES 1-5

Monday: 9:00 am - 2:35 pm

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

Student supervision begins Monday at 8:30 am and Tuesday-Friday at 7:30 am

ARRIVAL AND DISMISSAL

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

Car Line: Students need to be dropped off and picked up in the designated area. Please stay in the line of cars. Do not park on the street to pick your child up. It is the responsibility of the parent/guardian or designated adult picking up your child to buckle your child's seat belt. For information about car seats and auto safety, experts from USDOT have published ["Keeping Kids Safe - a parent's guide to keeping kids safe in and around cars."](#)

Walking Line: Use crosswalks and sidewalks to bring students to your school's designated area.

Bus Riders: Students riding the bus will be taken to their assigned bus by a staff member. See the PSD transportation policy and rules in Board [Policy EEA](#).

Bicycles: Follow each school's procedures.

It is the parent/guardian's responsibility to notify the school office of any transportation arrangement changes prior to 2:00 PM.

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 before 9:30 am on Mondays and 8:30 am Tuesday - Friday

- If no call is received, parents/guardians will be contacted
- If a child is late for school, a note or phone call is necessary stating the reason for the tardiness, the date, and your signature

EMERGENCY INFORMATION

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

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

Change of Address and/or Phone Number

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

HEAD LICE PROCEDURES

We follow the most current guidelines from the [Oregon Department of Education](#) and Oregon Health Authority.

ILLNESSES and INJURY

If a student becomes too ill to remain in class, we will reach you by phone and recommend that you come to school and pick up your child. Transportation cannot be provided for sick children. If your child is ill, please do not send them to school. A student that contracts a contagious disease or condition will be sent home from school per the district [Communicable Disease Plan](#). 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. The goal of PENDLETON SCHOOL DISTRICT is to have children play outside whenever possible. If it is heavily raining, if the temperature (with wind chill) drops below 20 degrees, or other weather conditions cause safety concerns, we may provide supervised indoor activities for the students. It is important that children come dressed appropriately for the ever-changing weather.

Closures and Delays

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

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

BEHAVIOR

CLASSROOM MANAGEMENT

Each teacher will have a classroom management plan in place which

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

BEHAVIOR INCIDENT REPORTS

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

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

Out of school suspension may be used if all other steps have proven ineffective or if an incident is deemed serious enough to warrant removal from school. The student may be removed from school under the supervision of their parent/guardian for up to ten (10) days depending on the incident. In extreme cases, the student may be recommended to the superintendent for expulsion.

REPEATED DISCIPLINE INCIDENTS

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

BULLYING, HARASSMENT, and NON-DISCRIMINATION

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

It is a policy and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities or employment.

Persons having questions about equal opportunity and nondiscrimination should contact the Deputy Superintendent of Public Instruction at the Oregon Department of Education, 255 Capitol Street NE, Salem, Oregon 97310; phone 503-947-5740; or fax 503-378-4772.

CHARACTER EDUCATION

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

RIGHTS

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

STUDENTS ON OR ABOUT SCHOOL PROPERTY OR AT ANY SCHOOL ACTIVITY

- Shall not wear, possess, use, distribute, display nor sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang.
- Shall not commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in any gang.
- Shall not use any speech or commit any act or omission (e.g., withholding information or concealing contraband) in furtherance of the interest of any gang or gang activity including, but not limited to:
 - soliciting others for membership in any gangs;
 - requesting any person to pay protection or otherwise intimidating or threatening any person;
 - committing other illegal acts or other violations of school district policies; inciting other students to act with physical violence upon any other person.

WEAPONS IN SCHOOL

Weapons and replicas of weapons are forbidden on school property.

Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gasses, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members parents and patrons. Incidents of students possessing weapons will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way.

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

GENERAL INFORMATION

ANIMALS AT SCHOOL

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

ASSIGNMENT OF STUDENTS TO CLASSES

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

PERSONAL ELECTRONIC DEVICES

See [district policy](#) per [Executive Order](#) 25-09 from Gov. Kotek (June 2025).

COMPUTER USE

Computers, iPads, and Chromebooks are used to support learning and to enhance instruction. It is a general policy that all computers used through PSDnet are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of PSDnet will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution, and/or referral to law enforcement authorities. Reinstatement will be at the discretion of the building administrator and the PSDnet Information Systems Administrator.

DRESS CODE

The appearance of a student is primarily the responsibility of the student and the parents. We expect students to maintain an appearance 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 may not advertise drugs, alcohol, violence, or gangs, and may not display inappropriate language or pictures. For safety, students should NOT wear high heels, heelies, cleats, flip-flops, or other types of slip-on sandals.

FIELD TRIPS

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

All trips will require a special permission slip to notify you and obtain your permission per Board [Policy IIC/IICA-AR](#). 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.

LOST AND FOUND

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

LUNCH AND BREAKFAST PROGRAM

Pendleton School District contracts with Sodexo to offer a nutritious breakfast and lunch program. Students will be encouraged to make food choices that provide a well-balanced and healthy meal. School policy requests that when students bring their own lunch from home, they do not include soda pop or energy drinks. All meals will be provided free of charge.

Pendleton School District participates in the Community Eligibility Provision (CEP) of the National School Lunch and School Breakfast Programs. PSD enrolled students may participate in these meal programs without having to pay for meals or submit an income eligibility application. Each year that the district participates in CEP, all families will be required to complete a simple Family Income Survey that provides information to ensure schools receive the full amount of Federal and State funding, that is based upon poverty levels, to ensure all students receive the services they are entitled to when free/reduced price applications are not collected. The survey can be found at www.familyincomesurvey.com. Contact Jodi Mascall at (541)966-3267 for additional survey information.

The Pendleton School District Board of Education adopts meal prices annually, based on federal guidelines. Meal prices are available at the [District Food Services](#) page. Each enrolled student is eligible for one (1) no-cost breakfast and one (1) no-cost lunch per day. Additional information regarding district food services and online account access is available at [District Food Services](#) page or Board [Policy EFAA](#) and its associated administrative regulation.

Civil Rights Statement

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: Program.Intake@usda.gov

This institution is an equal opportunity provider.

MEDICATION

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

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

NON-CUSTODIAL PARENT RIGHTS and RESTRAINING ORDERS

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

NON-SCHOOL ITEMS

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

PARTIES

Celebrating student birthdays

Parents must contact the classroom teacher 24 hours prior to the event if bringing snacks or treats. Homemade treats are not permitted. All items must be from a store/licensed kitchen in sealed containers. Treats may be dropped off at the school office and will be distributed by the classroom teacher. Any gifts, flowers, or balloons will be held in the office and sent home with the student at the end of the school day. If the student rides a bus, balloons are not permitted on the bus.

School-organized parties

Classroom parties held during the year are at the individual teacher's discretion. Teachers will send information home on class parties and guidelines for pre-approval. When providing treats and/or rewards to students, school personnel and parents are encouraged to cut back on sugary or fatty selections to provide more healthy alternative choices for students. Homemade treats are not permitted. All items must be from a store or licensed kitchen in sealed containers. In an effort to avoid hurt feelings, we discourage distributing party invitations at school. If the school is your only method of distributing party invitations, please talk to your child's teacher.

VISITING SCHOOL

Visits to rooms during class time by non-enrolled students are not permitted. However, out-of-town guests may visit during lunch with permission from both the parent and office. Due to privacy and safety concerns, guests will sit at the designated Family Tables and not with the class. In order to maintain adequate supervision, guests, including parents and younger siblings, may not go to the playground during school hours (including lunch visits). Parents who need to meet with a teacher or administrator are encouraged to reach out to set up an appointment. For the security and safety of our students, all visitors must check in at the office.

Visitors during lunch must follow these guidelines:

- Follow no cell phone policies
- Meet school dress code (list on this page)
- Only allowed to eat with their student
- Sit at designated table
- Adults only (no siblings that do not attend the school without special permission)
- Limited to designated lunch time for the student
- Do not share outside food with other students
- Use school appropriate language
- No Photos or Video
- Administration has the right to limit visits or revoke permission due to limited space or other concerns

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. For student security and safety, all visitors must check in at the office.

YOUR CHILD’S EDUCATION

ACADEMIC INTEGRITY

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

PARENT PARTICIPATION

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

SPECIAL NEEDS CHILD FIND

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

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

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

For more information contact:

Julie Smith, Special Programs Director

PENDLETON SCHOOL DISTRICT

107 NW 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.

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

TALENTED AND GIFTED IDENTIFICATION

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

YOUR CHILD'S INSTRUCTIONAL PROGRAM

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

Determining which students need additional instruction

Teacher teams in each elementary school review the progress of every student three times a year. Teams review existing academic, behavioral, and attendance information. In addition, teachers assess 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.

If your child continues to have difficulty

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

Response to Intervention

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

RTI has two purposes:

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

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

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

*PENDLETON SCHOOL DISTRICT
ELEMENTARY STUDENT HANDBOOK
REVISED 8/4/2025*