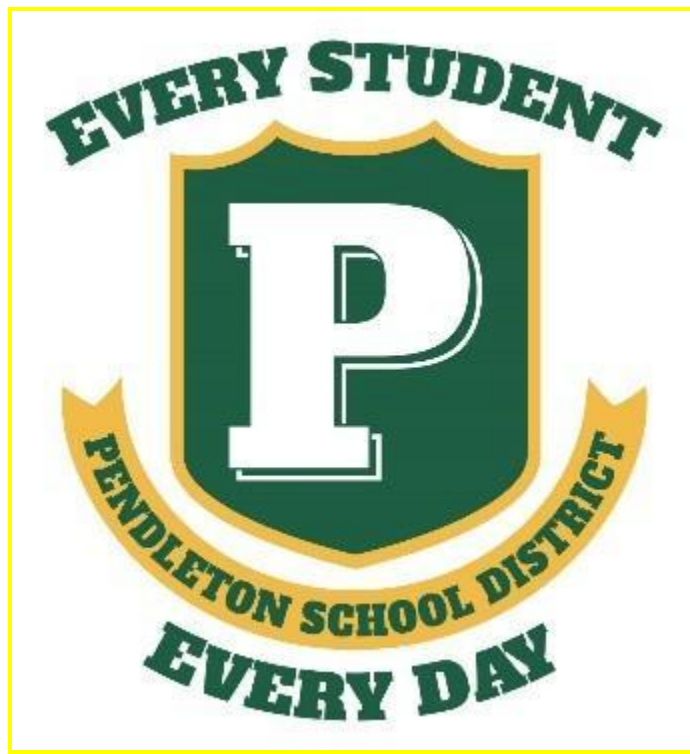


Pendleton School District

**Elementary Student Handbook
2026-2027**



**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 KTX 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.

SEE ELEMENTARY BEHAVIOR RESPONSE GUIDE in Appendix A

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.

EBIKES

[Oregon HB 4007](#) lowers the minimum age to operate a Class 1 electric bicycle or an e-scooter from 16 years old to 14 years old as of January 1, 2027. Students may not have electric bikes and or e-scooters on school property.

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:

Rebecca Marshall, Coordinator of Student Services

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.

Elementary Behavior Response Guide

Level	Several Potential Options Are Listed Below; Not All May Be Appropriate. Those in bold font are expected.	
1	Classroom Support These interventions aim to teach positive alternative behaviors so students can demonstrate safe and respectful behavior. Teachers implement a variety of classroom management strategies to support positive changes to behavior. Behavior expectations are explicitly taught, re-taught at intervals, and reinforced.	
	School-Based Interventions for Patterns of Behavior <i>These interventions involve support staff, school based and in the larger community, to engage the student's support system to ensure consistency of learning and consistency of interventions. Working together, the student and team can change the conditions that contribute to the behavior. When applicable, restorative practices are encouraged as a part of this process.</i>	
	• Parent or Guardian Notification • Loss of Privilege • Classroom system of positive reinforcement • Device check in • Deescalation strategies • Peer mediation • Proximity to staff • Restorative Conversation/Repair Harm (<i>i.e. Conscious Discipline Time Machine</i>) • Restorative Circle/Repair Harm	• Reteaching, Reminder, Reflection • Seat change • Teacher/Student/Guardian conference • Data Collection Begins if Occurrences Increase • Student Staffing Team • Other actions that reduce or repair harm
2	Administrative/CDS/BSS Interventions These interventions involve school administration and aim to correct behavior by keeping the student in school. Facilitated restorative practices are encouraged as an intervention.	
	• Parent or Guardian notification required • Discussion with Administrator • Notify case manager/counselor as appropriate • Student Staffing Team • Parent/Guardian Meeting w/School Team • Student Success Plan (<i>informal behavior plan</i>) • FBA/BIP • School Community Service	• Ensure Child Find Obligations are Fulfilled • Loss of Privileges Related to Offense • Restorative Practice Methods including formal conferences • Restorative Circle • Revision to IEP/504 as needed. • Safety/Additional Supervision Plan
3	Referral Responses & Suspension These interventions may involve removing the student from the school environment up to 5 days because of the severity of the behavior. The duration of a suspension, if issued, will be determined by balancing the student's educational needs with the school's need for safety and an adequate consequence. Repairing harm, skill-building, and sanctions/consequences are all important components of a thorough response to behavior.	
	• Parent or Guardian notification required • Discussion with Administrator • Notify case manager/counselor as appropriate • In or Out of School Suspension 5 Days) • Reentry Meeting Following Suspension • Extracurricular/Activity participation may be impacted • Behavior contract • Communication with the District Team for students on an IEP/504 as needed • Ensure Child Find obligations are fulfilled	• Involvement of SRO as necessary • Loss of privileges related to offense • Referral to outside support or community organization • Restorative Practice Methods including formal conferences • Revision to IEP/504 as needed. • Safety/Additional Supervision Plan • Trespass
4	Extended Suspension These interventions involve removing the student from the school environment for more than 3 days because of the severity of the behavior. This may involve changing the environment to provide additional structure to address behavior. These interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior.	
	• Parent or Guardian notification required • Notify case manager/counselor • Out of School Suspension (3 Days or More) • Reentry Meeting • Behavior contract • Communication with the District Team for students on an IEP/504 • Ensure Child Find obligations are fulfilled • Involvement of SRO as necessary	• Loss of privileges related to offense • Referral to outside support or appropriate community organization • Restorative practice methods, including formal conferences and more informal restorative conversations • Revision to IEP/504 • Manifestation Determination if necessary • Safety/Additional Supervision Plan

Level of Response Guidance

		Level of Response				Administrative Intervention Options
OFFENSE/VIOLATION		1	2	3	4	
Academic Dishonesty (Cheating, Plagiarism)	1st Offense	X	X			- Think Sheet - Teacher Warning
	Repeated Offenses			X		REFERRAL - Loss of Privilege - Change Work Environment
Alcohol, THC & Drugs	Possession or Consumption			X	X	REFERRAL - Up to 5 Days ISS/OSS - Safety Plan - Reentry Meeting
	Passing or Sharing			X	X	
	Selling/Distribution				X	REFERRAL - SRO Involvement - Up to 10 Days ISS/OSS, Safety Plan, Reentry Meeting - Expulsion Process for Repeated Behavior
Arson/Fire	1st Offense			X	X	REFERRAL Suspended pending investigation.
	Repeated Offenses				X	REFERRAL Expulsion Process for Repeated Behavior
Bus Misconduct (Ask for camera footage)	Minor Incident	X	X			- Think Sheet- Review Expectations - Warning, Phone Call - Apology/Repair
	Major Incident			X		REFERRAL - Loss of Bus Privileges (Up to 3 days) - Strategic Seating (Up To 1 Month)
	Repeated Offenses		X	X	X	REFERRAL - Loss of Bus Privileges (3+ days) - Removal from Transportation
Cell Phone Misuse	1st Offense	X				The device will be taken by the staff member and delivered to the office. May be retrieved at the end of the day.
	Repeated Offenses		X			REFERRAL - Think Sheet - Devices will be left in the office for a parent/guardian to pick up. - Students who refuse to comply may have additional consequences.
Dangerous Object/Item	1st Offense		X	X	X	REFERRAL Loss of recess/specials/privileges, ISS, OSS, Safety Plan as appropriate
	Repeated Offenses		X	X	X	REFERRAL Loss of recess/specials/privileges, ISS, OSS, Safety Plan as appropriate
Disorderly Conduct	1st & 2nd Offense	X	X			REFERRAL - Think Sheet - Conference with students as appropriate. - Consider community service, loss of privilege.
	Repeated Offenses			X	X	REFERRAL - Conference with student as appropriate - Community service, ISS and other restorative actions as determined by meeting.

Fighting	Fight Promotion		X	X		REFERRAL - Lunch/Recess Detention or loss of privileges-could be multiple days (elementary). - Up to 2 Days ISS, Community Service/Restorative
	Fighting 1 - 1st Offense			X		REFERRAL - Referral to Counselor - Loss of Privileges - Up to 1 day OSS/ISS as appropriate
	Fighting 1 - Repeated Offenses			X	X	REFERRAL - Escalating consequences, Behavior Support Plan, consider additional evaluation - Up to 3 Days OSS/ISS as appropriate
	Fighting 2 - 1st Offense			X	X	REFERRAL Up to 3 Days OSS/ISS, Behavior Support Plan, consider additional evaluation
	Fighting 2 - Repeated Offenses				X	REFERRAL - Escalating consequences, Safety Plan, consider additional evaluation (FBA) - Up to 5 Days OSS/ISS - Reentry Meeting
Fire Tool & Ignition Sources	Possession of		X	X		REFERRAL - Community service and loss of privilege.. Consider ISS based on specific details of the incident. - Item will be confiscated and disposed
	Use of (See Arson/Fire)			X	X	REFERRAL - Suspended pending investigation - Consider Risk Assessment and Safety Plan
Forgery/Lying	1st Offense	X	X			REFERRAL - Think Sheet - Conference with teacher, family and admin, as appropriate. - Loss of privileges
	Repeated Offenses		X	X		REFERRAL Conference with family and Administrator. Community service, consider ISS Loss of privileges.
Harassment, Hazing, & Bullying*/Intimidation *If Harassment and Bullying involves a hate crime or is against a protected group, in addition to above provide at least one additional day of suspension in school, and require community service and a comprehensive lesson related to the incident.	1st Offense			X		REFERRAL Up to 3 day suspension, with at least one day of ISS. Restorative conversation if appropriate, assigned lesson.
	Repeated Offenses			X	X	REFERRAL Up to 5 Day suspension, with at least two days of ISS. Continued restorative conversation if appropriate, assigned lesson. More specific plan to follow based on student/parent meeting.
Inappropriate Behavior (Profanity, PDA, Dress Code, Conduct, Etc)	Obscene Language/Profanity		X	X		REFERRAL - Conference with Family and Administrator - Loss of Privilege - Think Sheet - Up to 3 Day ISS. - Specific incident review to determine next steps.Consider formal plan
	Dress Code Violation	X	X			REFERRAL Conversation with counselor/BSS, as appropriate. Contact home as needed.
	Refusal to Follow Staff Direction/ Insubordination	X	X			REFERRAL - Think Sheet - Loss of Privilege - Restorative Practice

	Sexual Misconduct On Grounds/At School Sanctioned Event		X	X	X	REFERRAL - Students in ISS pending investigation - Contact IMESD School Safety Specialist
	Repeated Offenses			X	X	REFERRAL - Escalating consequences - Up to 3 days OSS
Misuse of Facilities (Including Restrooms)	1st Offense	X	X			REFERRAL - Think Sheet - Community service, restitution as needed. - Loss of Privileges
	Repeated Offenses		X	X		REFERRAL - Community Service - Possible ISS. - Loss of Privileges - Involve SRO as needed
Physical Aggression (Previously Assault)	1st Offense			X	X	REFERRAL - Loss of Privilege - Up to 3 Days ISS/OSS, or combo - Involve SRO as needed
	Repeated Offenses				X	REFERRAL Escalating consequences, suspend pending Safety Plan, involve SRO.
Skipping Class NOTE: Out of School Suspension is NOT appropriate for this incident	1st Intervention Cycle	X	X			REFERRAL Think Sheet/Loss of privileges/recess
	Repeated Offenses		X	X		REFERRAL Community Service, Parent/Student/ Admin Meeting, as appropriate.
Technology Misuse (SRO may be contacted)	Unauthorized Recording: 1st Offense	X	X	X		REFERRAL - Think Sheet - Loss of privileges - Conversation with parents, Administration, other action as appropriate. Ensure video/photo is deleted.
	Unauthorized Recording: Repeated Offenses			X	X	REFERRAL - Loss of Tech Use - Up to 3 Days ISS/OSS depending on the nature of the event. Ensure video/photo is deleted
	Misuse of School Tech: 1st Offense	X	X			REFERRAL - Think Sheet - Loss of privileges - Conversation with Administration, other action as appropriate. - Tech Monitoring
	Misuse of School Tech: Repeated Offenses		X	X	X	REFERRAL - Loss of Tech Use - Up to 3 Days ISS/OSS depending on the nature of the event.
Threat of Violence	Site Level Assessment		X			REFERRAL - Administrator to complete the the Site Level Assessment Process - Student in office pending investigation
	Level 1			X		REFERRAL - Administrator to conduct a Level 1 Threat Assessment process - Student in ISS/OSS pending investigation. - Contact SRO - Develop a Safety/Management Plan, as needed - Include Case Manager if student has 504/IEP

	Level 2			X	X	REFERRAL - Administrator or IMESD to conduct Threat Assessment process - Develop a Safety/Management Plan, - Student in ISS/OSS pending investigation. - Suspension-expulsion considered - Contact SRO - Include Case Manager if student has 504/IEP - IMESD to develop community based team
Theft & Burglary	1st Offense		X	X		REFERRAL - Think Sheet - Restorative conversation, community service, and restitution. Consider loss of privilege
	Repeated or Major Offenses			X	X	REFERRAL - Restitution, community service. - Meeting with family and district team - Backpack Checks and/or CICO - SRO involved as appropriate
Tobacco & Vaping	Possession		X	X		REFERRAL - Conference with Admin, family and student. Student assigned community service. - Consider SRO Involvement - Up to 3 days ISS/OSS - Consider Educational Intervention
	Consumption		X	X		
	Passing/Sharing		X	X		
	Selling/Distribution			X	X	REFERRAL - Conference with Admin, family and student. Student assigned community service. - SRO Involvement - Up to 5 days ISS/OSS - Educational Intervention
	Repeated Offenses		X	X	X	REFERRAL - Conference with Admin, family and student. Student assigned community service. - SRO Involvement - Educational Intervention - Additional actions to follow, including escalation of previous consequence and likely suspension (ISS/OSS).
Trespassing or Entering Off Limits Area	1st Offense	X	X			REFERRAL - Think Sheet - Conversation with the Admin
	Repeated Offenses		X	X		REFERRAL - Conference with staff, family and Administrator. - Consider Behavior Intervention Plan - Loss of privileges to access area during non-restricted hours. - Consider community service relative to ISS. - Consider trespass violation with Pendleton PD.
Unsafe Action	1st Offense	X	X			REFERRAL - Think Sheet - Admin to review the incident. Consider community service, restitution, detention, restorative conversation - Consider alternative plan for the setting - Up to 1 day ISS/OSS as appropriate
	Repeated Offenses		X	X		REFERRAL - Think Sheet - Admin to review the incident. Consider community service, restitution, detention, restorative conversation - Consider alternative plan for the setting - Up to 2 day ISS/OSS as appropriate
Vandalism	No Destruction of Property: 1st Offense	X	X			REFERRAL - Think Sheet - Community Service Assigned
	No Destruction of Property: Repeated Offenses		X	X		REFERRAL Think Sheet

						- Community Service Assigned - Parent/Student/Admin Conference - Detention and possible ISS up to 1 day - Consider alternative plans (i.e. restroom use)
	Destruction of Property: 1st Offense		X	X		REFERRAL - Community Service Assigned - Parent/Student/Dean/AP Conference - ISS considered, up to 1 day - Financial repayment considered
	Destruction of Property: Repeated Offenses			X		REFERRAL - See above and refer to SRO - Consider alternative plans (i.e. restroom use)
Weapons	Firearms, Explosives, Deadly Objects				X	REFERRAL - Suspended (OSS) pending investigation - Expulsion hearing, SRO involvement.
	Knife			X	X	REFERRAL - Less Than 2.5 inch - See Dangerous Object - Greater Than 2.5 inch - 3 Days ISS - Meeting with SRO/district team
	Lookalike Weapons		X	X		REFERRAL - See Dangerous Object - Confiscate Object

Glossary

Academic Dishonesty/Cheating/Plagiarism: Cheating, plagiarizing, presenting another person's work as your own or any misrepresentation of the truth about your work.

Alcohol & Drugs: Including but not limited to alcoholic substances; inhalants or other intoxicants; and controlled dangerous substances, including prescription drugs, narcotics, over-the-counter medications, look-alikes, and substances represented as controlled substances, and drug paraphernalia.

- **Possession:** The student has on their person, or within the student's personal property, or has under the student's control, any of the substances listed in this offense.
- **Consumption/Use:** The student has intentionally consumed, ingested, assimilated, inhaled, or injected any of the substances listed in this offense and/or is under the influence of these substances on school grounds and/or at a district-sponsored activity.
- **Passing/Sharing:** The student has in their possession, as previously defined, any of the substances listed in this offense in a quantity or packaging to indicate intent to distribute or transfer to another person/people without compensation.
- **Selling/Distribution:** A student has disseminated or transferred any of the substances listed in this offense with compensation of some kind.

Arson/Fire: Attempting to, aiding in, or setting any fire on district property. This includes unauthorized possession of flammable liquid or materials with the intent to set fire.

Bullying: [See ORS. 339.351](#)

Bus Misconduct: Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions.

Cell Phone Misuse: Students using cell phones and/or personal electronics of any kind at school, on the bus or at any district sponsored event that violate any behavior expectations may result in school taking the device away from the student. Students must comply with staff directives regarding use of personal electronics and have no expectation of privacy in regard to personal electronics that are brought onto school grounds. The school and the District are not responsible for the loss, theft or damage to any electronic device brought to school.

Dangerous Object/Item: An object or item used by a student as a potential weapon that alone would not be prohibited from school (for example: scissors, school tools or equipment, etc.)

Disorderly Conduct: Language or behavior which disrupts and/or interferes with the educational process.

Fighting: A hostile physical encounter between two or more individuals. This includes participating in, remaining in the location of, filming or contributing to the sharing/publicity of the fight.

- **Fighting 1:** Physical confrontation between two or more students with mutual aggression that does not result in significant bodily injury.
- **Fighting 2:** Physical confrontation between two or more students with mutual aggression that DOES result in significant bodily injury.

Fight Promotion: Any act that encourages or promotes fighting, both online and in person; to include filming and/or posting any pictures or videos of the fight.

Fire Tools & Ignition Sources: Possession of, threatening to use, or the deliberate act of using fire tools or other ignition sources is prohibited.

- **Fire Tools:** Any tool that creates a form of heat by creating a flame or spark, including, but not limited to, matches, cigarette lighters, and multipurpose lighters (BBQ).
- **Ignition Sources:** Any form of heat, which instigate or may be used to propagate fire and includes, but is not limited to, candles, road flares, fuses and fireworks.

Forgery/Lying: Writing or giving false or misleading information to school officials by forging parent's, guardian's, or any other person's signature on any letter, electronic communication, or other school document; and/or any other misrepresentation of the truth.

Harassment: Behavior continuing over a period of time that makes a person feel uncomfortable or unsafe.

Hazing: An act that subjects a student to potential harm and is affiliated with initiation into a student organization or team. Hazing may involve an act committed against a student or a situation in which a student is coerced into committing an act.

Inappropriate Behavior: Behavior that does not meet school, classroom, or community expectations but can generally be addressed through redirection, reteaching, restorative conversation, and/or logical consequences. Inappropriate behavior may disrupt the student or others briefly but does not significantly interfere with instruction, learning, safety, or the orderly operation of the school.

Misuse of Facilities: Improper use of school facilities including extended time in unauthorized areas and/or improper use of school equipment (that does not constitute vandalism).

Physical Aggression: Unprovoked aggressive actions toward another person that is not reciprocated by the other person.

Skiping Class: Not attending an assigned class without permission.

Technology Misuse: Computer, electronics and Internet use is a privilege, not a right. Students have no expectation of privacy in regard to personal electronic equipment, mobile devices, and cellular phones that are brought onto school grounds. Any unauthorized or inappropriate use of technology-related resources may result in disciplinary action. Devices may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or video in locker rooms, hallways, classrooms or bathrooms, academically cheat, or otherwise violate student conduct expectations.

Threat of Violence: An intentional, serious threat by word (electronic, telephone, written or spoken) or act (including physical, verbal and/or bullying/threatening), which places another person in fear of imminent serious physical injury (ORS 339.250[3]). This includes, but is not limited to, words, target lists, surveys or conduct directed toward another person. Intimidation, threats and/or menacing are not limited to the protective classes of race, gender, color, religion, national origin, sexual orientation or disability. Violation could result in a referral to an appropriate law enforcement agency.

Theft & Burglary: Taking or attempting to take property of another person or institution without permission or knowledge of the owner.

Tobacco & Menthol (Including Vaping): The use, possession, sharing, and/or distribution of:

1. Tobacco, including any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, chewing tobacco, and any other smoking product or other items containing or reasonably resembling tobacco or tobacco products
2. Spit or smokeless tobacco, dip, chew, snuff in any form
3. Nicotine or nicotine delivering devices
4. Electronic cigarettes, electronic hookahs, and other vapor emitting devices with or without nicotine content.

Use, possession, sharing, selling and/or distribution of electronic cigarettes, electronic hookahs, "vape" pens and other vapor emitting devices may be classified as a violation of Alcohol & Drugs if there is evidence to suggest that such device is being used in conjunction with dangerous drugs.

Trespassing or Entering Off Limits Area: Being present in unauthorized places or refusing to leave when asked to do so by District personnel and/or designated authority. Entering or remaining unlawfully in School District buildings or on any part of District property or adjacent areas.

Unsafe Action: Any action that has the potential to cause danger or physical harm (with or without intent) to self or others including forceful actions, rough housing, putting substances in/on another person's food/drink/body, false initiation of emergency procedures etc.

Vandalism: Intentionally damaging, defacing (including tagging/graffiti), or destroying property. Vandalism is the willful or malicious destruction or defacement of public or private property. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000 plus costs if legal action is required (ORS 339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child.

Weapons: The use, possession or sale of a dangerous or deadly weapon. Dangerous weapon is defined by Oregon law as any weapon, device, instrument, material, or substance which, under the circumstance in which it is used, attempted to be used, threatened to be used, possessed or sold, is readily capable of causing death or serious physical injury. A deadly weapon is defined by Oregon law as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury. This includes look-a-like weapons.

Students bringing weapons to school may be expelled for a period of not less than one year. If a resident student or a student transferring into the District is expelled for a weapons violation, pursuant to Section (6) of ORS 339.250, the District will deny that student admission to the school's regular program for the duration of the expulsion.

**Updated 8/20/26

*PENDLETON SCHOOL DISTRICT
ELEMENTARY STUDENT HANDBOOK
REVISED 8/20/2026*