

**Pine Creek School**  
**Parent/Student Handbook**  
**2025-2026**



**79658 Pine Creek Road**  
**Drewsey, Oregon 97904**  
**Phone : (541) 493-2600**

# Pine Creek School 2025-2026 Calendar

July 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

July 4th  
 Aug 12th - Board Meeting  
 Aug. 18th-19th - Teacher Set-up days  
 Aug. 20th-21st - ESD Teacher Inservice  
 Aug 25th - First Day of School

August 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

4 student days/ 8 teacher days

September 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

14 students days/16 teacher days

Sept. 1st - Labor Day - No School  
 Sept. 2nd-4th - Fair Days  
 Sept. 5th - Teacher In-Service Day  
 Sept. 9th - Board Meeting  
 Oct. 3rd - Teacher In-Service Day  
 Oct 14th - Board Meeting Day

October 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

18 student days/19 teacher days

November 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

14 student days/ 16 teacher days

Nov. 7th - Teacher In-Service Day  
 Nov. 11th - Board Meeting  
 Nov. 10th - Veteran's Day - No School  
 Nov. 26th - No School  
 Nov. 27th - Thanksgiving Day - No School  
 Dec. 5th - Teacher In-Service Day  
 Dec. 9th - Board Meeting  
 Dec. 22nd - Jan. 1st Christmas Break  
 Dec. 25th Christmas Day

December 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

12 student days/14 teacher days

January 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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

15 student days/18 teacher days

Jan. 1st - New Year's Day  
 Jan. 2nd - Teacher In-Service Day  
 Jan. 5th - School Resumes  
 Jan. 13th - Board Meeting  
 Jan. 19th - Martin Luther King Day  
 Feb. 6th - Teacher In-Service Day  
 Feb. 10th - Board Meeting  
 Feb. 16th President's Day - No School

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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

15 student days/17 teacher days

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

14 student days/15 teacher days

March 6th - Teacher In-Service Day  
 March 10th - Board Meeting  
 March 23rd-26th - Spring Break  
 April 3rd - Teacher In-Service Day  
 April 14th - Board Meeting

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

18 student days/19 teacher days

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

12 student days/16 teacher days

May 1st - Teacher In-Service Day  
 May 12th - Board Meeting  
 May 21st - Last Day of School  
 May 25th - Memorial Day  
 May 26th-27th - Teacher Clean-Up Days  
 June 9th - Board Meeting

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

918.00 Student Hours (900 Required)  
 158 Teacher Days - 11PD, 7 Holidays, 4 Set-Up/Clean-Up days

## **Pine Creek School Parent/Student Handbook**

**2025-2026 School Year**



This handbook contains useful information for both parents and students regarding the daily operations of Pine Creek School. You will find information highlighting some of the school policies and guidelines that are necessary for the safety, welfare, and well-being of our students. Please keep this handbook throughout the school year. You are encouraged to review the contents of this handbook and share appropriate information with your child.

As a parent or guardian, your interest and involvement with your child's education will promote a positive attitude toward learning and academic achievement.

Should you have any questions about the contents of this handbook, please contact the school.

### **Mission Statement**

The mission of Pine Creek Elementary School, in partnership with our community, is to provide students with the knowledge and skills necessary to meet the challenges of the future. We strive to create self-directed, responsible, life-long learners with impeccable character and values.

### **Admission and Registration/Withdrawal Procedures**

In order to register for kindergarten at Pine Creek School, your child must be 5 years old on or before September 1. This date must be verified with a birth certificate, or other proof of birth, at the time of registration. Immunization records must be up-to-date.

First graders must be 6 years old on or before September 1. Special requests for early entry may be made to the School Board. Exceptions will be made on an individual basis.

New students to the school will be given the following forms to complete: Student Enrollment, Pupil Medical History, Immunization (CIS), and Emergency Contact Card. Registration is not complete until forms are finished, accurate, and returned to the school.

NOTE: PARENTS OR GUARDIANS SHOULD REPORT ANY CHANGES OF INFORMATION ON THE ABOVE FORMS TO THE SCHOOL. THE EMERGENCY CARD IS OUR "LIFELINE" TO YOU IN TIMES WHEN YOUR CHILD NEEDS YOU. PLEASE SEE THAT WE HAVE CURRENT PHONE NUMBERS AND ADDITIONAL CONTACT PERSONS WHO CAN PICK UP YOUR CHILD AT SCHOOL IF YOU ARE NOT AVAILABLE.

To withdraw a student from school, parents can notify the school of their child's withdrawal. All books and school property must be returned. To enable Pine Creek School to forward permanent records to the child's new school, a parent or guardian must sign a records release form. After we have received the form, we will forward the records to the new school.

If a child is absent for 10 days or more, without contact from the parent giving reason for the absence, the child will be automatically withdrawn from school. The student must re-enroll if they wish to re-enter school.

### **Attendance / Tardies / Leaving School Early**

Regular and prompt attendance is necessary for a student to maintain satisfactory progress. Excessive absences and tardiness from school are detrimental to the educational process. With our hands-on, cooperative learning, and social interaction, regular attendance is crucial. Learning takes place through discussion and shared activities. Parents are encouraged to plan vacations and trips which do not conflict with the school's instructional calendar. Excessive absences also detract from our Adequate Yearly Progress goals that are required by the state.

When students arrive late or must leave early, they miss valuable information and are at a disadvantage. Late arrivals and early dismissals can be very disruptive to other students and to the teacher. When possible, please try to schedule appointments so they do not conflict with school hours.

Sickness, severe illness or death in the family, exposure to a contagious disease, religious holidays, or extremely inclement weather are considered legitimate excuses for absences or tardiness. When writing notes for absences, please include the date(s) of absence, the reason for the absence, and a parent or guardian

signature. This is the only way in which an absence may be counted as excused. All excused absences must be for a legitimate excuse as indicated by school board policy. If a student brings a signed note for an absence, and it does not qualify as an excused absence, the absence will not be counted as excused. An excused absence does not excuse a student from the assignments missed. All missed work is expected to be made up in a reasonable amount of time. **All absences, excused or unexcused, count against Pine Creek School's Adequate Yearly Progress.**

If a student is to be absent, parents are urged to inform the school in advance. Students having 4 full day or 8  $\frac{1}{2}$  day unexcused absences are in irregular attendance. Parents will be notified by the attendance supervisor(s), and are required to follow the requirements listed on the notification.

### **Arrival and Dismissal Schedules**

Daily School Hours:

Kindergarten	8:00 am - 3:30 pm	Monday thru Thursday
Grades 1 - 3	8:00 am - 3:30 pm	
Grades 4 - 8	8:00 am - 3:30 pm	

Parents should not drop off students at school before 7:45 a.m. Classes begin at 8:00 a.m. There is no playground supervision before 7:45 a.m. or after 3:30 p.m. dismissal time for students. Parents are asked to pick up children immediately after school. Children who are not picked up at 3:30 will remain seated inside with proper supervision until they are picked up.

Students are allowed to leave school grounds only with parents or those listed on the emergency form at school.

### **Teacher Schedules**

Teachers' hours are from 7:30 a.m. to 4:00 p.m. If you need to talk with your child's teacher, you may call before or after school to arrange a time to meet with the teacher. Please understand that most time at school is instructional time and teachers are not always available to answer the phone. If you need to talk with your child or the teacher, and there is not an answer, please leave a message on the answering machine, and your call will be returned promptly.

### **Calendar**

A yearly calendar is provided at the beginning of this handbook.

## Closed Campus Policy

This policy requires all students to remain on school grounds during school hours. The child's teacher **MUST** be notified when:

- Parents are taking their child out of school for any reason; please send a note when you know your child will be leaving early or arriving late.
- Students will only be allowed to leave school with the persons listed on the emergency card unless a written note signed by the parent or guardian specifies the name of another person. Students may be picked up in the classroom only after the parent, guardian, or other parent designee has made contact with the teacher.

## Communication

The teachers encourage communication between school and home. If there are any teacher concerns, parents will be contacted. If parents have any concerns, they are encouraged to call the teacher at the school to discuss the concern, or schedule an appointment to meet with the teacher.

## Grading Scale

### Standards-Based 1-4 Scale

A score of 1 indicates that students have little understanding of a concept and cannot demonstrate any mastery of it. As students learn and progress, they can demonstrate partial mastery and score a 2. Once they meet the target, they score a 3. A 4 is reserved for students who exceed a particular learning target or standard. Please see the chart below.

<i>Grade</i>	<i>Level of Success</i>
1	Below Grade Level
2	Approaching Grade Level
3	At Grade Level
4	Well-Above Grade Level

## **Community Use of the School Facility**

The School Board determines the schedule for the use of school facilities. All persons or organizations who wish to use Pine Creek School facilities must obtain consent from the School Board Chair or Vice-Chair, and contact the teachers and custodian to make arrangements. Groups that use the facilities must leave them as they found them. Participants must sign in.

## **Conferences**

Your child's teacher may request a conference with you regarding your child's progress at any time throughout the year. Reasons for a conference may include, but are not limited to: 1) if the student is not maintaining passing grades or achieving at the expected level of performance; 2) if the student presents any other problem; or 3) in any other case the teacher considers necessary.

Teachers will arrange a time for our regularly scheduled parent/student conferences at the end of the first, second, third, and last reporting periods. Teachers will contact parents to arrange these conferences. A student or parent with a question or concern may contact the teacher to initiate a conference at any other time throughout the school year.

## **Permanent Records**

According to the Family Rights and Privacy Act of 1974, only the parent, guardian, or student aged 18 or older, is permitted to inspect and review educational records relating to the student.

## **School Snack and Lunch**

Pine Creek does not participate in the Federal School Meal program so students are expected to bring their own lunch to school. The school has a refrigerator and a microwave. Students may also bring a healthy snack for mid-morning. We encourage children to eat healthy, non-sugary snacks, to promote concentration and prevent hyperactivity. Students are required to eat their own food. Students are not allowed to share or trade snacks or lunches.



## **Curriculum**

Pine Creek School District #5's curriculum is aligned to the State Common Core Standards. Local and state assessments are administered yearly and assist in helping determine an educational course of action for students.

### **LANGUAGE ARTS**

The individual, who reads, writes, speaks, and listens well is more likely to be a good student, informed citizen, effective employee, and independent manager of leisure time than the person who lacks these skills. Teaching students these important skills is the goal of the Pine Creek School's language arts program.

\*Reading - Learning to read is the single most important intellectual achievement an individual makes in a lifetime. Our basic reading program is supplemented by children's literature which encompasses a wide array of topics, themes, and cultural aspects. Parents can greatly enhance their children's reading skills by reading to them, reading with them, and by promoting a quiet time for family reading at home.

\*Language - We teach children the writing process, requiring them to pre-write (generate ideas), produce a rough draft, revise it for meaning, edit it for language mechanics (spelling and punctuation), and then present it to an audience, often their classmates.

\*Spelling - Spelling correctly allows children to communicate in writing more effectively. The spelling program focuses on high frequency words that are well established in students' speaking, reading, and writing.

\*Speaking - Precise and effective oral expression of information, opinions and ideas from our speaking curriculum goals. Parents can help by asking their children questions requiring thoughtful responses on a regular basis. Ask follow-up questions if answers are vague or incomplete.

\*Listening - Students will learn to listen, organize, categorize, and interpret oral information appropriately.

\*Handwriting - The handwriting program teaches students to form manuscript and cursive letters correctly and to write legibly.

### **MATHEMATICS**

Mathematical reasoning, problem solving, mental math and estimation, and communication are the focal points of the mathematics curriculum. Application of these concepts provide for understanding of basic math skills such as computation, calculation and estimation, measurement, statistics and probability, algebra, geometry, and problem solving.



## SCIENCE

We emphasize science concepts and the processes of science; e.g., observing and classifying, measuring, collecting and organizing data, predicting, hypothesizing, and identifying controlling variables. Students will have experiences in each of the three science areas: Life, Earth, and Physical.

## SOCIAL STUDIES

The study of the social sciences (history, civics, geography, and economics) prepares students for responsible citizenship. It enables students to evaluate historical and contemporary issues, understand global relationships, and make connections between the past, present, and future. Primary students study families and communities; upper grade students study Oregon, the U.S., the Western Hemisphere, and the World.

## HEALTH

The health curriculum focuses on safety, first aid, the human body and how it changes, diseases, nutrition, and drug and alcohol awareness. All lessons are grade-level appropriate material selected by the teachers.

## PHYSICAL EDUCATION

The physical education program is designed to strengthen individual physical fitness and develop skills necessary for the enjoyment of life-long recreational activities. It is not intended to be a competitive program for individual goals. All children are expected to participate in activities. Children who are to be excused from an activity must have a written excuse from the parent. The excuse should be dated and state the reason why the student is unable to participate. If an illness or injury has occurred and the period to be excused is longer than two weeks, a doctor's note is required.

All children must wear soft-soled shoes that will not mark the gymnasium floor. Tennis shoes are recommended. Stocking or bare feet will not be allowed for safety reasons. In the event proper footwear is not worn, depending on the activity, the student may be asked to sit out. Appropriate clothing that allows full participation in running, jumping, etc... must be worn, or brought to school to change into before PE class.

## LIBRARY/MEDIA

We encourage students to become lifetime learners and readers through our basic reading program, Pine Creek has a large selection of library books that may be checked out. Students are responsible for damage or loss to materials checked out to them. Lost or damaged materials will be reported to the parent with restitution expected.

## ART

The purpose of the art program is to teach children in the following areas:

- **Aesthetics and Art Criticism:** Respond to, explain and analyze works of art, based on technical, organizational and aesthetic elements.
- **Historical and Cultural Perspectives:** Understand how works of art relate to the time periods and cultures in which they are created and how certain works of art from various time periods and cultures are related.
- **Create, Present and Perform:** Use ideas, skills and techniques in the arts.

## MUSIC

The general music program teaches children the principles of rhythm, melody, harmony, notation, and performance. Students are taught the place of music in history and society. Students will learn to make their own music and develop an appreciation for a variety of music.

## TECHNOLOGY

The classroom has computers. Students will perform a variety of computer applications appropriate to each grade level. Students must obtain permission from their teacher in order to bring technology devices to school.

## GUIDANCE AND COUNSELING

The Guidance and Counseling program is designed to assist each student in acquiring the knowledge, skills and attitudes to become effective students, responsible citizens, productive workers, and lifelong learners.

Harney ESD has a school counselor who is available to all students. She teaches and works with the whole class, small group and individuals. Parents are notified and asked permission for their child's attendance prior to any interactions that are not whole class lessons.

## CAREER EDUCATION

The Career Education program at Pine Creek provides students opportunities to gain fundamental skills that are necessary for success in educational goals, employment, family, and community life. Career Education is not taught as an isolated subject, but rather an integral part of the curriculum. The primary emphasis for grades K-6 is career awareness, while grades 7 and 8 focus on career exploration and personal guidance. Through the Student Initiative Act (SIA) and Consortia efforts, several opportunities to explore careers are provided.

## SUPPORT SERVICES

### TALENTED AND GIFTED

Following State and District guidelines with nomination by teachers and/or parents, Pine Creek School identifies students for the Talented and Gifted (TAG) program. Students may be identified in any or all of the following areas: intellectually gifted, academically talented in math, and academically talented in reading. Students qualify for the program on the basis of standardized test scores and observational data which is supplied by teachers. Parents of students who qualify for TAG will be notified by the child's teacher. Second grade students are given a test of creative intelligence (Naglieri) which is administered by ESD staff.

### SPECIAL EDUCATION

A child may be referred to be tested for special education by a teacher, parent, or guardian. The formal process will begin with assistance from the ESD.

### Discipline

Pine Creek School is committed to maintaining a safe, orderly school environment for all students. We believe that all students are responsible for their own behavior. We also believe that responsible behavior is based upon informed choices. Students need to know both the expectations for their behavior and the consequences of their choices. These expectations and consequences will be shared with students and parents, both in the handbook and by teachers. **You will receive a copy of this handbook at the beginning of the school year. We ask that you carefully review expectation and consequence information with your child.**

Teachers may take many steps to help children solve problems in a positive way and to behave appropriately in the school setting. In order to accomplish this goal, we need parental support and participation. When a student's behavior causes academic or social problems, the following consequences may result:

- Verbal reminder by the teacher
- time out in the classroom or another room with adult supervision
- problem solving conference with the student

- statement of apology
- essay pertinent to the misconduct
- loss of privileges such as recess
- parent contact
- detention after school
- suspension either in school or out of school
- expulsion (only for very severe cases)

Using appropriate language at all times is respectful. Students who use inappropriate language in the classroom or other places at school will receive a classroom consequence. If a staff member hears a student use inappropriate language or gestures at recess, the student will be immediately directed to take a time out. A repeated offense of this nature will result in parent contact.

### **Playground Rules and Procedures**

1. Students will show respect for others by always being courteous. No teasing, bullying, or inappropriate language or gestures.
2. Candy, food, or gum is not permitted.
3. Playing outdoors or in the gym is allowed only under adult supervision.
4. Students may not carry one another on the playground.
5. No climbing any of the poles.
6. No rough play
7. Swings: swing individually in a forward/backward motion, no pushing, jumping out of the swings is not permitted, swing height may not be changed.
8. No walking up the slide, slide feet first, one at a time when climbing and sliding, climb up only on the stair side, and no standing at the top.
9. No jumping on or off the merry-go-round while it is in motion. All students must be seated with both legs inside the merry-go-round, and holding on with both hands. There may only be one person pushing at one time.

### **School Dress and Grooming**

Dress and grooming are primary responsibilities of students and parents or guardians. Students are asked to dress neatly, comfortably, and in a manner that will be conducive to a good learning environment. Footwear should be weather appropriate. Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health/safety of the students or others.

Students that wear dresses or skirts to school must change into gym clothes for PE class.

Hats worn to school must be removed upon entering the building yet may be worn outside at recess.

## **Classroom Procedures and Expectations**

Students are expected to respect the teachers and the rights of other students.

## **Emergency Drills**

All students and staff will participate in drills of emergency procedures, which include fire and earthquake. Drills are conducted monthly. When a drill is conducted, students will be directed to follow their teacher's instructions in a quiet, orderly manner. Visiting parents and guests will be expected to do the same.

## **Field Trips**

Educational field trips are an important part of the instructional program. All field trips are approved by the school board. Those students that do not participate in field trips will be given an opportunity to make up credit through take home assignments. Each instance will be determined by the teacher and the board.

Since we do not have a school bus for transportation, we will make arrangements prior to each field trip. It is likely that parent volunteers and teachers will drive private vehicles for transportation. In this event, each child who rides in a private car needs written permission from a parent. The school board must approve all transportation for field trips.

Your child's teacher will notify you in advance of all field trips. A field trip permission form will be sent to parents before each event. Parents must sign the permission form and return it to school in order for their child to attend the field trip.

## **Grading and Reporting**

Report cards will be sent home with the student at the end of each quarter. There are two main purposes of these progress reports. First, they provide the teacher and student an opportunity to assess and evaluate the growth and achievement that has been made over an extended period of time. The student and teacher can use that information to identify new goals and areas of emphasis. Secondly, progress reports formally relate to parents the progress and achievement of their child in school. If there are any questions about your child's report card, you may arrange a conference with the teacher.

## **Health Screening**

Vision and hearing screenings will be carried out by the ESD for students in the fall. If there is a variance from normal, the child will have a second screening and the parent will be notified. Kindergarten children are screened for potential hearing and speech problems during September.

## **Health Information**

Success in school depends, in part, upon your child's physical health, well-being, and maintaining regular attendance.

### **Be sure your child:**

- has periodic health, dental, and vision checks
- gets adequate sleep each school night
- maintains a proper diet and starts each day with a good breakfast
- has been taught to wash hands thoroughly before eating and after using the restroom

## **Student Illness or Accident**

As we do not have a school nurse, teachers and staff are responsible for day to day health care needs at school. Home is the best place for a sick child. In the event a student becomes ill or is seriously hurt at school, every effort is made to contact the parent or guardians or other designated person. Emergency cards are sent home with the "beginning of school letter" or at the time of registration. If we are unable to contact anyone concerning a sick or injured child, your family physician will be notified. PLEASE KEEP THE EMERGENCY CARD INFORMATION UPDATED BY INFORMING THE SCHOOL OF ANY CHANGES. We will also call E.M.S. and or a community First Responder if the injury or illness is of a very serious nature which requires immediate medical attention.

The school calls home for any head injuries, other serious injuries, and illness with a fever, nausea, or vomiting as a matter of routine. For the 2025-2026 school year students will be screened daily as part of the entry procedures. Students will be isolated and parents called if they exhibit 2 or more of the following symptoms: fever (over 100.4 degrees), cough, shortness of breath, difficulty breathing or have been exposed to COVID-19 in the previous 14 days.

Routine treatment of minor abrasions or injuries may be handled by the teachers or staff. Ice packs are available to students if needed. Able students will be encouraged to clean and band aid minor wounds themselves due to the threat of blood-borne pathogens.

A sick child needs to be at home to protect that child and prevent exposing other students.



## **Immunizations**

Oregon State Law requires students to have the following immunizations by the age of six.

DPT 5 injections (series of 3 doses + 2 boosters)

Polio 4 doses (series 2 doses + 2 boosters)

MMR Measles (Rubella or hard measles - 1 injection or proof of disease)

Mumps (required for first grade)

Rubella (German Measles - 1 injection or proof of disease)

Varicella vaccination or history of chickenpox

To enter school, your child must have at least one injection of each vaccination. Any child not in compliance will be excluded from school. If you anticipate having difficulty complying with the immunization law, or have difficulty providing the appropriate dates, you may wish to contact your physician or the Public Health Department (573-2271) for assistance.

## **Medical History**

If your child has any special illness, allergy, is under any current medical treatment, or other important medical history, please share this information with your child's teacher.

## **Emergency Medical Treatment**

Each student's registration form includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. It is imperative that parents provide the school with at least one phone number where the parent or guardian can be reached in case of an emergency. Please notify the school of any changes in your address or phone number.

## **Communicable Diseases**

If a child is ill with a communicable disease, a report from the doctor or Health Department is necessary. If you think a child has a communicable disease, please let the school know.

If a child is suspected of having a communicable disease at school, children will be isolated from other students and be under adult supervision. Parents will be notified immediately to come pick the child up from school.

When your child returns to school after an absence, please send a written excuse to the teacher. The excuse needs to state the **dates and reason** for absence and be signed by the parent or guardian.



## **Administration of Medication to Students**

Students who must take medication during school hours must comply with State and school district requirements.

1. Parents must bring the medication in its original container. Pharmacies will provide duplicate containers. The label will state the student's name, dosage, time, prescription number, and the physician's name.
2. A medication record and authorization card is to be completed by parents.
3. Over the counter drugs (aspirin, cough medicine, etc.) will be treated the same as prescriptions. Parents must give written authorization for their child to receive this medication at school. Emergency medications such as bee sting kits must be accompanied by your written directions for use.

## **Lost and Found**

If your child has lost an item, you or your child may ask his/her teacher to look in the lost and found. Articles which have the student's name will be returned to the student.

## **Parental Involvement**

As a parent of a Pine Creek School student, you are an important part of the educational team that will help your child succeed in school. In addition to encouraging and supporting your child's learning efforts at home, you can become actively involved. Check with your child's teacher.

## **Parties**

Classes will have occasional parties throughout the year. Your child's teacher will send more information to you. We encourage parents to assist with parties whenever possible, except for this school year. Please send "goodies/treats" with your child and we will do the rest.

Birthday parties at school are kept to a minimum. Each student is allowed to bring a treat to share with the entire class. We have these parties after lunch at about 12:00.

## **Personal Articles**

Toys, money, and other personal articles must be kept at home unless specifically requested by the teacher as part of a special activity. Electronics such as cell

phones, radios, CD players, headsets, etc..., distract from a child's education and are not allowed at school.

### **Lockers**

Each student is assigned a locker to keep P.E. shoes and clothing items.

### **Supplies**

A school supply list is available from your child's teacher. Some supplies such as pencils, paper, and glue sticks will need to be replenished during the school year. Your child and his/her teacher will let you know when supplies are needed.

### **Textbooks and Library Books**

State-approved textbooks are provided free of charge to students. Students are responsible for the care and treatment of all books checked out to them. A student who is issued a damaged book should report the damage immediately to the teacher. Any student failing to return a book or damaging a book is required to pay for the loss.

### **Volunteers**

Pine Creek School values and appreciates volunteers. Possible volunteer activities range from assisting in the classroom, making materials, field trips, or helping with special school activities and events. Please contact your child's teacher if you are interested in becoming a volunteer.

### **Transportation to and from School**

Pine Creek School District reimburses parents mileage for transporting students to and from school. One round trip per day is allowed.

### **Staff**

Katherine Tracy- Teacher grades K - 8

(541) 573-2600

Harney ESD

District Clerk

(541) 573-2122

## **Pine Creek School District #5**

### **Notification of Policies**

Dear Parents:

As required by OAR 581-022-1720, Pine Creek School District #5 Board is notifying you that the district maintains a set of personnel policies on file in the district office.

A District policy manual is reviewed periodically, and kept current. Copies of the policy manuals are available at the school and the district office.

The manuals cannot be removed from the premises, but anyone wishing to review the policies should contact the clerk or a teacher.

Teachers can be reached at the school during regular school hours.

There is school on a limited number of Friday's. Friday's are reserved for parent meetings (by appointment) and teacher preparation time.

Thank you,

Harney ESD

District Clerk

**Board of Directors****PHONE #**

Cyndee Hill - Director 541-493-4664

Zach Sword - Director 541-589-1917

Justin Hill - Director 541-493-4664

Lindsay Brown - Director 541-419-9509

DRAFT

**Pine Creek SD 5**

**2025-2026**

**PARENT / STUDENT HANDBOOK**

**SIGNATURE PAGE**

**PARENT: I have read this handbook:**

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Parent Signature

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Date

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Student Signature

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Date