Pinehurst School District
PARENT AND STUDENT HANDBOOK
2026 – 2027

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WELCOME TO PINEHURST SCHOOL

We are happy to have you as a member of the Pinehurst School Community. Pinehurst Elementary School is the only public school in Pinehurst School District #94. We currently serve students in kindergarten through sixth grade. Resident seventh through twelve graders attend school in Ashland. Pinehurst School District works closely with Ashland School District and together we desire to cooperate with you for a great school year. Our school board members have committed to this statement of purpose:

> ***Our mission is to provide dynamic learning experiences that enable students to succeed academically and develop a deep connection to self, others, and the world around them through our small school, multi-age classrooms and nature-inspired location.***

The first step to pull off this ideal requires cooperative relationships between home and school. We value your input and wish to nurture an environment of open communication and creative problem solving with you. We invite you to become involved in your child's education at every opportunity.

Pinehurst School District prohibits discrimination and harassment on any basis protected by law, including perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, including association with a person in a protected class. The district also prohibits retaliation for reporting or participating in a discrimination complaint. Questions or complaints may be directed to the District Office at 541-482-1910. See Board policies AC and AC-AR. Sexual harassment and Title IX reports may be made to Emily Cozza, District Administrator and Title IX Coordinator, at 541-482-1910 or emily@pinehurst.k12.or.us. See Board policy JBA/GBN.

In accordance with Title X, the McKinney-Vento Act, the Pinehurst School District will ensure that homeless students have equal access to education and any other services offered to all students. The district will not stigmatize nor segregate homeless students. If you have any questions or concerns regarding these issues, please contact the District Office at 541-482-1910.

GENERAL SCHOOL INFORMATION

DISTRICT PHILOSOPHY

Pinehurst School District is committed to the philosophy that students need, and have the right to acquire basic academic and applied life skills to help them cope with a complex and

changing world. The district strives to nurture each student's uniqueness by individualizing instructional programs to challenge them and meet different learning needs, styles and talents. The instructional program and accompanying support services are built on the district educational philosophy and goals, which are dedicated to providing a supportive, safe, healthy, and academically stimulating environment. We believe that students should be treated with respect and be given experiences that will enable them to honor themselves and others. The program at Pinehurst is designed to help students learn how to live and work harmoniously with other human beings while developing an awareness of how their lives and actions are related to other people, groups, cultures, and subcultures.

DISTRICT STRUCTURE

Pinehurst School District 94 takes responsibility for the education of all students, K-12, who live within our boundaries. Students in grades K-6 are educated at the Pinehurst Elementary School, Highway 66 campus. Our District pays tuition to the Ashland School District to transport and educate 7th-12th graders at Ashland Middle and Ashland High School.

SCHOOL ADDRESS, PHONE AND FAX

School Address: 15337 Highway 66 Ashland, Oregon 97520 Website: https://www.pinehurst.k12.or.us	School Phone:……541-482-1910 School Fax:……..541-482-7956

SCHOOL STAFF

- District & School Administrator: Emily Cozza — emily@pinehurst.k12.or.us
- Business Manager: Jeanetta Woodside — jeanetta_woodside@soesd.k12.or.us
- Office Manager: John Elder — john@pinehurst.k12.or.us
- K-6 Teacher: Bethany Anderson — bethany@pinehust.k12.or.us
- Instructional Assistant: Amanda Holbo — amanda@pinehurst.k12.or.us
- Instructional Assistant: Chrissy Hoffman — chrissy.hoffman@pinehurst.k12.or.us
- Grounds/Maintenance: Baker McDonald — baker.mcdonald@pinehurst.k12.or.us
- Custodian: Pattie Walters — pattie@pinehurst.k12.or.us
- Special Ed Director: Andree Johnson SOESD — andree_johnson@soesd.k12.or.us

STAFF HOURS

Office Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

Teacher: On instructional days, the teacher is at the school from 8:00 a.m.-4:00p.m. The teacher is very busy preparing for the students before and after school**. If you wish to meet with a teacher, please email, text, or call to set up an appointment.**

DISTRICT BOARD OF DIRECTORS

Deb Evans, Chair	deb@pinehurst.k12.or.us
Mary Anne Crandall, Vice Chair	maryanne@pinehurst.k12.or.us
Alison Kling, Secretary	alison@pinehurst.k12.or.us
Jim Crary, Director	jim@pinehurst.k12.or.us
Rachel Pellow, Director	rachel@pinehurst.k12.or.us

The Pinehurst Board of Directors is the local legislative body that has the responsibility of creating, reviewing, and reinforcing policies by which the Pinehurst School District provides for the education of our children. All board meetings are open to the public and are generally held on the second Wednesday of each month at 4:00 PM. A Zoom link and directions are available on the school website or see below. An agenda is posted on the website before each meeting.

Join the meeting via Zoom:

Zoom Meeting Link: https://soesd.zoom.us/j/92724578621 / Meeting ID: 927 2457 8621
By Phone Dial: 1-669-900-6833 and enter Meeting ID: 92724578621 #

The public is encouraged to attend Board meetings. When public comment is included on the agenda, in-person commenters should sign in before the meeting and virtual commenters should notify the District Administrator before the meeting begins. Public comment is limited to agenda items and is generally limited to three minutes per speaker. Written comments may be submitted to the District Office at any time; materials received at least 72 hours before a Board meeting will be provided to the Board before the meeting. The Board may conduct a meeting without public comment. See Board policies BDDH and BDDH-AR for the complete procedure.

THE SCHOOL AND DISTRICT CALENDAR

The annual calendar contains all required instructional, in-service, conference, holidays, as well as the vacation dates. Please refer the district calendar (located in the back of this handbook) when planning appointments and vacations.

PINEHURST SCHOOL DAILY SCHEDULE

Grades K - 6th:	8:05 a.m. - 3:30 p.m. Monday - Thursday No regular Friday classes, except scheduled half-day Fridays.

The first day of school is September 1, 2026, and the last student day is June 4, 2027.

Scheduled noon dismissals:
Thursdays 10/22/26, 12/3/26, 2/4/27; Fridays 12/18/26 and 6/4/27.

PLEASE REMEMBER: THE SCHOOL IS NOT STAFFED TO PROVIDE SUPERVISION FOR ANY STUDENTS BEFORE OR AFTER SCHOOL. We request that students not arrive before 7:50 a.m. without prior arrangement and that parents or other caregivers arrive promptly at school dismissal time for pick-up.

MORNING DROP-OFF OF STUDENTS

Morning drop is only available via drive through. Drop-off begins at 7:50 a.m. The final bell rings at 8:05 a.m. when students take their seats and are ready to learn. The drive through line leads past the front of the school. Please be aware that staff may have questions for the parent/guardian to answer while the student(s) exits the vehicle.

PICK-UP OF STUDENTS

Student Pick-up Procedure

- Once students are released from their classroom, they collect their belongings and line up in the school hallway.
- Students then line up in the hallway or outside (weather permitting) to await parent arrival.
    1. Parent pick up is drive through only. When a student's parent or guardian arrives, they will wait in the drop off line in their car. When the staff member waves you forward, proceed to the front walkway and stop your car. Your student will be called to load up.
    2. If a student rides their bike or walks home, they must wait until most of the through-traffic has cleared and then communicate with the teacher or staff on duty before they leave. The staff member will verbally tell the student they may go.

Campus safety is our #1 concern. We are responsible for students from the moment they arrive until the moment they are released each day. These procedures allow the teacher to make sure that children are leaving the school campus with an approved adult and that the parking lot is safe for children to cross. Thank you for working with us to ensure everyone gets home safely!

STUDENT TRANSPORTATION SERVICES

Pinehurst School does not provide regular bus transportation to and from Pinehurst School. Families are responsible for daily transportation. Under Board policy EEA, effective April 1, 2024, students living within the Pinehurst School District who live more than one (1) mile from the school may qualify for monthly mileage reimbursement at the then-current IRS mileage rate for one round trip per attendance day, measured from the Highway 66 school-bus pickup location to the school and back. For students attending Pinehurst from outside the district, reimbursement is measured from the district boundary to the school and back. Reimbursement applies only to days the student is actually in attendance; part-time enrollments receive half reimbursement.

EMERGENCY SCHOOL CLOSINGS

If it is necessary to close school or delay starting time due to inclement weather, dangerous road conditions, or any other emergency, a school staff member will notify you via the Talking Points Communication app. Please be sure that you are properly linked to Pinehurst School with the Talking Points Communication app and set your preference for notifications by text, email, or both. If you need help with this, please contact the school office right away.

In case of an emergency dismissal during the day, the school will contact each student's parent or designated caretaker via Talking Points, text, or phone call.

TRAFFIC SAFETY

We are very concerned for the safety of students on school grounds. Therefore, we ask that drivers approach the school area and enter the driveway slowly and with utmost caution. Please do not drive through in front of the school unless during drop off and pick up. Avoid backing up and if you must, check behind your vehicle first. Please be alert for small persons exiting from the vehicles, approaching or leaving the school by foot or bicycle. Encourage your own children to be watchful when they enter and exit vehicles and when they walk in the school driveway. If your child rides a bicycle, please discuss bike safety with them.

Bicycle Helmet Law Chapter 814.485, 814.486: Oregon law requires any person under the age of 16 riding a bicycle or being carried on a bicycle to wear approved protective headgear. As a parent or person with legal responsibility for the safety and welfare of a child, you will be held responsible.

The parking lot round-a-bout is for drop off and pick up only. If you plan to get out of your vehicle, please park in the designated parking spots and do not block the flow of traffic.

LUNCH PROGRAM AND SNACKS

The district does not provide a hot lunch program. Students must bring their own lunches. Please send a nutritious lunch in the amount your student will eat.

Each year, teachers will review lunchroom and eating procedures with the students. Students may use the microwave to heat food but may not use the kitchen stove. If food is to be heated, please send it in a microwave-safe container. Students may bring their own utensils and kitchen supplies for whatever food they eat. The kitchen is not available for student use at lunchtime.

Students may bring a snack to eat during recess breaks. We encourage you to send a healthy snack for your children to eat during the morning break.

VISITORS TO THE SCHOOL

Visitors must check in at the office upon arrival. Visitors are welcome when they come with a specific purpose, and the visitors are not disruptive. Upon checking in visitors may be asked to wear a visitor ID badge for security purposes. For visits of over an hour please notify the school in advance.

Parents are always welcome at Pinehurst School. Check in at the office upon arrival. The office staff should be informed by the custodial parent of any other parents or guardians who are permitted to pick up students. Please arrange extended classroom visits in advance with the teacher(s). Our teacher(s) are heavily scheduled with teaching duties during the school day and we don't want to interrupt their instructional time. If you wish to talk with a teacher on a matter of any length, please arrange for an appointment after school hours.

Persons who do not have a legitimate reason for being on the school premises or who constitute a possible threat to the safety of students, staff and/or school property will be asked to leave and/or be charged with trespassing.

GUIDELINES FOR VISITORS TO THE SCHOOL

1. Visitors must ring the school doorbell and check in at the school office prior to visiting any of the classrooms. Signing in is required.

2. Students and staff members shall report the presence of any unauthorized or disruptive visitors immediately to the administrators or teacher.

3. If you wish to visit the school for a particular purpose or activity, please call the school office ahead of time so we can expect and plan for your visit.

4. Student visitors must be discussed with the teacher and arranged for ahead of time.

5. Smoking, use of drugs or consumption of drugs are prohibited on school property.

6. Any dog on campus must be on a leash.

HIGH SCHOOL STUDENTS & MIDDLE SCHOOL STUDENTS

Students in grades 7-12 who reside in the Pinehurst District are educated and transported, by tuition agreement, to Ashland Schools. Though they attend Ashland Schools, they remain the responsibility of the Pinehurst District. Staff members at Pinehurst follow many procedures to keep track of our resident school students.

SCHOOL SERVICES AND POLICIES

SCHOOL DISTRICT AND STATE POLICIES AND PROCEDURES

The policies, procedures, and all aspects of the instructional program and support services in the Pinehurst District are based on Board and staff decisions about the needs of the Pinehurst students. In addition, these are designed to meet the standards for Oregon school districts, and to fulfill all requirements of state and federal laws. Oregon Revised Statutes and Oregon Administrative Rules are available for your review; as are all of the district's written policies, procedures, program plans, and curriculum documents.

If you wish to look at any of the laws, district policies or procedures, or curriculum guides, please visit our website. Under resources you will find PSD Policy Handbook linking directly to our web-based location.

PERSONNEL POLICIES

The district has written policies relating to all aspects of the employment of staff. State law requires school districts to specifically notify their patrons of the existence and location of policies related to school personnel. As is the case with all district policies, personnel policies are available for examination, in the district office, by the district patrons. Pinehurst School District is an equal opportunity employer.

ADMISSION OF DISTRICT RESIDENT STUDENTS

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy, and administrative regulations. Students and their parents should contact the office for requirements.

The district may deny regular school admission to a student who is expelled from another district and who subsequently becomes a resident of the district, or who applies for admission to the district as a non-resident student. Alternative educational services will be appropriately provided to resident students denied regular school admission.

INTER-DISTRICT TRANSFER OF RESIDENT STUDENTS

Pinehurst offers a variety of programs and services designed to meet the individual needs of its K-6 students. Nevertheless, the Board recognizes that there may be circumstances that arise in which a K-6 student would benefit by attending another public school. For this reason, a student who lives within the Pinehurst district may be permitted to attend school in another district.

Families seeking to transfer a student who resides in Pinehurst School District to another district must complete the current Request for Interdistrict Transfer Out of Resident District, JECB-AR(6), and submit it to Pinehurst for resident-district action. Approval by Pinehurst does not guarantee acceptance by the receiving district. The current form is available through the Pinehurst School Office or the district's online policy portal.

ADMISSION OF OUT- OF - DISTRICT STUDENTS

Parents of students who reside in the Ashland District but are geographically close to Pinehurst School may request admission for their child to the Pinehurst District. Such admission is arranged through an inter-district transfer with the Ashland School District. Admission is contingent upon space available for additional students in the classroom, the appropriateness of the placement for the child at Pinehurst School, and approval of the administration of both Districts.

Parents who wish to request an interdistrict transfer into Pinehurst should contact the Pinehurst School Office and the student's resident district. The current Application for Nonresident Student Admission - Interdistrict Transfer, JECB-AR(4), is available through the Pinehurst School Office or the district's online policy portal. Admission remains subject to applicable district requirements, available space, appropriate placement, and approval required through the interdistrict transfer process. Any additional expenses incurred by Pinehurst remain the responsibility of the transferring parent or guardian when applicable.

ATTENDANCE REQUIREMENTS

Except when exempt by Oregon law, all children between the ages of 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. In addition, a five-year-old child who has been enrolled in a public school is required to attend regularly while enrolled. Persons having control of these children are responsible for maintaining regular attendance. Pinehurst staff will monitor and report violations of Oregon compulsory attendance requirements in accordance with Board policy JEA and applicable law.

A parent or other person responsible for a child who does not require school attendance may also be subject to Oregon's failure-to-supervise provisions. Board policy JEA lists exemptions from compulsory attendance, including qualifying private, home, and other educational arrangements, certain delayed enrollment situations, and other exemptions allowed by law.

All the school districts in Southern Oregon take attendance very seriously.

EXCUSED ABSENCES, TARDINESS AND TRUANCY

Excused Absences

Students absent from school are assumed to be ill and at home. **Parents/guardians are required to notify the school office by 8:45 if their student is ill.** If the school is not informed of illness and your child is not present, school staff will call your home or place of employment. This safety check is vital to make sure students have not been injured or abducted on the way to school and to keep good communication with the home about the child's health and needs. If the office is not otherwise notified, parents/guardians will have 2 school days after an absence occurs to provide a written explanation or the absence will be considered unexcused. Students leaving or returning during the school day must also notify the office.

Absence from school will be excused under the following circumstances:

1) Personal illness
2) Family emergency
3) Medical/dental appointment
4) Illness or death of family member
5) School sponsored absence
6) Court appearance
7) Pre-arranged absences
8) Other reasons deemed appropriate by the staff when satisfactory arrangements have been made in advance of the absence.

In order to excuse an extended absence due to illness, the school may require written verification of illness from a health care provider.

In order for a prearranged absence of longer than 1 day to be excused, parents must submit written notification to the office in advance. If the school does not receive this written

notification from the parents in advance, the absences will be unexcused. Exceptions will be made in the case of a sudden situation preventing 3 days advance notification.

10 Day Drop Rule:
Oregon State Law requires that we withdraw students who miss ten consecutive days of school. If a student is absent for any reason for 10 consecutive days, they will be withdrawn from school and will have to re-enroll when they return. The re-enrollment process will be streamlined.

A student who has been absent for any reason is encouraged to make up specific assignments. Parents should contact the student's teacher to arrange for the collection of homework assignments.

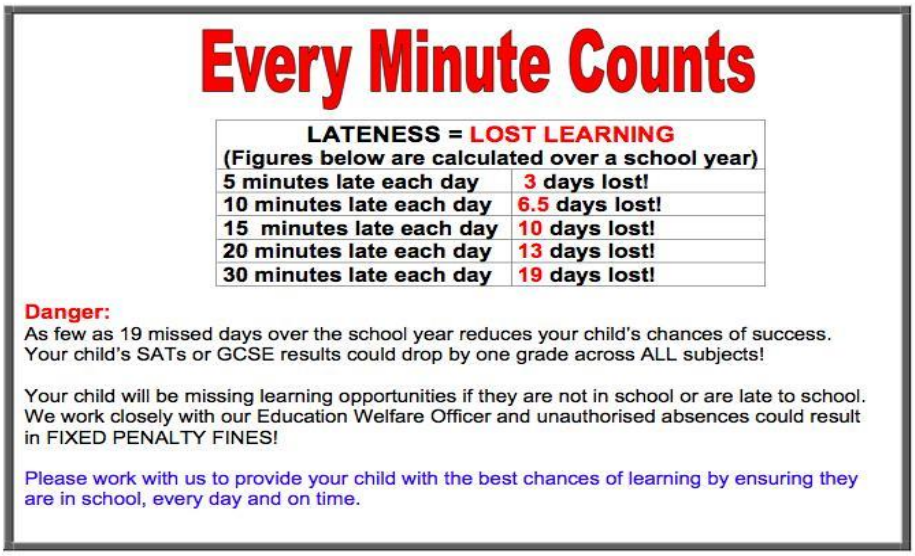
Tardiness

Promptness to school is very important for all students. Arriving late to school gets the day off to a poor start for students. Tardy students also miss out on crucial beginning-of-the-day information and activities. Also, it is often disruptive to the rest of the class.

A student is considered tardy if they are not in the classroom when class commences at 8:05 A.M.

Since class time is limited and valuable and coming in late disrupts the class, it may be necessary for students who are tardy to make up the time missed. Assignment of detention will be at the discretion of the teacher. Detention may occur during recess, at noon or after school.

Detention time doubles if a student fails to attend.



Excessive tardiness will result in parental notification. If excessive tardiness continues after notifying the parents, further disciplinary action may be taken at the discretion of the teacher. This includes but is not limited to:

1. In-school suspension
2. Other loss of privileges

We encourage you to discuss with your child(ren) the importance of being on time and make a commitment to avoid tardiness. Punctuality is a good life skill to learn at an early age.

Truancy

Any unexcused absence is considered truancy.

If truancy or irregular attendance occurs, the district shall investigate, send written notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The school staff will make every effort to develop procedures that foster a partnership with parents and students in order to promote an understanding of the importance of regular attendance.

If such measures fail to correct the irregular attendance problem, the district shall submit to the SOESD Truancy Officer the student's attendance records, correspondence between the school and the parent or other person in parental relationship, and all written excuses, whether medical or otherwise. The SOESD Truancy Officer may proceed with legal action in accordance with state law.

PART-TIME ATTENDANCE

The learning programs and activities at Pinehurst School are available to district students who are home-schooled or who attend private schools. Our goal is to provide learning opportunities for all resident school-aged children. Students may participate in individual or blocks of learning activities by special arrangement with the Pinehurst administrative and teaching staff in a manner that is non-disruptive to the on-going program and procedures.

The staff will work with parents to create a plan that fits the student into existing classes, schedules, and activities. Parents of students who wish to attend part-time will be held responsible for their student's academic progress. Part-time attendance at Pinehurst is mainly for enrichment of their home school program.

Families and students considering part-time attendance should review together the District's Policy and Procedure for Part-Time Attendance in preparation for discussion of their needs with the school staff. This information is available in the office. Part-time students are responsible for and required to abide by applicable provisions of this Parent & Student Handbook.

SCHOOL INSURANCE

The School District does not hold or provide any school-time accident coverage or other student insurance policy for Pinehurst students.

The Pinehurst School is not liable for most accidents happening at the school and does not carry other accident or health insurance on your child. This means that any extra medical costs incurred in a typical accident at the school, not covered by the parents' insurance policies, will not be covered by the School District.

Children and parents are urged to notify the school if an accident or injury does occur at school, so an accurate account may be made for the school records and for your personal insurance claims.

FIELD TRIPS

All students are considered to be "in school" while participating in district-sponsored field trips. Valuable learning can come from students' visits to various places of business or activity in the community to gain firsthand information. Students are always supervised by the school staff and parent chaperones. Students are subject to the school's Student Conduct Rules; applicable Board policy and such other rules as may be deemed appropriate by the field trip supervisor.

If you are interested in helping with a field trip, notify your child's teacher. If you do not wish your child to attend a specific field trip, arrangements may be made with your child's teacher, in advance, for an alternative plan.

Students may be transported on field trips or other school-related trips by Ashland School District school bus or a rented vehicle. Parents or other designated adults may also be permitted to use private vehicles, properly insured, to transport students.

Parents are required to provide proper child safety seats for their child on all field trips. The Oregon child car seats law states that if your child weighs 40 lbs. or less, you are required to use an approved child safety seat. If your child weighs over 40 lbs., or they reach the upper weight limit of their child safety seat, you are required to use a booster seat until they reach 4 ft 9 in tall or they turn 8 years old. (They must fit the adult seat belt properly.)

KEEPING TRACK OF BELONGINGS

During the course of the school year, our students bring a lot of "stuff" into the building. We do our best to help your child take care of and keep track of their belongings. You can help by labeling clothing, school bags, and school supplies clearly with your child's name. It is essential for each child to have a backpack or school bag to carry items to and from school. Any articles found in the school or on school grounds will be placed in the lost and found. Unclaimed articles will be donated to charity at the end of the year.

SCHOOL - TO - HOME COMMUNICATION

Please check your child's pocket folder daily for messages sent home for you to read. The teacher must assume that once they have insured that the paper is in the child's backpack that the adults at home have been informed.

Here are ways Pinehurst School works to keep you up-to-date and informed:

1. Monthly the ***Pinehurst Pipeline*** and ***Calendar,*** with information about activities, important events, school holidays, etc., is published on the website: **www.pinehurst.k12.or.us**. Each student is also given a hard copy and told to give it to you. Please read this thoroughly and keep it in a visible spot in your home for reference.

2. Included at the end of this *Parent and Student Handbook*, you will find a **Pinehurst District Calendar** for this school year with explanations of the important school dates.

3. Other very important pieces of communication may be emailed to you or sent home with your child from time to time. It's your responsibility to make sure the office is updated with your preferred email address. If other family members wish to be on the school's email list, have them send a request to the office.

4. **Talking Points Communication** app will be used to notify parents about upcoming events or important school-wide announcements. Teacher(s) may use Talking Points to let you know about how your child is doing or remind you to help your child to remember to bring something to school. Late start and emergency closures are also communicated via this method. **Please Note:** Talking Points is a very important communication tool that we expect all parents to have installed and working. Please contact the office if this is not possible or you need help.

5. Check your child's backpack and homework folder daily. Make sure your child has a school bag or a backpack and one central location for carrying communication to and from school. Help your child to take this responsibility seriously to keep parents informed.

6. Call the office if you are not certain about a message.

PARENT INVOLVEMENT

We urge you to be involved in your child's education and the life of the school. Here are some of the many ways to do so:

1. Support and attend functions and special activities with your child.

2. Arrange to visit your child's classroom and offer to help with specific activities. Volunteer rules apply.

3. Be involved in your child's learning and schoolwork. Ask daily to see what has been brought home, review homework, share in reading books, and assist your child with various projects. Your child will grow best when they see parents and other adults who enjoy and value learning.

4. Contact your child's teacher early with concerns you have. A problem is always best resolved when tackled before it goes on too long.

5. Always attend student-parent-teacher conferences, scheduled twice a year. These conferences are extremely important in supporting your child's education.

6. Regular volunteer help is welcome and appreciated at Pinehurst. Volunteer time may be scheduled in many ways. A Volunteer Coordinator may contact you. Or you can contact the school office or your child's teacher if you'd like to arrange to volunteer.

7. One rewarding way to volunteer at the school is to offer to be a guide to a student working on a special project or area of learning. You can contribute your gifts in a variety of ways to help students learn.

8. Offer to assist on a field trip when teachers request helpers. Extra adults are vital to safe and effective field trips. The experience is fun and valuable for you, too.

9. The **Pinehurst School Foundation** is a community-based group that raises money to support various programs at the school. You can get involved with projects of the foundation by offering to participate on the foundation board when positions are available or contributing to the foundation.

10. Parents are invited to take free online training courses offered to us through SafeSchools. Suggested trainings for parents are: Child Abuse: Identification & Intervention, Sexual Conduct: Staff-to-Student, Bullying: Recognition & Response and Volunteer Orientation. If you are interested in the SafeSchool courses, please contact the office to obtain the login information.

QUESTIONS, PROBLEMS, COMPLAINTS

If you have a concern about school rules, policies, programs, or your child's welfare, progress, or needs, we want to help resolve it promptly. Pinehurst follows Board policy KL and administrative regulation KL-AR(1) for general public complaints. Specialized complaints, including discrimination and sexual harassment, follow the procedures identified in the applicable Board policy.

Questions about classroom, curriculum, instruction, student progress, discipline, or social interaction:

Begin by discussing the concern with the school employee involved. Under KL-AR(1), the employee should respond within five working days.

If the concern is not resolved, a written, signed complaint may be filed with the District Administrator. The Administrator will evaluate the complaint and respond within the timelines established in KL-AR(1). If needed, the procedure provides for a further written complaint and an appeal to the Board. The district complaint process generally may not exceed 90 days unless the parties agree in writing to an extension.

Complaints involving the District Administrator or the Board follow the alternate starting points stated in policy KL and KL-AR(1). Contact the school office for the current complaint form or assistance identifying the correct procedure.

Questions about district or school policies, procedures, operations, buildings, grounds, safety, or health:

Please contact the school office or District Administrator. If the matter cannot be resolved informally, the district will direct you to the applicable written complaint procedure.

Appeals involving Oregon State Standards, restraint/seclusion, retaliation, or discrimination: After local complaint procedures are exhausted, certain complaints may qualify for an appeal to the Oregon Department of Education / Deputy Superintendent of Public Instruction under KL-AR(2) or AC-AR. The school office can provide the current procedures and forms.

Discrimination, sexual harassment, and other specialized complaints:

The district maintains specific procedures for discrimination and harassment, sexual harassment and Title IX, Special Education, Talented and Gifted services, homeless student rights, and other matters governed by law.

Discrimination or harassment complaints may be made orally or in writing to the District Administrator and are processed under AC-AR. The procedure includes written decisions and appeal steps with specific timelines.
Sexual harassment is prohibited. Any person may report sexual harassment. Reports should be made to Emily Cozza, District Administrator and Title IX Coordinator, at 541-482-1910 or emily@pinehurst.k12.or.us.
Sexual harassment complaints are processed under JBA/GBN and the applicable administrative regulations. Depending on the allegations, Oregon law and federal Title IX procedures may both apply.
Complaints involving instructional materials, Special Education, Talented and Gifted services, homeless student rights or placement, or other protected rights may be subject to additional procedures.
The district prohibits retaliation against a person for making a good-faith complaint or participating in a complaint investigation or proceeding.
Current complaint policies, administrative regulations, and forms are available through the school office and the Pinehurst School District Policy Online portal.
Policy portal: https://policy.osba.org/phurst/index.asp

For assistance choosing the correct complaint procedure or obtaining a current form, contact the Pinehurst School Office at 541-482-1910.
Key policies include KL, KL-AR(1), KL-AR(2), AC, AC-AR, JBA/GBN, JBA/GBN-AR(1), and JBA/GBN-AR(2).

STUDENT RIGHTS, RULES, RESPONSIBILITIES AND CODE OF CONDUCT

Students are responsible for conducting themselves properly, in accordance with the policies of the district, and under the lawful direction of the staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

Student Rights and Responsibilities

Among these rights and responsibilities are the following:

1. Civil rights, including the rights to equal educational opportunity and freedom from discrimination, and the responsibility not to discriminate against others.
2. The right to attend free public schools, and the responsibility to attend school regularly and to observe school rules are essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion and decisions which the student believes injure their rights.
4. The right to free inquiry and expression, and the responsibility to observe reasonable rules regarding these rights.
5. The right to assemble informally, and the responsibility not to disrupt the orderly operation of the educational process, nor to infringe upon the rights of others.
6. The right to privacy, which includes privacy in respect to the student's education records.
7. The right to know the behavior standards expected, and the responsibility to know the consequences of misbehavior.

School Rules

All students are expected to follow these School Rules:

BE SAFE

I will respect teacher and student personal boundaries.

BE RESPECTFUL

I will treat students and teachers with respect.
I will use school-appropriate language.

BE RESPONSIBLE

I will take responsibility for my words and actions.
I will use class time for learning.

The School Rules are posted in each room at Pinehurst School. The Rules are reviewed and discussed in classes on a regular basis.

Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

Students will be subject to discipline including detention, suspension, expulsion, denial and/or loss of awards and privileges, and/or referral to law enforcement officials for the following, including but not limited to:

1. Theft; committing extortion, coercion, or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act using force or threat of force.
2. Violation of Computer Use Agreement.
3. Disruption of the school, class, or district environment.

4. Damage or destruction of district property.
5. Damage or destruction of private property.
6. Assault or threats to harm self or others.
7. Violations of district transportation rules.
8. Fighting.
9. Leaving school grounds or school sponsored events without permission.
10. Substance abuse or any possession or use of tobacco, alcohol, unlawful drugs, drug paraphernalia (including cigarette lighters) or inhalants; *
11. Directing profanity, vulgar language, or obscene gestures toward other students.
12. Being disrespectful or directing profanity towards teachers or other school employees.
13. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
14. Name-calling, ethnic or racial slurs or derogatory statements, and/or hazing.
15. Sexual harassment or inappropriate sexual conduct, including demands or requests for sexual favors, unwelcome physical, verbal, or nonverbal conduct of a sexual nature that interferes with education or creates an intimidating, offensive, or hostile environment, or sexual assault.
16. Persistent failure to comply with rules under the lawful directions of staff or district officials.
17. Unauthorized possession or use of personal electronic devices in violation of Board policy JFCEB; gambling.
18. Dress code violations.
19. Cheating or plagiarism
20. Any unauthorized possession, and/or use of a loaded or unloaded firearm or any other instrument, device, material, or substance which is used, attempted to be used, or threatened to be used, and is readily capable of causing death or physical injury.**

Board policy JFCG/JFCH/JFCI prohibits student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol, unlawful drugs, drug paraphernalia, or substances represented as unlawful drugs on or near district property or while participating in school-sponsored activities. Persons under age 21 possessing a tobacco product or inhalant delivery system on district property or at a district-sponsored activity are in violation of state law and may be subject to a court-imposed fine. A person who distributes, sells, or allows the sale of tobacco products or inhalant delivery systems to a person under age 21 is in violation of state law and may be subject to a court-imposed fine. An unlawful drug includes controlled substances and prescription or nonprescription drugs possessed, used, sold or supplied in violation of Board policy. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony under ORS 475.904.

****Board policy JFCJ prohibits students from bringing, possessing, concealing, or using a weapon on property under district jurisdiction, at district-sanctioned activities, or at covered interscholastic activities. Firearms are also prohibited in a school zone as provided by federal law.***
For purposes of JFCJ, weapons include dangerous weapons, deadly weapons, firearms, destructive devices, and other items used or fashioned with intent to harm, threaten, harass, or unlawfully possess or sell. Weapons may include knives, swords, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs, and similar items. Replicas of weapons, fireworks, and pocketknives are also prohibited on district grounds. Exceptions to the replica prohibition for curriculum or school-related activities require prior written approval from the District Administrator. District employees who have reasonable cause to believe a student or other person is, or within the previous 120 days has been, in possession of a firearm or destructive device at Pinehurst School or on district property must

immediately report the matter as required by JFCJ. Volunteers with such reasonable cause must immediately report to the District Administrator or designee. Parents will be notified of conduct by their student that violates JFCJ. A student determined to have brought, possessed, concealed, or used a firearm in violation of the policy or state law will be expelled for not less than one year. Other violations may result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. Students with disabilities will be disciplined in accordance with applicable federal law and Board policy JGDA/JGEA. See Board policy JFCJ for the complete weapons definitions, reporting requirements, and procedures.

Safe Learning Environments & Immigration Policy (Policy KNA)

Why We Have This Policy:
Our schools are dedicated to providing a safe, welcoming, and predictable learning environment where all students can focus on education without fear or disruption. In alignment with Oregon School Boards Association (OSBA) guidelines and state statutes (ORS 180.805 and ORS 181.826), our District maintains a strict policy regarding federal immigration enforcement on campus. Under Oregon law, public school resources and staff cannot be used to assist with federal civil immigration enforcement.

Key Protections & Rules:

Privacy Protection: The District actively protects student data and confidentiality. The school does not track, collect, or share information regarding the immigration status of students or their families.

Restricted Campus Access: Federal immigration agents (such as ICE) are not permitted to enter non-public school grounds, interview students, or access student records unless they present a judicially authorized warrant or court order.

Mandatory Verification: Any enforcement request or paperwork must be immediately routed to the Main Office for review and approval by the District Administrator or District legal counsel before any action is taken.

A Supportive Environment: We are here to support you. If a student or family member ever feels unsafe, has questions about their rights, or needs support, please contact a school staff member or District Administrator, Emily Cozza.

USE OF COMPUTERS

We ask and expect our students to use the school's computers in an appropriate manner which includes these expectations:

- All computers provided for students remain under the control, custody, and supervision of the Pinehurst School District.
- Computers provided for students are educational tools and should only be used as such.

- Computers may not be taken from the school building.

- Each computer is to be used only by the student it is issued to. Students may not loan their computer to friends or other students, share passwords, or use others' passwords.

- Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are violent, abusive, obscene, vulgar, explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

- Plagiarism is prohibited. Plagiarism is defined as: "When internet or other sources are used in a student's schoolwork without identifying the author, publisher or web site."

- A student should not reveal their full name, address, or telephone number on the internet. Students should never meet people they have contacted through the internet without parental permission. Students should inform a parent, guardian, teacher, or administrator if they access information or messages that are dangerous, inappropriate, or that make them uncomfortable in any way.

- When Pinehurst students are at school or are participating in school-related activities in the community, "cyber-bullying" is unacceptable. Cyber-bullying is defined as: "Whenever a child is threatened, harassed, tormented, humiliated, embarrassed or targeted by another child or group of children using the internet, cell phone or other type of digital technology."

Inappropriate use of computers may result in the loss of computer privileges for a period of up to one school year.

USE OF THE INTERNET

We ask and expect our students to use the internet in an appropriate manner. Acceptable use of the internet includes these expectations:

- Students will use the internet only with the permission and/or supervision of a staff member.
- Students will only use the internet for school-related activities.
- Students will only be allowed to visit or use "educational" chat rooms.
- Students will not be allowed to download software or documents without the expressed permission of the staff member in charge.
- Students will only be allowed to print from the internet at the discretion of the staff member in charge.
- A student using the internet must remember to exit the internet completely when finished with their search.
- All students must have a signed permission slip on file to use the internet.

- Cyber-bullying is not allowed. Cyber-bullying is defined as: “Whenever a child is threatened, harassed, tormented, humiliated, embarrassed or targeted by another child or group of children using the internet, cell phone or other type of digital technology.”
- Students will not be allowed to use their computers for recreational gaming and social networking in the school or on the campus.

Any violation of these rules may result in disciplinary action including the loss of Internet privileges for up to one school year.

TECHNOLOGY AT PINEHURST

PSD believes that the district’s technology focus should support student achievement through innovative, mobile, flexible, and responsive devices that prepare tech savvy and tech literate students for their future. The district provides students (when or where a program permits) with the technology that facilitates their education while meeting green initiatives and increasing student access. While fiscally we cannot buy individual technology for every student, we are able to provide technology to lend as a resource for Comprehensive Distance Learning and technology needs for use at school and in your home.

With this added opportunity your child(ren) will have increased responsibilities. We have established procedures and rules regulating the use of PSD technology resources. Your child(ren) will be instructed to practice responsible technology use so that PSD technology resources continue to be available for them and their peers. Students will also be directed to access instructionally appropriate content while using the Internet. PSD uses a filtering system to help prevent access to inappropriate content. While filtering does exist, it is not perfect. It is important that you and your child read, discuss, and understand this Pinehurst School District Responsible Use Technology Agreement (RUTA).

The parent/guardian and student assume responsibility for loss, damage, or theft of assigned technology if appropriate security measures have not been followed. A copy of this agreement will be on file with the student’s school administration to which the technology was assigned.

Digital Citizenship

While digital citizenship — learning how to make responsible choices online — is something that is both modeled and taught in our classrooms, we need the shared responsibility of the broader community to help our students become helpful, caring, thoughtful, wise, and responsible in all aspects of their lives, both digital and otherwise. To put it simply: we want all PSD students to be responsible, caring digital citizens. Just like while they are at school, students are responsible for making good choices and behaving appropriately while using district technology. The district does recognize that the digital environment has unique complexities that require intentional, structured learning experiences for those who are learning to become digital citizens. If you would like to learn more about being a responsible digital citizen or modeling good digital citizenship, we would recommend Common Sense

Media as a resource for your consideration: Common Sense Media has numerous resources for parent(s)/guardian(s) who want to learn more about how to help their student navigate the digital world.

Responsible Use Expectations

Those who use district technology shall use good judgment and take responsibility for their own use of district computers and computer systems, using them in a responsible, ethical, and legal manner. The school board policy IIBGA and administrative regulation contain many other important details, which are shared below only in summary. To access the complete text, please visit our school website. Under the menu header "Resources" you will find the PSD Policy Handbook link or just click on the following: https://policy.osba.org/phurst/index.asp. Here are the key expectations and considerations:

• District technology is intended primarily for educational purposes

• District users shall have no expectation of privacy when using district technology, and the district reserves the right to monitor all usage of district technology.

• District technology may not be used for unlawful purposes, communications that promote violence, viewing or sending obscene materials or pictures, harassment or bullying or intimidation or hatred against another person or group of persons regarding race, color, sex, sexual orientation, gender identity, religion, national origin, age, marital status, or disability.

• Do not modify technology equipment (hardware or software) without permission. Please note this includes not adding stickers to devices. Violations of district technology policies may result in the loss of the privilege to use these tools, as well as disciplinary action appropriate to the type of district user.

Taking care of district technology is also governed by Board policy JFCB - Care of District Property by Students. Students are expected to respect and properly care for school buildings, equipment, and technology. A student who willfully damages or defaces district property may be disciplined and charged restitution for costs related to the damage. The Board states its intent to hold students and their parents responsible for the full costs of restitution as provided by policy and law. Normal accidental damage during careful use will be addressed according to district procedures and the applicable technology agreement.

COMMUNITY WI-FI USE

In keeping with the district's mission to serve as a community center of learning, the district provides access to the school's Wi-Fi network by non-student or staff Greensprings residents under these conditions:

1. Community Wi-Fi users must apply to the district office for a copy of the password.
2. The district clerk will record the name, address, E-mail and phone number of the users.
3. Permission to use the wireless service does not include permission to occupy the school building.

4. Do not share the password.
5. Use Wi-Fi only during non-school hours.
6. At any time, the district may change the password without notice. It is up to the users to apply at the district office for the new password.
7. Users will sign the Wi-Fi Agreement, a copy of which will be kept by the district clerk.
8. Violations may result in revocation of the internet privileges.

USE OF PERSONAL ELECTRONIC DEVICES (PEDs)

Board policy JFCEB governs student personal electronic devices. Unless authorized by a teacher or the District Administrator, student possession or use of a personal electronic device is prohibited from the start of regular instructional hours until the end of regular instructional hours.

A personal electronic device generally includes portable, electrically powered devices capable of making or receiving calls or text messages and independently accessing the internet. This includes connected headphones and earbuds. A laptop computer or other device required to support academic activities is not included in this definition.

- Personal electronic devices must be placed in district-provided storage before regular instructional hours begin and remain there until regular instructional hours end.
- Exceptions may be allowed when device use is required by a medical provider's order, included in a student's IEP or Section 504 plan, or approved through a written exemption request under JFCEB-AR. The District Administrator will respond to a written exemption request within 10 school days.
- For a first instance of noncompliance, a staff member will provide a verbal reminder of the policy and expectations. For later instances, the device may be temporarily confiscated and held in the office until the end of the school day; the parent or guardian will be notified and a meeting with school administration may be scheduled.
- Discipline for mere possession or use of a personal electronic device will not include loss of instructional time, including suspension or expulsion. Conduct involving a device that also violates another student conduct policy may result in discipline under that other policy.
- Necessary communication between students and parents or guardians during the school day may be made through the school office. Personal electronic devices may be used when students are not on school grounds and are not under the supervision of Pinehurst school personnel, unless another rule applies.

The complete policy and exemption request are available as JFCEB and JFCEB-AR through the Pinehurst policy portal.

SEARCHES

Pinehurst School seeks to ensure the safety and welfare of all students and staff members. To assist the school in maintaining these goals, school officials may search a person, their personal property or school property and seize any items that may violate the safety or welfare of students and staff. To perform a search, a school official must have reason to believe that an illegal act or a violation of school rules is being committed or is about to be committed.

All searches conducted by school officials will be conducted in a manner that assures that the rights of the individual are balanced with the larger needs of the school. In addition, school officials must have individualized "reasonable suspicion" to believe evidence of a violation and the search must be reasonable in scope.

POSSESSION OF WEAPONS

Weapons, replicas of weapons, fireworks, and pocketknives are prohibited on district property and at covered school activities as provided by Board policy JFCJ. Weapons include dangerous or deadly weapons, firearms, destructive devices, and other items used or fashioned with intent to harm, threaten, or harass.

District staff and volunteers must report suspected firearm or destructive-device possession as required by JFCJ, including certain information involving possession within the previous 120 days. Parents will be notified of conduct by their student that violates the policy. A student who brings, possesses, conceals, or uses a firearm in violation of JFCJ or state law is subject to expulsion for not less than one year; other violations may result in discipline up to expulsion and/or law-enforcement referral.

For complete definitions, exceptions, reporting requirements, and procedures, see Board policy JFCJ - Weapons in Schools.

DISCIPLINE

Pinehurst School approaches the topic of student behavior with the philosophy that appropriate behavior results from a healthy climate of mutual respect and care among the students and adults in the school community. Therefore, at the school, we strive for an environment where all persons respect one another and take responsibility for their own behavior and self-control.

When a student violates the Code of Conduct, they shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administration. The district's disciplinary options include using one or more discipline management techniques including:'

1. Discussion between teacher and student; clarification of expectation
2. Separation with work expectations

3. Separation with call to parents
4. Detention during or after the school day or the following day (with a note or call home to parents)
5. Separation and require that the student be removed from school for the remainder of the day.
6. Suspension for 1-10 days. (The student will be responsible for academic work while suspended.)
7. Expulsion

Student possession, use, distribution or sale of tobacco products, inhalant delivery systems, alcohol, unlawful drugs, drug paraphernalia, or substances represented as unlawful drugs on or near district property or during school-sponsored activities is prohibited. Violations are subject to disciplinary action up to and including expulsion when applicable; parents will be notified and a student may be referred to law enforcement or appropriate community resources. See policy JFCG/JFCH/JFCI.

Detention

A student may be detained outside of regular school hours on one or more days if the student violates the Student Code of Conduct. The detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

Suspension

A student may be suspended from school for up to and including 10 days for willful violations of the Student Code of Conduct, such as:

1. Disrupting the rights of others to an education.
2. Endangering or threatening to endanger the physical welfare of oneself or that of other students or staff.
3. Destroying school property or the private property of other students or staff.
4. Openly defying or disobeying a teacher or staff member in whose charge the teacher has placed a student.
5. Using inappropriate or obscene language, gestures, or behaviors directed towards another student or a staff member.

Every reasonable and prompt effort will be made to notify the parents of a suspended student.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include an explanation of the reason for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision.

While under suspension, a student may not attend after-school activities or events or be present on district property nor participate in activities directed by or sponsored by the district.

Expulsion

A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent(s) waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. The district shall provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law. An expulsion shall not extend beyond one calendar year.

Discipline of Students with A Disability

When a student being served by an Individualized Education Program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a nondisabled student, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior and the time and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability and take action according to state and federal laws. The student may be disciplined in the same manner as other students only if the IEP team concludes the misconduct has no relationship to the student's disability.
Parents may contact the school office for a copy of the complete district policy and/or Oregon laws and regulations on detention, suspensions, and expulsions.

HEALTH SERVICES

Immunizations

State law requires that children entering Oregon schools for the first time, or transferring into Oregon schools, be fully immunized against certain diseases or must present a certificate of exemption. A letter will be sent home at the beginning of the school year outlining current requirements. Any student not in compliance with Oregon law may be excluded from school until they have met immunization requirements.

Parents who wish to claim **non-medical exemptions** must complete the online vaccine education module or provide documentation from their child's physician before enrolling their child for the first time, declaring a new exemption or when changing school levels. Go to the Oregon Public Health website to access the parent education module and instructions on how to claim non-medical immunization exemption.

Oregon Public Health website: http://public.health.oregon.gov

In addition, a child who has a medical, non-medical or religious exemption from immunizations may be excluded from school if a “school restrictable disease” against which the child is not immunized shows up at Pinehurst School.

Any questions regarding immunization requirements may be directed to the office staff.

First Aid

First aid for minor injuries will be given at school by a school staff member. According to state requirements, there will be at least one staff member at the school at all times who holds current first aid certification.

In case of more serious accidents or sudden illness, the parent(s) will be notified. It is extremely important that the school has on hand accurate, up-to-date information about home, work, and two emergency phone numbers to make sure we can reach you in the event your child becomes ill or is hurt.

In cases of serious injury, the school will make certain that the child gets to a physician or hospital, and every effort will be made to inform the parent(s), so they can accompany the child to the doctor or other medical facility. A school staff member will stay with the child until a parent arrives.

Vision / Hearing Screening

In accordance with Oregon law, the district maintains a program of vision and hearing screening for all students. Students may be referred for more in-depth screening if there is any indication of a problem.

Parents will be notified before screening takes place and will receive a letter of notification if a child’s results indicate a need for rescreening or further evaluation.

Dental Screening

State law requires a child who is 7 years of age or younger to have a dental screening before entering school for the first time HB 2972. This information will be collected during student registration.

Illness at School

It is our goal to keep children healthy and to prevent the spread of diseases. It is your responsibility to keep an ill child at home if they have such symptoms as fever, nausea, stiff neck, headache, skin lesions or new rash, bad cold, sore throat, pink eye, or head lice.

When a student complains of feeling ill or shows signs of illness at school, the teacher or administrator will make a determination whether the child is well enough to stay at school or if it is appropriate for the child to leave school. The office manager will call the parent or designated substitute caretaker and ask for the child to be picked up. Pinehurst School does not have the staff or the space to care for a sick child within the building. If you are called to take an ill child away from school, please do so promptly. This is very important for the health of all the school students and staff.

Parents of a student with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. A student with certain "school restrictable diseases" is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician that the disease is no longer communicable to others in the school.

Allergies or Other Medical Conditions

Please notify the school office in writing each year if your child has a serious allergy or other chronic medical or health condition. Please include specific instructions that will enable staff members to be ready to take any special precautions or responses you desire to aid the health of your child.

Safety and Emergencies

The district is committed to providing for the safety of all Pinehurst students and staff to the best of its ability. In striving for this goal, the district has designed a *Safety and Emergency Plan* that includes safety and emergency training for all staff members and safety education for all students. In addition, the plan provides for a safe environment and prevention of accidents and hazards whenever possible.

Staff and students are trained to adequately respond to such emergencies as accidents, illness, fire, explosions, storms, earthquakes, civil disturbances, and armed intrusions. The school holds regular fire and emergency drills.

In any emergency, the major goal is the safety of students and staff. If evacuation of the school building and grounds is necessary, we will make every attempt to contact all parents

and to get each student safely to his or her home. If there is not time to send students home, the students will be transported or accompanied to the Library at the Oregon Extension College at Lincoln and then efforts will be made to contact parents.

Dispensing of Medication at School

Students may need prescription or nonprescription medication in order to attend school. Board policy JHCD and administrative regulation JHCD-AR allow medication, including injectable medication, to be administered by trained designated personnel and allow qualified students to self-administer medication when district requirements are met. Please contact the school office before sending medication to school.

Medication will not be administered until the required permission form and written instructions have been received by the district. Prescription medication generally requires written parent or guardian permission and written prescriber instructions when the medication must be given during school, a school-sponsored activity, under school supervision, or during covered transportation.

If your child needs medication at school, please follow these procedures:

1. Bring the medication directly to the school office with the required written permission and instructions. Prescription medication must be provided in the current original prescription container. A pharmacist's label may satisfy prescriber-instruction requirements when it contains the required information.

2. Nonprescription medication must be provided in the original manufacturer's bottle or box. Additional prescriber documentation may be required for nonprescription medication that is not approved by the U.S. Food and Drug Administration.

3. Medication will be secured and handled according to district procedures. Designated personnel receive required training, maintain medication administration records, and follow the written instructions provided for the student.

4. Student self-administration may be permitted when the student demonstrates the developmental and behavioral ability to self-administer and the required parent/guardian, prescriber, nurse, and/or administrator permissions are in place as applicable. Permission may be revoked if medication is not self-administered responsibly.

- Students may not share or borrow medication. A student approved to self-carry generally may possess only the amount needed for the school day, except for manufacturer packaging such as epinephrine autoinjectors or bronchodilator/inhaler packages.
- For asthma or severe allergy emergencies, the district may request backup medication from the parent or guardian. Upon written parent/guardian

request, backup medication may be kept in a reasonably secure classroom location when allowed by law and district procedure.

- Trained designated personnel may administer emergency medications as authorized by law. The district also permits emergency administration of premeasured epinephrine and short-acting opioid antagonists under the conditions established in JHCD/JHCD-AR.
- If a student refuses medication, the parent or guardian will be notified and staff will not attempt to force administration. Medication errors or adverse reactions will be reported and documented as required.
- The complete medication procedures, including emergency response, storage, self-administration, and record keeping requirements, are available in Board policy JHCD and administrative regulation JHCD-AR.

Asbestos Management

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and developing a management plan for the control of this substance. All asbestos has been removed and the facility has been certified to be asbestos free.

Student Records

Pinehurst District maintains a permanent record for each student. This record includes academic records, attendance records, and personal identification information. Student records are kept in a locked, fireproof file in the Pinehurst office and are handled according to all federal and state laws regarding access and confidentiality. The District Administrator is the person legally in charge of records.

District Policies and Oregon Laws on Student Records

This information in the Parent & Student Handbook provides a brief description of the student records and informs you of your rights regarding student records. The district has complete policies on student records, which meet all state and federal regulations regarding the creation, handling, access, disclosure, storage, and transfer of records. Copies of these policies are stored in the District Office and may be reviewed by parents and guardians. Oregon laws and regulations regarding student records are also available for review at the school office. All or parts of these policies, laws and regulations may be copied at 10¢ per page.

If you wish to review any of these policies, please call in advance and arrange a time to do so at the office. This will enable us to make arrangements for someone to retrieve the policies and, if you wish, to assist you with your review.

Social Security Numbers

In preparing a student's education record, the district may request the social security number of a student and may include it in the permanent record for identification purposes only if the parent (or eligible student) complies with the request. Providing your child's social security number is voluntary.

Directory Information

Board policy JOA defines directory information as limited student information that is not generally considered harmful or an invasion of privacy if released. Pinehurst designates the following as directory information:

1. Student name
2. Student photograph
3. Participation in officially recognized activities and sports
4. Dates of attendance at Pinehurst Elementary
5. Awards received

The district provides annual public notice identifying its directory-information categories and their use by the district and the Pinehurst School Foundation. **Release of directory information to the public must be preauthorized in writing by the parent or legal guardian.**

A parent, legal guardian, student age 18 or older, or emancipated student may submit written exclusions from directory-information categories as provided by JOA. Directory information is released only at the direction of the District Administrator and will not be provided by telephone except in a health or safety emergency.

A student's Social Security number or student identification number is never directory information. The district will not disclose personal information for the purpose of enforcing federal immigration laws as prohibited by state law.

The district's annual directory-information notice and any required authorization or exclusion forms will control the release of information for the school year.

For questions or to submit a written authorization or exclusion, contact the Pinehurst School Office. See Board policy JOA - Directory Information.

Parent and Student Rights

Federal and state laws require that the district notify you of the following procedures and rights regarding student records. The district will provide a copy of the rights (below) to any non-English speaking parents in their native language.

1. As a parent, (or student over 18 years of age), you have the right to inspect and review your child's (your) educational records. Your request to inspect records shall be fulfilled within a reasonable period of time, but in no case longer than 45 days.
2. You have the right to 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 your child's (your) privacy or other rights; and to provide an opportunity to correct or delete any inaccurate, misleading, or otherwise inappropriate data contained in the records. You have the right to include with such records a written statement regarding the content of the records. Your statement will remain as a part of the record as long as the disputed portion of the record exists. If you request a hearing to challenge the contents of a record, the hearing will be scheduled in a time period of no more than 45 days from the date of your request.
3. You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except in certain circumstances outlined in Oregon Administrative Rule 581-021-0340.
4. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by an agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act.
5. You have the right to obtain a copy of the district policy on records.

Transfer of Records

The Pinehurst School District both transfers and requests the education records of students within 10 days, as appropriate and required by Oregon law.

Inspection and Review of Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. If you wish to inspect your child's records, you must make a request in writing to office staff. If need be, we will arrange for your child's teacher or other appropriate staff member to be present to assist you in interpreting the record.

Use of School Buildings and Facilities

The school gym, playing field, grounds, and portions of the school buildings may be made available for meetings of other educational agencies, for local, county, and state

governmental agencies, casual community groups, for certain other community groups, and for certain other non-profit agencies or groups as approved by the administration—so long as such use does not conflict with school programs, maintenance, and/or irrigation.

Arrangement for any non-school use of the facilities must be made and scheduled in advance with the office staff. School meetings or events will have priority in scheduling. Groups using school facilities must designate a person to take responsibility for arrangements/coordination with school officials and will be asked to sign a contract and waiver. Organizations will also be required to provide a Certificate of Insurance before arranging for school use.

All persons who use district facilities or property are responsible for proper maintenance. A fee and/or deposit for rental, damage, cleaning, or operation and maintenance expenses will be charged.

PUBLIC CONDUCT ON SCHOOL PROPERTY

The Pinehurst staff and Board request that persons on the school property will conduct themselves in such a manner that does not interfere with the educational program or other school activities, injure, or threaten to injure another person or damage any property.

Alcoholic beverages, tobacco, illegal drugs, or other controlled substances may not be consumed, sold, given or delivered on the school premises.

All dogs on campus must be on a leash. If a dog lingers on school property, we will attempt to contact the owner. If we cannot locate the owner to claim the lingering dog, the county animal control department will be called. Owners are responsible for cleaning up after their dog.

Oregon law prohibits smoking in all school buildings and on school grounds.

ADVERTISING OR SOLICITING ON SCHOOL GROUNDS

Any advertising in the school and on the school, grounds is for the purpose of informing students, parents, families, and community members about school events. In particular, the district wishes to take care that its students are not subjected to advertising and solicitation. We receive many requests from individuals, organizations, and businesses to use the school as a means for advertising to students, their families, or the staff.

The district seeks to protect students and staff from intrusions on their time and attention by announcements, posters, bulletins, and communications from organizations or individuals not directly connected with the school program. Therefore, we generally limit the posting of notices to those related to the school program and activities.

Teachers may publicize non-school events, with the approval of the administration, if they are related to the school program or deemed beneficial for student learning. No commercial advertising which profits any particular group or business is permitted in school buildings or on school grounds. No group will be permitted to come on school grounds to sell goods or materials to students.

Students may advertise personal or community events, by distribution of materials, as described below.

DISTRIBUTION OF MATERIALS TO STUDENTS

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the district staff and administration. Students may be required to submit such publications to the administration for approval. Written materials, handbills, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a non-student without the approval of the administration.

Students may distribute non-school materials to other students before or after school, or during lunchtime, providing the materials have been approved by a teacher and are deemed appropriate and safe for distribution. Examples: Students may publicize or invite others to a party, club meeting, craft fair, bike sale, religious gathering, concert, softball game, etc. This distribution should be done in a way that does not pressure or harass any other student into accepting the information. Notices for such events may not be posted on or in the school buildings.

Otherwise, non-school materials are not to be distributed to students.

SURVEYS OF PROTECTED INFORMATION

Federal law requires us to notify you and obtain consent, or allow you to opt out your child from participating in certain activities, including student surveys that concern one or more of the following eight areas:

1. Political affiliations of the student or the student's family
2. Mental or psychological problems of the student or the student's family
3. Illegal, anti-social, self-incriminating or demeaning behavior
4. Sexual behaviors and attitudes
5. Legally recognized privileged relationships
6. Religious practices and affiliations
7. Income information other than that used to determine eligibility to receive financial assistance and program services.
8. Critical appraisals of others with whom students have close family relationships.

THE INSTRUCTIONAL PROGRAM

The Pinehurst instructional program is planned and taught on the basis of individual needs of the students enrolled. Teachers prepare a program for each student, which includes individualized, small group and larger group instruction, cross-grade grouping, cooperative learning, and independent study.

EDUCATION BASED ON LEARNING GOALS AND SKILLS

The learning activities in all subject areas at Pinehurst School are based on carefully planned learning goals. Pinehurst's goals outline the expected learning content and skills of the Common Core State Standards that a student should master at each grade level. Common Core State Standards are available for review at the school.

SUPPORT PROGRAMS

To support and extend instruction in the basic curricular areas, Pinehurst School provides these additional educational experiences as required by Oregon guidelines. In most cases, the goals of the following programs are accomplished in conjunction or integration with the basic curricular areas.

Media Education

As a part of most subject areas, students receive learning experiences that increase their ability to locate, select, use, and understand resources and information. Pinehurst maintains a library suitable for many age / interest levels.

Drug and Alcohol Prevention Education

The Health Education Curriculum contains age-appropriate instruction related to the use of drugs, alcohol, tobacco, and other controlled substances. The main emphasis of the program is prevention of the use and abuse of controlled substances. The program is aimed at developing and reinforcing skills for making informed and responsible decisions regarding the personal use of these substances, and for developing and practicing refusal and self-protective skills in the face of pressure or enticement to use these substances.

Infectious Diseases Prevention Education

As a part of the Science and Health Curriculum goals, students at all levels receive age-appropriate instruction about communicable and infectious diseases. This instruction aims to provide accurate information about the nature, spread, and prevention of communicable and infectious diseases including AIDS, Hepatitis B and C, and the HIV virus. The instruction is designed to help students develop skills and attitudes that will lead them to make healthy decisions and practice behaviors which will prevent the spread of communicable diseases.

Any parent may request that his/her student be excused from that portion of the instructional program required by Oregon law by contacting the classroom teacher for additional information and procedures.

Career Education

Information about vocations and avocations and career-related skills is integrated into all curricular areas at all grade levels. Students learn to identify their own abilities and interests, explore relationships between learning and the world of work, learn and practice decision-making skills, discuss attitudes about work, and gain exposure to a wide variety of work possibilities.

Guidance and Counseling

Guidance and Counseling goals are designed to support the educational and career development of all students. These goals are an integrated part of all learning activities at Pinehurst School. The focus is upon helping students to develop skills in decision-making, increase personal responsibility for their learning and behavior, build self-esteem, increase career awareness, and develop skills needed for working with others.

Safe Oregon Tip Line and Reporting

Safe Oregon Tip Line is a new system that students, staff and parents can use to report school safety threats. Safe Oregon will give your family another medium for communicating with our school administration when school safety incidents occur. Access the Safe Oregon system through a link on our school web site at http://www.pinehurst.k12.or.us or they may go directly to the safeoregon.com web site. Tips can be submitted through the web form on the Safe Oregon web site, or by text, email, live call, and mobile app.

SPECIAL PROGRAMS

Special Education Program

In accordance with state law and federal law PL 94-142, the Pinehurst School District must provide special education services for all resident school aged children (5-21) identified as having qualified special needs and disabilities. Other agencies provide early intervention services for identified children ages 0-5.

Pinehurst School receives assistance from the Southern Oregon Educational Service District in providing special education services. A team comprised of ESD staff, school staff, parents, and other necessary experts identify qualifying students and create an Individualized Education Plan (IEP) that allows the student to take part in the regular program to the fullest extent possible, or that provides a substitute experience of equal educational value.

If the district has made available a free appropriate public education for your child but you, as parent or guardian, choose instead to place your child in a private school or facility, you must notify the district - either at the last IEP meeting prior to the unilateral placement, or in writing at least ten days prior to making the unilateral placement. The district is not required to pay for the cost of this placement unless the IEP team identifies it as the best placement.

Child-Find

The Pinehurst School District carries out CHILD FIND activities to locate children ages 0-21 with special needs who are not currently receiving special education services. The district wants to find children within its boundaries who have physical, educational, emotional, mental, or learning problems, so services may be provided for them. These services are available to students who attend private school or home school, as well as those who attend public school. The Pinehurst District, with the help of educational specialists from the Southern Oregon Education Service District, makes every effort to locate and identify such students.

Many of the means for identification of special needs students are an ongoing part of the processes for working with students within our school program.

If you have or know of a child who may qualify for services, or need further information, please contact the administration through the school office.

Talented and Gifted Program

Pinehurst District has a process for identifying academically talented and intellectually gifted students, in accordance with Oregon law. This process includes identifying students from such special populations as ethnic minorities, the economically disadvantaged, the culturally different, the underachieving gifted and students with disabilities. Students are referred by parents, teachers, or other school staff members for consideration. After a referral, the district TAG team examines student abilities, performance, and potential to determine if they qualify for the TAG program. Each year, parents will be given an opportunity to refer a child who they feel may be academically talented and/or intellectually gifted.

After identification, the school will provide services to students. Many of the strategies for serving TAG students fit into the existing individualized approach for students. Other strategies will involve modifications in the content, level, or pace of the curriculum for the student.

Federal Programs

The Pinehurst School District receives federal money in the form of various grants. The amount and allowable use of this money varies from year to year. Such grants provide

financial assistance to meet the special needs of students who are below grade level in English or math, as well as enriching the entire program through providing for additional staff, instructional materials, staff development, facilities improvement, technology, or library services. District needs are determined by the staff and the School Board. Parents and community members are also asked to participate as appropriate.

Alternative Learning Options and Education Programs

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These options, including both in district and out of district, are outlined in the district's Alternative Learning Options plan and in district policy.

The Pinehurst District is dedicated to keeping all students enrolled in the regular educational program. It is committed to providing its students with instructional programs and methods that will enable each one to meet educational standards and achieve academic success to the best of his/her ability. The district will provide individual, flexible, and innovative alternative programs for students who are unable to succeed in regular programs for a variety of reasons.

Parents may request additional in-district alternative education programs by submitting written requests to the administration.

Oregon law requires that a school district grant credit for work satisfactorily completed in an alternative education program as defined in the law. Home schooling by the parent is not an alternative placement. For specifics of the laws, plans, policies, and procedures regarding alternative education and for information about the Pinehurst's policy for funding of alternative programs, call the school office.

Multilingual/English Learner (ML/EL) Plan

Our district's Multilingual/English Learner (ML/EL) Plan ensures that students learning English gain full access to rigorous grade-level academics and celebrate their cultural heritage. We identify, support, and monitor multilingual students to help them build strong language skills in reading, writing, listening, and speaking.

Identification & Assessment:

Language Use Survey: Completed during school registration to identify home languages other than English.

Proficiency Screening: Eligible students are assessed using state-approved language screeners to determine placement.
Annual Testing: All ML students take the annual state language proficiency assessment (ELPA) to measure yearly progress. Once proficient, students enter "monitored status" and are exempt from taking the ELPA.

Support Services:

Instructional Models: Students receive targeted English Language Development (ELD) through integrated classroom support, push-in models, or small-group instruction.

Equal Access: Multilingual learners have full access to all school programs, included advanced classes, arts, and physical education.

Family Communication: Translation and interpretation services are available should any Pinehurst families need them, to actively engage in their child's education.

Program Exit and Monitoring:

Proficiency Standar: Students exit the program once they reach required scores on the ELPA.

Post-Exit Tracking: Exited students are monitored for multiple years to ensure continued academic success. Monitored students do not take the annual ELPA.

For questions or more information regarding our District ML/EL Plan, please contact our District Administrator, Emily Cozza.

Pinehurst School's Adi's Act Plan

Pinehurst School District is committed to creating a community of connection, understanding, and trust by assessing and addressing the needs of all students. Student success is gained through their knowledge and understanding of physical, behavioral, and emotional well-being. Suicide is preventable and anyone can help prevent a death by suicide. Research indicates that asking about suicide does not increase its risk, but in fact may decrease anxiety allowing open conversation with anyone contemplating suicide. Students can talk to any trusted adult in their building to receive support or to ensure that a fellow student gets support. This can be done anonymously. All warning signs or requests for help will be taken seriously. Go to our website to see our Adi's Act Plan.

EXEMPTIONS FROM REQUIRED LEARNING ACTIVITIES

Parents may request that a student be excused from a state required program or learning activity, where necessary, to accommodate a student's handicaps or religious beliefs.

A part of the process of requesting an exemption from a learning activity is planning for an alternative activity. When a student is not participating in a unit or activity with the group, it is important that comparable, relevant learning be substituted. If you wish to make a request for an exemption, it is important to do so well in advance of the activity. Please contact the

administration or teacher to review the procedure for exemptions. In brief, these are the steps that will need to be taken:

1. Begin by contacting your child's teacher to arrange a time for a review of the goals, activities and materials related to the learning activity of your concern.

2. If you wish an exemption, please submit a written request to the district administration. The request shall include the parent's written explanation for the exemption and a proposal for the alternative activity of equal value. The administration will see that the request is considered promptly and that you receive a reply within a few days.

3. A meeting will be scheduled to plan for the students' alternative activities.

4. If the exemption is based on a handicap or medical needs, a physician's letter of explanation is required to be on file with the exemption request.

It is the practice of Pinehurst School to notify parents in the district before a teacher begins instruction in Drug and Alcohol Prevention Education, Infectious Diseases Prevention Education and Sexual Health Education.

OREGON'S GOALS AND STANDARDS

Oregon has set these goals for its schools:

1. Demand academic excellence through a rigorous academic program that equips students with the information and skills necessary to pursue the future of their choice.

2. Provide an environment that motivates students to pursue serious scholarship and have experience in applying knowledge and skills and demonstrating achievement.

3. Provide students with lifelong academic skills that will prepare them for the ever-changing world.

Common Core State Standards

Adopted by over 45 states in the U.S., the Common Core State Standards are a set of shared K-12 learning expectations for students in English-language arts and mathematics. Content is designed to ensure college and career readiness at the end of high school.

Learning Benchmarks

Pinehurst School District is not responsible for high school diplomas since we do not operate a high school. Ashland School District awards high school diplomas to Pinehurst students. However, we are responsible to get students to the benchmark expectations in grades 3-5.

Every year, teachers work to help students master the content and skills to achieve benchmark expectations.

Student progress is measured with multiple measures, including scored classroom and homework assignments, teacher observation and standardized tests. The Oregon assessment program, called Smarter Balanced, is administered to all students in grades 3-12 to determine how each student, the school, and the district is performing in relation to Oregon curriculum goals and standards, and diploma benchmarks.

REPORTING STUDENT PROGRESS

Teachers prepare a written report on each student three times a year. These are given or mailed to parents.

Parent-teacher conferences are scheduled twice a year. These conferences are an excellent opportunity to communicate clearly with your child's teacher about your child's progress and needs, and for the teacher and student to report on student accomplishments.

Extra conferences may be scheduled at the request of the parent or teacher.

HOMEWORK

Homework may be assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the classroom process. We urge you to be involved in the process of helping your child establish good homework habits.

SCHOOL IMPROVEMENT

Pinehurst School District is required to create and submit many plans and reports as mandated by the Oregon Department of Education. Plans include Healthy and Safe Schools Plan, Continuous Improvement Plan, and the Communicable Disease Management Plan. Reports include Division 22 Assurance, Student Investment Account Annual Report and Pinehurst School District Report Card. You can find the latest versions of these required reports on our district website.

2026 - 2027 Calendar

Pinehurst School District

15337 Highway 66, Ashland, Oregon 97520 Phone: 541-482-1910 / Fax: 541-482-7956 www.pinehurst.k12.or.us

2026

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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16	17	18	19	20	21	22
23	24	(25)	(26)	(27)	(28)	29
30	(31)					

September

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20	21	22	23	24	25	26
27	28	29	30			

October

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25	26	27	28	29	30	31

November

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22	23	24	~~25~~	◇26	~~27~~	28
29	30					

December

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27	~~28~~	~~29~~	~~30~~	~~31~~		

2027

January

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24	25	26	27	28	29	30
31						

February

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28						

March

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28	29	30	31			

April

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18	19	20	21	22	23	24
25	26	27	28	29	30	

May

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23	24	25	26	27	28	29
30	[31]					

June

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

KEY

Inservice/planning makeup	Paid holidays	End of Trimester	Recess	Half day - All students	Conferences	Closure
○	□	◇	×	△	—	▭

Adopted: 05/13/2026

Pinehurst School District #94

2026 - 2027 Calendar Details

15337 Highway 66, Ashland, Oregon 97520 Phone: 541-482-1910 / Fax: 541-482-7956 www.pinehurst.k12.or.us

Aug 25 - Aug 31	Fall In-service Week
Sept 1	**1st Day of School**
Sept 7	School Holiday - *Labor Day*
Oct 12	School Holiday - *Columbus Day*
Oct 22	**Grading day - Noon Dismissal**
Oct 29	Parent-Teacher Conferences
Nov 11	School Holiday - *Veterans Day*
Nov 25 - 27	Thanksgiving Vacation
Dec 3	End of 1st Trimester / Grading Day
Dec 3	**Grading day - Noon Dismissal**
Dec 18	**Gift Exchange - Noon Dismissal**
Dec 21 - Jan 1	Winter Break
Jan 1	School Holiday - *New Year's Day*
Jan 4	**School Resumes**
Jan 18	School Holiday - *Martin Luther King Jr. Day*
Feb 4	**Grading day - Noon Dismissal**
Feb 11	Parent-Teacher Conferences
Feb 15	School Holiday - *Presidents' Day*
Mar 4	End of 2nd Trimester / Grading Day
Mar 22 - 26	Spring Break
Mar 29	**School Resumes**
May 31	School Holiday - *Memorial Day*
June 3	End of 3rd trimester / Grading Day
June 4	**Last Day of School - Noon Dismissal**
June 7	Teacher In-service Day

SCHOOL HOURS

Monday - Thursday 8:05am - 3:30pm

Half Day Thursdays: 8:05 - 12:00
10/22, 12/3, 2/4

Half Day Fridays 8:05 - 12:00
12/18, 6/4

OFFICE HOURS

Office: Monday-Friday 8:00 - 4:00

GRADING PERIODS

1st Trimester November 25 45 days

2nd Trimester March 4 47 days

3rd Trimester June 3 47 days

Month	Staff Fridays	Days Taught	Conference Days	In-service Days	Holidays
August	0	0	0	5	0
September	4	17	0	0	1
October	5	15	1	0	1
November	3	14	0	0	1
December	3	12	0	0	0
January	4	15	0	0	2
February	4	14	1	0	1
March	3	15	0	0	0
April	5	17	0	0	0
May	4	16	0	0	1
June	1	4	0	1	0
Total	36	139	2	6	7

Adopted: 05/13/26