

**STAYTON
ELEMENTARY SCHOOL**
K-3 Principal—Wendy Moore
503-769-2336



2021-22
STUDENT-PARENT HANDBOOK
FOR GRADES K-3

NORTH SANTIAM SCHOOL DISTRICT

VISION

**WE CHANGE KIDS' LIVES... THROUGH A COMMITMENT TO EXCELLENCE, INTEGRITY, EQUITY
AND COMMUNITY ENGAGEMENT**

MISSION STATEMENT

**ENSURE STUDENTS REACH THEIR HIGHEST ACADEMIC AND VOCATIONAL POTENTIAL AND DEVELOP
INTO PRODUCTIVE CITIZENS**

GUIDING PRINCIPLE

DO WHAT IS BEST FOR ALL KIDS

GOALS

- **ENSURE THAT EACH STUDENT HAS THE OPPORTUNITY TO ACHIEVE ACADEMIC EXCELLENCE THROUGH MEASURABLE PROGRESS AND PERSONAL GROWTH EACH YEAR**
- **PROVIDE QUALITY, SUSTAINABLE FACILITIES AND PROMOTE POSITIVE SCHOOL CLIMATES**
- **PROMOTE STUDENT AND STAFF INVOLVEMENT IN THE COMMUNITY AND INVOLVE THE COMMUNITY IN OUR SCHOOLS**
- **RECRUIT, DEVELOP, VALUE, AND RETAIN HIGH QUALITY STAFF**

This Handbook has been prepared to acquaint you with the basic policies and procedures of the North Santiam School District, inform you of the School's Code of Conduct and provide you with a reference for answering your general questions.

Please contact the school if you have additional questions.



North Santiam School District

Alisha Oliver-Board Chair
Laura Wipper-Board Vice-Chair
Erin Cramer
Mike Wagner
Mark Henderson
Coral Ford
Mackenzie Strawn

NORTH SANTIAM SCHOOL DISTRICT Superintendent—Andrew Gardner

District Office Information

County: Marion & Linn

Enrollment: 2270

Meetings: Third Thursday @ 6:00 PM

ESD Served by: Willamette ESD

District Web Page: www.nstantiam.k12.or.us

District Policy Page: <http://policy.osba.org/nsantiam/index.asp>

NORTH SANTIAM SD29J

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Stayton OR 97383

Phone: 503-769-6924

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Contact Information

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SCHOOLS IN THE NORTH SANTIAM SCHOOL DISTRICT

Stayton Elementary School (K-3)
Mari-Linn School (K-8)
Sublimity Elementary and Middle Schools (K-8)
Stayton Intermediate/Middle School (4-8)
Stayton High School (9-12)

Superintendent, Andy Gardner has been designated to coordinate compliance with the legal requirements of Title II, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The superintendent may be contacted at the District Office, 1155 North Third Avenue, Stayton, OR 97383, or at 503-769-4928 for additional information and/or compliance issues. Full policies are available through the policy website listed above or by contacting the Board Executive Assistant at 503-769-4928 or by Email at tonia.whisman@nsantiam.k12.or.us.

TABLE OF CONTENTS

I. School Section	
General Information	5
Attendance	5
Communication	5
E-Mail Contact	6
Field Trips	6
Library	7
Music/PE	7
PBS—Positive Behavior Support	7
Positive Recognitions	10
Parent Teacher Club—PTC	10
Parties	11
PLC Late Start Monday	11
Reading Compact	11
Registration	12
Report Cards	12
School Meals	12
Meal Prices	12
Student Use of Phone	12
Website Information	12
Travel Cards	12

The Table of Contents shown below is for the NSSD Parent/Student Handbook, which is separate from this handbook. It includes district-wide policies, procedures and notices that apply to all students and parents regardless of which school they are associated with. To view the handbook online, click [HERE](#) or on “NSSD Parent/Student Handbook Table of Contents”. You may also request a printed copy from your school office or the District Office.

[NSSD Parent/Student Handbook Table of Contents](#)

<u>District Code of Conduct</u>	
Behavior	1
Bus Transportation	3
Clothing Guidelines	4
Drug and Alcohol Free District	5
Harassment	5
Student Rights and Responsibilities	6
<u>District Wide Information</u>	
Academic & Support Services	7
Accidents/Emergencies	9
After-School Program	9
Alternative Education	9
Assessments	9
Attendance	9
Bicycles/Skateboard/Scooters	11
Board Policy	11
Books	11
Building Security	12
Complaints...	12
Curriculum	12

Cyber-Bullying	12
Demonstrations of Affection	12
Damage to District Property	13
Diplomas	13
Distribution of Material	13
Electronic Communication System	13
Electronic Devices/Cell Phones	14
Emergency School Closure	14
Fees and Fines	14
Fire Drills/Earthquake/Lock-Down Drills	15
Guidance Counseling and Behavior Supports	15
Health	15
Home Prepared Foods	20
Homeless Students	20
Library.....	20
Lost and Found	21
Parent Involvement/Communications/Rights	21
Personal Possessions/Toys	22
Program Exemptions	23
School Meals	23
Searches	23
Student Identification Cards	24
Student Records	24
Talented and Gifted (TAG) Program	24
Transfers	24
Volunteer Program	24
Video Cameras and Recorders in School	25
Visitors	25
Withdrawal	25
<u>Annual Notices/Title I/NCLB</u>	
Asbestos	26
Directory Information	26
Parent Involvement	27
Right to Request Teacher Qualifications	27
Federal Meal Programs	27
Non-Discrimination Statement	28
Special Programs	28
Student Education Records	29
Integrated Pest Management	31

STAYTON ELEMENTARY SCHOOL

Office Hours

7:30 a.m. to 4:00 p.m.

Student Hours

PLC Late Start Monday:

Kindergarten 9:05 a.m. to 2:25 p.m.

Grade 1-2 9:05 a.m. to 2:30 p.m.

Grade 3 9:05 a.m. to 2:35 p.m.

Tuesday-Friday:

Kindergarten 8:05 a.m. to 2:25 p.m.

Grade 1-2 8:05 a.m. to 2:30 p.m.

Grade 3 8:05 a.m. to 2:35 p.m.

The school building is officially open at 7:35 a.m. to serve students breakfast. All students may enter the building at that time. As there is no supervision available before 7:35 a.m. or after 2:35 p.m., parents must make arrangements for child care before and after the scheduled school day.

To help your child's education, please make sure your child arrives to school at the proper time. Students are to be in their classroom by 8:05 a.m.

ATTENDANCE

If your child is ill or will not be attending school, please call between 7:30 a.m. – 8:30 a.m. Each day calls are made to parents if the school has not received prior notice of an absence or receive a call by the time provided above. Please send a written note with the reason for the absence when your child returns to school if you were unable to contact the school office by phone. You may also report your child's absence online through the school website.



COMMUNICATION

Open and direct communications between a student's home and school are important. Parents and staff members are encouraged to communicate with each other by conferencing, phone calls, Email, notes, etc. The following communications will be provided by Stayton Elementary School:

Cheetah News:

Our school newsletter is sent home monthly by email. Upcoming monthly events will be included and can be found on the school website at www.nstantiam.k12.or.us.

Thursday Folders:

Every student will receive a folder at the beginning of the year. All school and classroom news and communications will be sent home on Thursdays in this folder.

Food Service Menu:

A breakfast/lunch menu will be available online at the beginning of each month. Look at the district website under Food Services.

Field Trip Notices:

Classroom teachers will send home a note at least three weeks before a scheduled field trip.

Classroom Communication:

Our classroom teachers choose to communicate out to parents in a variety of ways. Some teachers send home a newsletter. This can come in the form of a hard copy or electronic copy. Some of our teachers also use the Seesaw app to communicate with parents. Some teachers send out information weekly and others chose to do it monthly. Classroom newsletters include classroom, grade level, and school activities.

Web Page:

The [SES web site](#) has valuable information to support parents and is updated regularly. It can be accessed by clicking on the link or by going to ses.nisantiam.k12.or.us.

Facebook:

SES has a [Facebook page](#) that we use to post important reminders and info about all the great things happening in our school. Please *Like* our page!

E-MAIL AND PHONE CONTACT WITH TEACHERS

Parents are encouraged to contact teachers with concerns or to set up an appointment through email. Email addresses are available through the district website at www.nisantiam.k12.or.us under “Our Schools” using the Stayton Elementary School link. Please do not use email for concerns that need immediate attention, allow two days for a written response. Teachers are available for personal contact before and after school. During class time, classroom phones are sent to voicemail to protect learning and work time. The office will not interrupt classes except in the case of an emergency.

FIELD TRIPS

Field trips within our city and nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Parents will receive a Field Trip Permission form for field trips in advance of a scheduled trip. Sometimes a small amount of money may be requested from each student to cover entrance fees or facility use costs. The following are tips for parents who are asked to attend field trips and help with supervision:

1. If you plan to help out during the year, fill out a volunteer form with a criminal history check at the beginning of the year or at least three (3) weeks before the planned trip;
2. Adults only – other children not enrolled in the class taking the field trip are unable to attend;
3. Ride on the bus to and from the field trip – we also need your help on the bus;
4. Share the experience with your child – research shows that parent involvement = success;
5. Refer students with behavior problems to the teacher; and
6. Be positive with the students, helping them to be on task and safe.



LIBRARY

The library is open on a regularly scheduled basis and is supervised by the library assistant. All classrooms have a scheduled library time. Students are taught library skills and have a chance to check out books for reading for enjoyment or factual information. Each student may check out one or two books for a period of one week. There are no fines for overdue books, but lost or damaged books will be billed by the school.



Stayton Elementary School has more than 10,000 books for students and faculty use. The library collection is continuously updated and expanded. Books are chosen for either their educational or recreational value.



MUSIC/PE

All students in grades K-3 are scheduled in music and PE classes each week. These programs provide opportunities for students to develop skills and have a better understanding and enjoyment of music and movement. Our music and PE specialists use Oregon State Standards to guide their instructional units.

PBS—POSITIVE BEHAVIOR SUPPORT

Positive Behavior Support (PBS) is a school-wide program developed by the University of Oregon. PBS focuses on school wide and classroom positive reinforcement to promote expected behaviors, teach behavioral expectations like academic skills, and uses data-based information to guide intervention and management.

Students are taught to be safe, be respectful and be responsible in all areas of the school including: before and after school, on the playground, and in the classroom, hallways, library, cafeteria, restrooms, gymnasium, computer lab, and office. The chart titled Area Behavior Expectations below explains how students should act in each of these areas.

AREA BEHAVIOR EXPECTATIONS

AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Areas	<ul style="list-style-type: none"> ● Walk facing forward ● Keep body to self ● Use all equipment and materials appropriately ● Get adult help for accidents and spills ● Report visitors not wearing a pass to adults 	<ul style="list-style-type: none"> ● Use kind words and actions ● Use quiet voices ● Follow adult directions promptly ● Clean up after yourself ● Be honest 	<ul style="list-style-type: none"> ● Follow school expectations ● Help others follow school expectations ● Take care of personal and other equipment ● Be on time ● Ask adults for permission to leave assigned areas
Before School Breezeways and Sidewalks	<ul style="list-style-type: none"> ● Walk facing forward ● Wait by the front doors ● Walk bicycles and skateboards once on the sidewalk ● Wait for an adult to help you cross the street 	<ul style="list-style-type: none"> ● Use quiet voices ● Walk on the right ● Keep body and objects to self 	<ul style="list-style-type: none"> ● Stay in line while waiting ● Report safety issues to an adult ● Wait for an adult to open the door
At Recess	<ul style="list-style-type: none"> ● Walk on the blacktop at all times ● Listen to adult directions ● Use equipment appropriately ● What's on the ground, stays on the ground 	<ul style="list-style-type: none"> ● Include everyone in all games ● Use kind words and actions ● Share and take turns ● Listen to others ● Keep body to yourself 	<ul style="list-style-type: none"> ● Ask an adult for permission to leave the playground ● Use a hall pass to leave the area ● Line up as soon as the whistle blows

	<ul style="list-style-type: none"> ● Be aware of activities and games around you 	<ul style="list-style-type: none"> ● Play fairly 	<ul style="list-style-type: none"> ● Put equipment away after use or at the end of the recess
Hallways	<ul style="list-style-type: none"> ● Walk on the right ● Walk facing forward ● Keep hands to self 	<ul style="list-style-type: none"> ● Keep body and voice quiet ● Keep body and objects to self ● Hold the door for others 	<ul style="list-style-type: none"> ● Stop for other classes ● Stay in a straight line ● Report safety issues to an adult
Drinking Fountain	<ul style="list-style-type: none"> ● Keep water in the fountain ● Stand with hands, feet and body to self ● Report spills to an adult 	<ul style="list-style-type: none"> ● Wait quietly until it's your turn ● When drinking count 1 ,2, 3, then go 	<ul style="list-style-type: none"> ● Use a hall pass ● Return to your class quietly
Restrooms	<ul style="list-style-type: none"> ● Wash hands with soap ● Keep water in sink ● Put paper towels in garbage 	<ul style="list-style-type: none"> ● Give others privacy ● Use quiet voices ● Wait for your turn 	<ul style="list-style-type: none"> ● Use restroom pass ● Flush toilet after use ● Keep feet on floor ● Return to class promptly
Cafeteria	<ul style="list-style-type: none"> ● Wash hands before meals ● Walk facing forward ● Stay in line with your class ● Report spills 	<ul style="list-style-type: none"> ● Use quiet voices ● Wait your turn ● Follow adult directions 	<ul style="list-style-type: none"> ● Take amounts of food you will be able to eat ● Get all your supplies the first time through the line
Lunch Room	<ul style="list-style-type: none"> ● Walk facing forward ● Eat your own food ● Sit on your bottom with your feet on the floor 	<ul style="list-style-type: none"> ● Use quiet voices ● Allow anyone to sit next to you ● Clean up your own mess ● Report spills 	<ul style="list-style-type: none"> ● Clean up after yourself ● Raise your hand to be dismissed
Library	<ul style="list-style-type: none"> ● Only use the library if an adult is with you ● Keep hands, feet and objects to yourself ● Ask for help with things you can't reach ● Walk facing forward 	<ul style="list-style-type: none"> ● Use quiet voices ● Follow adult directions ● Clean up after yourself 	<ul style="list-style-type: none"> ● Use a library pass ● Leave books you looked at on the tables ● Return all books and equipment on time and in good condition
Gym	<ul style="list-style-type: none"> ● Move about safely ● Dress appropriately ● Report damaged equipment to an adult 	<ul style="list-style-type: none"> ● Take care of all equipment ● Return equipment to where you got it ● Use good sportsmanship 	<ul style="list-style-type: none"> ● Listen and follow adult signals ● Encourage others ● Do your best
Computer Lab	<ul style="list-style-type: none"> ● Use equipment appropriately ● Walk carefully at all times ● Follow teacher directions 	<ul style="list-style-type: none"> ● Push your chair in when you leave ● Respect others privacy 	<ul style="list-style-type: none"> ● Use computers safely ● Get adult help for problems ● Print only what your teacher gives you permission to
Assemblies	<ul style="list-style-type: none"> ● Leave aisles clear ● Listen to adult directions ● Stay seated until dismissed 	<ul style="list-style-type: none"> ● Keep eyes on the speaker ● Listen to the speaker ● Sit legs crossed with hands in your lap ● Keep voices off during assembly ● Raise your hand to ask questions 	<ul style="list-style-type: none"> ● Stay seated with your class ● Follow adult directions ● Enter and exit with voices off
Office	<ul style="list-style-type: none"> ● Only leave with people the office gives you permission to go with 	<ul style="list-style-type: none"> ● Keep body and voice quiet ● Wait until it's your turn 	<ul style="list-style-type: none"> ● Hand your pass to the secretary ● Tell the secretary what you need ● Return to your class quickly

PLAYGROUND BEHAVIOR EXPECTATIONS

<p style="text-align: center;">SLIDES</p> <ul style="list-style-type: none"> ● Slide feet first on your bottom ● Go down one at a time ● Move away from bottom when done ● Use stairs or ladder to climb slide ● Stay off when wet ● Keep slides clean 	<p style="text-align: center;">PLAY STRUCTURE</p> <ul style="list-style-type: none"> ● Walk on and around new big toy ● Hang from your hands only on the rings and monkey bars ● Line up for the monkey bars and rings at the outside end of the equipment ● Only one person at a time on the monkey bars, rings, or ladder ● No more than 2 people at a time on the spider web ● Keep hands and feet on the spider web while playing on it 	<p style="text-align: center;">SWINGS</p> <ul style="list-style-type: none"> ● Stay seated facing forward with both hands on the chains at all times ● Stop completely to get off the swing ● Stand beside the end of the swing set or on the grass by the covered play area while waiting in line ● Stay clear of area in front and back of swing set ● Swing straight forward and back without twisting the chains
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<p style="text-align: center;">TETHERBALL</p> <ul style="list-style-type: none"> ● After the 1st serve, both players must hit the ball ● The 1st person in line is the only judge ● Only hit the ball in your direction ● Stay on your side of the line 	<p style="text-align: center;">RINGS/SLIDER/WHEEL</p> <ul style="list-style-type: none"> ● Move across in one direction ● Only one at time on rings, slider and wheel ● One at time on platform ● Hang from your hands only ● One turn, then return to end of line ● Wait in line at the edge of the platform or at the outside end of the equipment 	<p style="text-align: center;">FOOTBALL</p> <ul style="list-style-type: none"> ● Two hand gentle touch ● Keep players from falling ● Include everyone ● Keep self and others safe ● Use kind words and actions
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<p style="text-align: center;">COVERED PLAY AREA</p> <ul style="list-style-type: none"> ● Walk at all times ● Keep balls at the end, jump ropes in middle ● Listen to adult directions 	<p style="text-align: center;">BALLS</p> <ul style="list-style-type: none"> ● Kick balls in field ● 4 square and basketball on blacktop ● Soccer and Football in field ● Put balls away when finished 	<p style="text-align: center;">SOCCER</p> <ul style="list-style-type: none"> ● Body to self ● Keep players from falling ● Include everyone ● Keep self and others safe ● Use kind words and actions
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<p style="text-align: center;">JUMP ROPES</p> <ul style="list-style-type: none"> ● Use on blacktop ● Use for jumping only ● Use in your own space away from others 	<p style="text-align: center;">4 SQUARE / 2 SQUARE</p> <ul style="list-style-type: none"> ● Line up behind line ● First person calls outs ● Take outs appropriately ● Use kind words 	<p style="text-align: center;">BASKETBALL</p> <ul style="list-style-type: none"> ● Five on five or less ● Shoot inside 3 point line ● Include everyone ● Avoid fouls
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POSITIVE RECOGNITIONS

The Positive Behavior Support Committee frequently reviews recognition activities to increase the frequency of positive behaviors and reinforce their use. The following are examples of recognition activities done in the School.

Cheetah Chips:

- Cheetah Chips are used as a whole group classroom reward for classes that are following the 3B's. The classroom teacher set goals and recognition activities for the class when each goal is met.

3B Bucks: Immediate/Individual Recognition

- *3B Bucks* are used to provide students with immediate, individual positive reinforcement. When a staff member gives a student a *3B Buck* they verbally tell the student specifically what they did to earn it. Examples:
 - “Thank you for holding the door open for others. That is very respectful behavior.”
 - “Thank you for helping her when she dropped her papers. That is a very responsible and respectful thing to do.”

3B of the Week:

- 3B of the Week students are selected by each classroom teacher. Teachers select 1 student per week that has consistently modeled 3B safe, respectful, and responsible behaviors, met individual student goals, and have been present and on time each day that week. These students receive a certificate, are recognized over the school intercom on Friday, and have their picture taken to be displayed in the halls.

Student of the Month:

- 3B of the Month students are selected by each classroom teacher. Teachers select 2 students that have consistently modeled 3B safe, respectful, and responsible behaviors, met individual student goals, and have had no more than 1 absence or tardy that month. These students receive a certificate and are recognized at a school assembly. In addition to the certificate students receive a free book from our book room, their name on our board in the office, their picture taken and hung in the hall and a free A & W meal. Teachers send an announcement to parents inviting them to attend the assembly.

Perfect Attendance:

- Students with perfect attendance each month will receive a recognition certificate.

PARENT TEACHER CLUB—PTC

The PTC works to improve the school by raising money for projects and providing opportunities for children, parents, staff, and neighborhood residents to work together and enjoy special events.

PARTIES

Parties are held in classrooms the last 45 minutes of the day and the schedule will be communicated to parents via the classroom teacher or through the school newsletter. Parents who wish to provide birthday treats should contact the classroom teacher a week in advance to schedule an appropriate time. Treats will be dropped off in the office and school staff will deliver them. All treats and food must be purchased from a store or bakery. Health department regulations restrict schools from having homemade treats.



PLC-LATE START MONDAY

Professional Learning Communities are when groups of people work together for higher achievement and success. Teachers will have one hour every Monday morning during the year to work with other staff in order to provide greater success for students in the areas of reading, math, science, social studies and writing. On Mondays, school will start one hour late. The District will be providing supervision for students that need to arrive earlier at school due to any family schedule conflicts. Buses will run one hour later than normal.

READING COMPACT

One of the goals in the School Wide Title I Program at SES is to make learning to read a priority for all students. We believe that in order to make this a reality, we must work in partnership with students and families. The Reading Compact outlines the school's commitment to high literacy standards. Please read through the compact and discuss it with your child. Thank you for your support in working together to provide a high quality education for your student.

We, the Stayton Elementary School community, establish this Reading Compact in order to foster the improvement of reading and other language arts, and to support the success of our students so all may read well and independently. We believe this can be done with the planned partnership of parents, families, students, teachers, the principal, and community members. Each must take on the following responsibilities:

Student Responsibilities:

- Ask my family to read to me or with me for 20 minutes or more each day, four days a week (minimum).
- Return my reading log signed by the adult who monitored my reading.
- Do my best reading and complete all my school work to the best of my ability
- Ask questions when I need help

Parent and Family Responsibilities:

- Read at home with or to my child 20 minutes or more each day, four days a week (minimum) and contact my child's teacher or reading specialist when my child needs help.
- Sign my child's reading log and assure that it is returned to school.
- Attend parent-teacher conferences and participate in school events.
- Do activities at home that support and/or extend my child's classroom learning

School Staff Responsibilities:

- Provide appropriate reading materials and encourage parents to read with their children 20 minutes or more per day, four days a week (minimum).
- Encourage parents to obtain a library card for their child.
- Provide meaningful, engaging curriculum activities that focus on the individual instructional needs of students.
- Guide parents to help their children with home learning activities.

REGISTRATION

Children must be five years of age on or before September 1st to enter Kindergarten in September. Any child who is six years of age, on or before September 1, may enter grade one. When a parent/guardian registers a student mid-year, the school reserves the right to determine the date of entry. Most students start school on the next school day; however special health or educational needs may extend the timeframe for starting school. Our goal is to assist in getting students placed in the classroom as soon as possible.

REPORT CARDS

Report cards will be sent home on the Thursday after the end of the first semester and at the end of the school year. Progress reports will be given to parents after the first and third quarter, parent conferences are scheduled to give parents an update on how their student is doing academically and on the Common Core State Standards. If a parent does not receive a report card for any reason, they should contact the school office to verify their address is correct and request a new report be mailed out as soon as possible.

SCHOOL MEALS

Stayton Elementary School is a Title I School and qualifies for FREE breakfast for all students. Students are monitored during breakfast and lunch and encouraged to eat appropriately. If your child is not to eat a particular food or milk for medical reasons, please contact the office for forms and procedures.

MEAL PRICES

Prices for meals are listed on the website under Food Services and are also available at registration or through the office.

STUDENT USE OF PHONE

To keep interruptions to a minimum, permission to use school phones will be granted by the classroom teacher or the office.

WEBSITE INFORMATION

The District Website is located at www.nsantiam.k12.or.us with a link to all campuses on the top bar labeled "our schools".

TRAVEL CARDS

Safety is a top priority here at Stayton Elementary. To help with dismissal or emergency situations, travel cards are used to identify who is approved by the parent to pick up/transport each student. These cards are completed each year. The individuals listed on this card will be the only people allowed to pick up that particular student. If someone is not listed on the travel card, they will not be allowed to pick up. Parents must make changes to the card in the office. Valid identification will also be required.