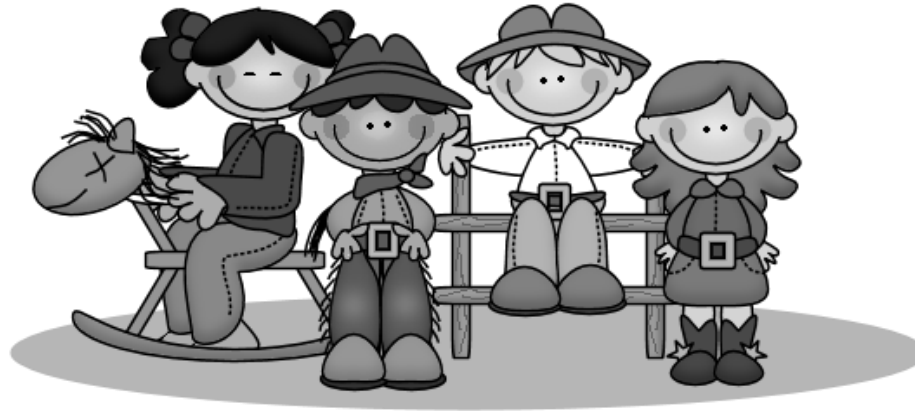


Sisters Elementary School

Parent/Student Handbook and Calendar 2018-2019



Our Vision:

Staff, students, families and community members at Sisters Elementary School, believe in building positive, caring relationships and inspiring all students to engage in their learning in a supportive and trusting environment.

Sisters School District #6

611 E Cascade AVE

Sisters, OR 97759

Phone 541-549-8981 Fax: 541-549-2093

Website: <http://ses.ssd6.org>

School Staff

Principal: Joan Warburg

Secretaries: Shannon Beutler, Carlene Turpen

Community Liaison: Suirana Iverson

School Nurse: Beth Hummel

Counseling: Jo Martinez

Kindergarten Teachers: Stephanie Burke, Mylee Card,
Brittaney Neibergall

1st Grade Teachers: Alyssa Hooper, Danielle Pulliam, Joni Stengel

2nd Grade Teachers: Cameron Croisant, Gretchen Lane,
Misty Nicklous

3rd Grade Teachers: Kirk Albertson, Julie Holden, Deirdre Kanzig

4th Grade Teachers: Katie Parsons, Clay Warburton

Chinese Teacher: Hailey Chen

Title One Reading and Math: Ashley Bye

Learning Supports: Jenine Lucas

ParaPros: Chris Davenport, Suz Mutchler, Lucie Pronold,
Andrea Schwartz

Speech Language Therapist: Jennifer Trout

PE Teacher: Ashleigh Thomas

Music Teacher: Sara Miller

Art Teacher: Karen Williams

Custodians: John Chesney, TJ Evans

Maintenance: Guy Selig

FAN Coordinators: Dawn Cooper, Theresa Slavkovsky

SPRD PreK Program: Carissa Gascon, Val Selig

District Office and Supports

Curt Scholl	Superintendent
Ryan Stock	Director of Operations
Shirleen Cundiff	Human Resource Specialist
Terri Rood	Nutrition Services
Mark Stewart	Director of Special Programs
Joan Warburg	Principal

School Board Members

Jeff Smith — Chair
Jay Wilkins — Vice Chair
Amanda Clark — Director
Nicki Gregg — Director
Steven King — Director



SPTC Board for 2018-2019

Executive Board:

Erin Borla, Stephanie Burke,
Mylee Card, Karissa Bilderback,
Amy Terebesi and Biz Brent

At Sisters Elementary.....

We will put students first and lead with our hearts. We will never forget why we chose education, to be part of a cause bigger than self and to have a positive impact on our future. Sisters Elementary School creates the best opportunities for kids and they will continue to be our top priority. *We will communicate.* Our door is always open for students and families. We will communicate regularly. Decisions about how our resources are used appropriately based on what will support our students the most will be shared in an open and honest process. We will take our roles seriously and do our best to enhance the reputation of our school and community. Our staff will send home newsletters and communicate through our district's systems. *Our vision will extend beyond test scores.* As a school, we must meet state requirements and comply with legislative mandates. While we take this seriously as professionals, our goal is learning and growth for ALL students. Our integrated arts program will enhance our core instruction. *We will meet the needs of all students.* SES develops school-wide approaches for academic and behavior supports to ensure achievement. Our system is Response to Instruction (RTI). School teams meet regularly to identify instructional priorities that use flexible grouping to facilitate effective instruction for all learners. *We will embrace every student.* At SES we believe in Positive Behavior Intervention Support Systems – (PBIS). Students will be recognized for following the 3 B's – Be Safe, Be Respectful and Be Responsible. *We will engage our community.* Parents and community relationships are vital to our work. We will do our part to build trusting relationships with our families and other community partnerships. *We will share our practices.* As a district and building we will share supports and practices with our families for successful implementation of learning for all students.



Daily Schedule

7:30 School Office Available for Phone Calls
7:45 Front doors open, buses arrive, students head to playground for recess and supervision, unless having breakfast in the commons then to recess

Supervision for Students Starts at 7:45

8:00 First bell, teachers welcome students
8:05 Second bell, school begins/morning announcements
11:00 Lunch and Recess schedule begins—see below
2:45 School dismissal
3:00 School supervision ends
3:30 School office closes

Late Start Wednesdays

8:45 Morning Supervision on playground or at breakfast
9:00 First Bell
9:05 Second Bell, school begins/morning announcements

Lunch & Recess Schedule

Lunch		Recess
10:55-11:25	Kindergarten	11:25-11:55
11:00-11:25	1st Grade/2nd Grade	11:25-11:55
11:45-12:05	3rd/4th Grade	12:05-12:35

Recess Schedule

Morning		Afternoon
9:20-9:35	Kindergarten/1st/2nd Grade	1:55-2:10
9:45-10:00	3rd/4th Grade	1:30-1:45

*no morning recess on Wednesdays



Emergency School Closure or Late Start

The Sisters School District has developed a plan for evaluating road conditions, weather forecasts and other factors determining school closure. If the decision is to have a full closure or a delayed opening, it will be made no later than 5:30 AM. Each Central Oregon radio station and television station KTVZ will be notified and they will continually broadcast the district's status. Please listen to radio stations KZSO (106.5), KBND (1110 AM), KICE (100.7 FM), KGRL (940 AM), KOAK (105.7 FM), KIJK (95.1 FM), KLRR (107.5 FM), KSJJ (103 AM), KXIQ (94.1 FM) You can also check the school district website <http://ssd6.org>. The district has a telephone system called "School Messenger", that will make calls to district families in the case of school closure or late start, so be sure to listen to your voice mail before trying to return the call. If you do not hear anything, assume that school will be in session as usual.

A late start means we start school at 10:00 am (two hour delay), even on Wednesday's (one hour delay). School is released at the normal time however. Ultimately, the safety of the district's students is the most important factor. If parents believe it is best for their children to remain home during an inclement weather day, the district encourages them to make that decision.

Your Student Rights & Responsibilities Handbook is Now Online!

In order to save paper and printing costs, we are going to paperless with the District's Rights & Responsibilities Handbook. You can access the handbook online on your school's website under the "About Us," tab. A printed handbook can be provided to you at your request at your school's office. Thank you for helping us save costs & resources!

Release of Directory Information:

Current Oregon law allows the release of "Directory Information" of a student without prior permission from the student's parent or guardian. Directory Information is information contained in a student education record which is not generally considered harmful or an invasion of privacy if released for use in local school publications, other media and for such other purposes as deemed appropriate by school administration, and is defined as the student's name; address; telephone number; name of parent or guardian; picture; date and place of birth; major field of study; participation in officially recognized activities and sports; weight, height, and year in school of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous school attended by the student. **If the parent or guardian wishes to keep the information confidential, he/she must contact the school the student attends, within 15 days of this annual notice or the student's first day of school in writing, and direct the school to keep the directory information confidential.** Directory information considered by the district to be detrimental will not be released. Directory information will not be given over the telephone except in health emergencies. The school district does not distribute a student directory to the general public.

Special Services and Programs

- Music
- After School Choir
- PE
- Seed To Table Program
- Kiwanis
- Rotary
- Local Fire Department
- School Based Health Center
- SPRD
- Sisters Folk Festival—Studio to Schools
- Artist Integration, Art Literacy
- PBIS (Positive Behavior Interventions and Support)
- FAN (Family Access Network)
- Educational Resource Center
- Speech Services
- Sisters Science Club—Science Lab
- Guidance & Counseling Services
- After School Clubs through SPRD
- Sisters Parent Teacher Community (SPTC)
- English Language Development
- Protected Academic Time in Literacy K-4
- SMART Reading Program
- Talented & Gifted Services
- Battle of the Books (3rd—4th Gr.)
- Garden club



Nutrition Services

The Sisters School District Nutrition Services program is proud to serve nutritious meals daily to all grade levels. Lunch and breakfast meals meet the standard set by USDA/OSFSA/ADC/AHA and other nutritional guidelines. The program continues to make health conscious changes for the future.

*Using low-fat cheeses, lean beef and turkey products whenever possible

*Using low-fat, low-salt, low-sugar recipes

*Offering 1% milk, low-fat mayo and salad dressings

*Offering whole grain breads, a variety of fresh fruits and vegetables daily

*Offering vegetarian entrees

All students have computerized meal accounts. Accounts may be used to purchase full meals, extra entrées, and extra milk in the café meal service only. If you would like to limit your students purchasing, please let us know and we will put a note on their account. Checks may be deposited in accounts IN FULL – Cash will not be given back. Please send payments in an envelope or Ziploc bag with your child's name attached. Please keep ample funds in your child's account to avoid any issues.

When a student's account funds are low, the system will signal the Nutrition Services staff. This will happen if the student has two or less lunch meal equivalents left in the account. No student ever goes hungry, therefore there is a one-time courtesy charge allowed to be paid later. Charges are not allowed 10 days before school breaks or vacations. Your family may qualify for free and reduced lunch. The Oregon legislature provided funding to eliminate the reduced price for payment for School Breakfast and Lunch. For school year 2017-2018, breakfast and lunch will be accessible at no charge to students who qualify for reduced price meals. Information is sent home at the beginning of the school year. For more information regarding free or reduced meals may be obtained from the school office or by contacting Terri Rood at 541-549-4057. All inquiries are strictly confidential.

Parents & Teachers Working Together

The following guidelines will lead to a successful partnership between parents and staff at Sisters Elementary School:

1. Make attendance and being at school on time a priority.
2. Positive communication with school staff creates an effective working relationship.
3. Honor and integrate school rules at home.
 - ⊙ Be Safe: We think, talk and act in a safe and healthy way.
 - ⊙ Be Responsible: We become self-managers and responsible citizens in class, in school and in our community.
 - ⊙ Be Respectful: We treat people and their property as we would like ourselves and our property to be treated.
 - ⊙ Problem Solving: We know what to do to solve big and small problems.
4. Set routines in your home:
 - ⊙ Provide a positive homework environment.
 - ⊙ Read with your child.
 - ⊙ Limit and monitor TV and computer activities.
 - ⊙ Encourage healthy eating habits.
 - ⊙ Ensure your child gets adequate rest.
5. Familiarize yourself with current statewide student expectations in the form of standards and benchmarks.

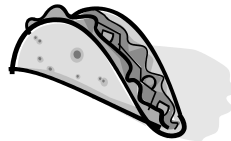
School Meals

Student meal prices are:

Breakfast \$2.10 Lunch \$2.85

Adult meal prices are:

Breakfast \$3.00; Lunch \$4.00



Lunch in the Classrooms

At Sisters Elementary School, lunches are eaten in the classrooms. Please make sure that you help us in keeping the rooms free from **carpet staining drinks**, especially those that have "red" in them. Clear beverages, milks and non-red juices are the best! You are always welcome to visit and have lunch with us too!

Workroom

Due to safety concerns and limited space, children are not allowed in the workroom. Please arrange care for siblings when you plan to work in the school. Likewise, students should not be using any of the equipment in the workroom. If there is a question or a problem with any piece of workroom equipment, please see Carlene or Shannon for assistance.

Private Property

Please do not allow students to bring toys from home, or any item not approved by the teacher or principal. The school is not responsible for loss or theft of personal property. Each student is advised to protect and secure personal items of clothing, jewelry, or equipment.

Dress Code

Students' dress and grooming is the responsibility of the individual and his or her parents. Please observe the following guidelines:

- Tank top straps should be 3 fingers wide for both boys or girls.
- Shorts should be a length at which their fingertips are able to touch with arms at the student's side.
- No short tops with midriff showing, with arms up or down.
- Pants need to be fitted enough so that they cannot be easily pulled off. No underwear exposed.
- Hats can be worn outside, but needs to be removed when inside the building and during instruction.
- Dress & grooming shall follow basic health & safety practices, be age-appropriate, and shall not disrupt the teaching/learning process.
- No representation of products of an illegal or inappropriate nature.
- We strongly recommend that children not wear flip flops. They are unsafe and prohibit the ability to run during play.

Skateboards and Scooters

For safety reasons, as well as potential liability for the school, skateboards and scooters should be left at home. If, for some reason, they are brought to school, they must be checked in with their teacher. Under no circumstance are they to be used on school grounds at any time.



FAN (Family Access Network)

FAN is committed to building a healthy community by helping children in need. FAN's mission is to improve lives by ensuring all children in Deschutes County have access to basic necessities. FAN is located at the district office, but inquiries can be made at the school. FAN, the Family Access Network, is a system that provides connections to many different services that our local families may need. A variety of services are available, including help with food, housing, medical insurance and health clinics, school supplies, daycare, and many more. Our main objective is to help alleviate as many obstacles for a family as we can so that the family can help their children be successful in school.

FAN can also provide assistance in getting kids into programs that they may not be able to afford otherwise. Family success leads to student success, which leads to a healthier, stronger community for us all. If you have any questions or need help with anything, please call 541-549-0155 for more information.

SMART.....

is a book and reading program for children in Kindergarten through 3rd grades and offered in SPRD's afterschool program. The mission of SMART is to enhance the reading skills, attitudes and life prospects of children who need assistance and to enable adult volunteers and communities to experience the rewards of enriching young lives. To volunteer to be a SMART reader go to their website: www.getsmartoregon.org or call 541-355-5600.



Absences and Early Dismissal

We are concerned about your child's safety in getting to school. To avoid confusion about your child's whereabouts, please call the office (541-549-8981) after 8:15 am if your child is going to be absent for any reason. To excuse an absence, a note or phone call is required from parents or guardians upon the student's return to school.

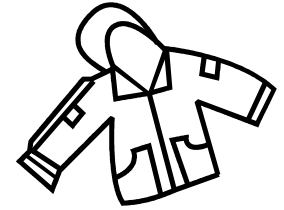
If your student needs to be excused from school early for an appointment, please be sure send a note indicating the time and person picking them up. Students will then be signed out through the office.

If a student is staying after school to attend an after school activity, the student needs to bring a note from home to the office indicating which days he/she will be attending this program. Likewise, if a student is going home differently than normal, a note should be sent from home to the office so that a transportation slip can be filled out and given to the student to share with their teacher. Please avoid last minute calls to the office to change your child's plans.

A plea from the office secretaries—please call before 2:00 for changes in your student's after school plans. This will ensure that notes will get to classrooms before release time.

Lost Items

For easy identification, *please* mark your child's coats, hats, jackets, gloves, shoes, snow boots, etc. with their first and last names. Lost and found items are housed outside of the office on the Lost and Found Rack. Smaller items are kept in the office. Unclaimed items are donated to charitable organizations throughout the year after a 3 month hold.



Tardiness

Start your child's day off on the right foot by getting them to school on time. Coming in late creates an interruption of the classroom routine and your student may miss valuable instruction time. Prior to admittance to class, a note from parents or guardians should accompany the student when they stop by the office to sign in & fill out their tardy slip after the 8:05 AM Tardy Bell (M, T, TH and FRI) and 9:05 AM (W).

Truancy Procedure

Based on state statute and district policy, students of the Sisters School District are required to attend school. If a student shows a pattern of absences or truancy, the following procedure will take place:

1. Students with potential problems will be brought to the attention of the Attendance Secretary or any school staff. Documentation of phone calls, conversations with parents, and reasons for absences will be recorded. Per district policy, excused absences may be subject to change and be deemed unexcused.
2. Initial Contact: The school will notify the parents by phone or letter of student regarding the truancy issue and how many days have been missed from school. This will be documented.
3. Meet with school official: If truancy continues a meeting will be scheduled with the parents and school officials to write an attendance contract.
4. Formal Letter: If truancy continues after parent meeting, the school will send a formal letter to the parents, either certified mail or will be delivered by the School Resource Officer.
5. Citation: If truancy still continues, the parents will be cited. (ORS 339.020; ORS 163.577).

Parking Lot Safety

At Sisters Elementary School, student safety is our utmost priority. One of the busiest times of the day on our campus is the arrival and dismissal of our students. Staff members constantly monitor student safety and traffic flow during these times. We need YOU to help us keep students safe and traffic flowing smoothly. We want to stress the need for *everyone* to pay attention to our student safety patrol and our crossing guards, as they will be directing student and vehicle traffic. Staff and safety patrol have been trained to help the flow of traffic and maintain student safety. Let's continue to work together to ensure the safety of our children!

Drop-off/Pick-Up Areas:

When you drop-off your student, we have a designated lane in the parking lot to the west of the building. This lane is intended to keep the traffic flow moving in the morning and afternoon. This lane is for "**loading/unloading ONLY**". Please do not park and leave your vehicle. Safety patrol will be supporting students and helping to keep things moving.

Once you are in the loading lane:

Remain in the car.

Pull as far forward as possible.

Students unload/load from the curbside (with the assistance of Safety Patrol).

Do not back up to avoid accidents.

Parking:

If you would like to personally escort your child to and from school, please park in the designated parking spots in the parking lot, district office or along the side streets. Follow the directions of our student safety patrol, as it is their duty to help keep the cross walks safe. All pedestrians should cross in the crosswalks.

Arrival and Dismissal

Procedure for Arrival:

When dropping kids off or arriving by bus in the morning, students that are joining us for breakfast please enter through the front door directly into the commons. Breakfast will be waiting for you at **7:45 AM**.

Those who have already eaten breakfast, please go directly to the playground through the front doors. Students should stay out of hallways. Your teachers will greet you at **8:00 AM**.

Dismissal:

- Teachers will escort kids to the loading lane and buses. The loading lane runs along the entire playground fence.
- Kindergarten Pick-Up is at the end of the east side of the building by the big tree.

Fees, Fines & Charges

Students who damage district property will be held responsible for the reasonable cost of repairing or replacement of that property. Until fees are paid, the district may withhold grade reports.



Attendance

We encourage regular school attendance throughout the school year. **EVERY EFFORT SHOULD BE MADE TO AVOID KEEPING YOUR CHILD OUT OF SCHOOL FOR REASONS OTHER THAN REAL ILLNESS.**

Of course, when your child is ill, he or she should be kept home. **You should keep your child home if they show any of the following symptoms:**

- *Signs of fever over 100, vomiting or diarrhea within 24 hour period
- *MUST BE WITHOUT OVER 100° FEVER WITHOUT THE USE OF FEVER REDUCING MEDICINE FOR 24 HOURS**
- *A bad cold
- *Swollen glands or sore throat
- *General signs of illness such as vomiting, diarrhea, earache, headache, listlessness, or weakness
- *Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

Please call the school office at 541-549-8981 to let us know your child is staying home. Frequent illnesses may necessitate a doctor's note. It is expected that they will be able to participate in all school activities when they return to school. If they are unable to do so, keep them home until they have fully recovered. Sending your child back to school too soon can impair their recovery and can also contribute to others getting the illness.

Injury

Many of our staff members are trained in first aid. If your child becomes ill or is injured at school, a qualified person will attend to him or her. If more extensive care is needed, you will be contacted. **(Please be sure the office has current emergency numbers on file for this reason.)** If you cannot be reached, the principal will take whatever action she deems reasonable.

Children identified with special health needs must have an appropriate medical protocol written by a physician on file with our nurse. Special health needs may include, but are not limited to children identified as asthmatic, diabetic, severely allergic, epileptic, etc. Emergency medicine such as an epi-pen, glucagon kits, glucose tablets or specific snacks need to be provided by parent/guardian. Instruction for administration must be written by the physician and given to the nurse and designated staff.

School Nurse

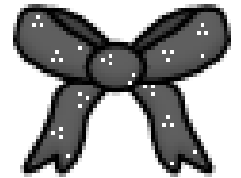
The school has the part-time services of a registered nurse to help the staff and parents with health problems students might have. It is important that parents inform the nurse of any health problems their child may have, has a history of or is ongoing. Our school nurse's hours are 8:15 AM-2:30 PM daily. Please call with any health questions, drop off medications, or turn in paperwork within this time frame.

School Based Health Center

The School Based Health Center is a State and County funded program which uses Nurse Practitioners to provide physicals, sick care, and immunizations. All district children ages 0-20 are eligible to use the Center. Children can receive care regardless of insurance status or ability to pay. All insurances can be billed / visit fee discounts are available for those who are eligible. Call **541-549-3183** for more information or to make an appointment. **Hours:** Tuesday, Wednesday and Thursday 11:00 AM—4:00 PM

Pets at School

Our school building and grounds are a pet-free zone. Due to allergies, sanitation and large groups of children at the elementary the district has established a **NO PETS/ ANIMALS** policy on the grounds during school hours. If you are here after school, please clean up after your pet. Thank you for respecting our desire to keep our elementary area safe and healthy for our students.



Accident Insurance

Parents may purchase student insurance through the school. Several coverage options are available. Application forms, which contain additional information and cost, will be distributed to all students the first week of school.

Sisters Parent Teacher Community

Sisters Parent Teacher Community (SPTC) is an active group of parents, staff and community members, who are responsive to the many needs of students and staff at Sisters Elementary School. Your participation in this organization helps build a sense of community. There are monthly meetings held and they are currently looking for new members at the school. Please find more information at www.sistersptc.com or their Facebook page.

Volunteers

We welcome volunteers at Sisters Elementary School! To protect the safety and welfare of our children, the Sisters School District conducts criminal background checks on all school volunteers who work directly with students, either in the classroom or on field trips. The forms are available at the office. There are many opportunities for you to assist in the classroom, office and/or library. The staff not only appreciates your help, but also enjoys working with parents and community members. Our volunteers have found this to be a rewarding and worthwhile experience. If you are interested, contact the office and your child's teacher.



Safety & Visitors

We encourage adult visitors in our school. If you are planning to visit a classroom, kindly make prior arrangements with the teacher. When you arrive, please sign-in at the office and use a 'Visitor' name tag to identify yourself. Staff members are required to question visitors in the school if they are not wearing visitor badges in an effort to keep our school safe. This process takes only a minute of your time and is a visual confirmation to our students and staff that you came in through the office and are supposed to be here.

Homemade Treats

Usually there are classroom parties. These and other celebrations will be conducted at the discretion of the teacher. Homemade treats for school parties, holidays, programs or birthdays are not allowed at Sisters Elementary. Board policy only allows food prepared in an inspected kitchen in accordance with Oregon Food Code 3-201.11.

Field Trips

Field trips are designed around classroom activities and curriculum. Parents will be notified of field trips and their expense, if any, beforehand. Supervision will be provided by the classroom teachers and by parent volunteers. At the beginning of the year, parents are asked to sign a field trip approval form with emergency information that accompanies the student on each trip. Volunteers are required to fill out a criminal background check each year to ensure student safety.

Field trip privileges may be denied if there have been classroom or playground behavior issues. Privileges are reserved for those students who act responsibly, can be trusted, and are able to exercise self control and respect for others.



Character Education and Project Wisdom

Character education is an intentional effort to help students understand, care about, and act upon core ethical values. Students with good character are caring, just, and responsible. They have developed an internal motivation to do their best and to contribute to the world around them. Good character education improves social and emotional competencies as well as academic performance. At Sisters Elementary we model, teach and support monthly character traits. Monday, Tuesday, Thursday and Friday mornings students start the day hearing from the principal, counselor, student or mystery narrator over the PA system in the school. In just one minute a day, we can reach every student and every staff member with a few words that will uplift and promote more positive and effective school climate.

Bus Conduct for Students

For the safety of everyone, all students are expected to exhibit good conduct at all times. This includes at the bus stop, loading, and unloading and while on the bus. The bus driver is in charge of the bus. Students *must* obey the driver and follow the Oregon State "Rules Governing Pupils Riding School Buses", posted in each bus. Failure to comply will result in the following disciplinary actions. Those students who choose to demonstrate inappropriate behavior will receive a discipline referral. Depending upon the severity of the offense, a student may be denied the use of the bus. In most cases, however, the first referral will not result in a suspension. All discipline referrals must be signed by the parent for the student to ride the bus the following day. During the first week of school, all drivers will review posted rules with student passengers. Very important...students should arrive at their bus stop five minutes before the scheduled departure time.

Basic Bus Rules

1. Pupils being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall remain seated while the bus is in motion.
4. Pupils shall converse in normal tones; loud or vulgar language is prohibited
5. Pupils shall not open or close windows without permission of driver.
6. No pets or animals shall ride the bus.

An automatic two day suspension will result for the following offenses:

- Throwing objects on, at, or from the bus
- Fighting
- Insubordination
- Vandalism
- Creating a fire hazard
- Possession and/or use of Drugs, Alcohol or Tobacco
- Profanity/obscene gestures
- Harassment



Students and Medications at School

To ensure the safety of every student in grades K-12, each medication incident must be handled consistently, according to board policy and in compliance with the law.

All prescription medication must be brought to school in the original, labeled container from the pharmacy, accompanied by written instructions from the doctor. Over-the-counter medication means only commercially prepared, non-alcohol-based medication which must also be in its original container accompanied by written instructions from the parent or guardian.

All medications must be brought to and from school by the parent or guardian. If the written requests are not provided, or the medication is not in the original container, the medication will not be administered until all requirements have been met. Every attempt will be made to contact you, the parent, to assist your child in this event. Please contact the school office for detailed information about your child taking medication at school.

Self Medication

Self medication of both prescription and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person and the necessary permission form and written instructions have been submitted as required above.



Telephones

Although we want to assist you and your child, the school telephones are for school business and emergency use only. Students are expected to make social arrangements prior to arriving at school. Use of cell phones is strictly for before and after school use. Phones should be turned off and put away during school hours. If these rules are not followed, the cell phone will be held in the office for parental pick-up.



Immunizations

Oregon law requires that all children from five through fourteen years of age entering public, private, or parochial schools for the first time be fully immunized against certain contagious diseases. These diseases are polio, measles, mumps, rubella, diphtheria, whooping cough, tetanus, hepatitis B, varicella (chickenpox), and hepatitis A. The child may be exempt for medical or religious reasons. Otherwise, if the requirements are not satisfied, the child is not allowed to enroll and attend school until such time the child's immunizations are current. This is a legal requirement.

General School Rules—The 3 Bs

- ☉ **Be Safe:** We think, talk and act in a safe and healthy way.
- ☉ **Be Respectful:** We treat people and their property, as we would like ourselves and our property to be treated.
- ☉ **Be Responsible:** We become self-managers and responsible citizens in class, in school and in our community.
- ☉ **Problem Solving:** We know what to do to solve big and small problems.

Communication with Parents

Sisters Elementary School communicates to our families with a principal newsletter—print and web based, a classroom weekly newsletter or updates, phone calls, emails and our new Tyler SIS Parent Portal <https://sdm.sisk12.com/ORSS360/>. We also have a website with up-to-date information for your convenience at <http://ses.ssd6.org>

Withdrawal From School

If you plan to transfer your child to another school, please notify the office so that we can help make the transition as smooth as possible. There is a checkout process that needs to be completed with Mrs. Warburg, teachers and other departments in the school before your child's last day with us. The new school will ask you to sign a form requesting that we forward your child's records to them.

Student Records

Parents and eligible students have certain rights regarding student records. They are as follows:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorized disclosure without consent.
4. Pursuant to Oregon Administrative rules 581-21-41, file with the United States Department of Education, a complaint under 34.CFR 99.64 concerning alleged failures by the district to comply with the requirements of federal law and...
5. Obtain a copy of the "district policy" with the regard to student education records.

**District policies are located at each of the schools and the District Office. Copies are available upon request at any of these locations.*

Curriculum

You will have several opportunities during the year to learn about your child's curriculum. These opportunities include the SPTC sponsored nights, Parent/Teacher/Student Conferences twice annually and Newsletters. We strongly encourage your participation in these events and look forward to getting to know all of our families.

Specials Rotation: PE, Music, Chinese and Art

Social Emotional Learning (SEL): Push-In Model into the classrooms

Physical Education

All students in grades K-4 are involved in Physical Education. If, for any reason, your child cannot participate in the normal physical education activities, a note to your child's teacher from your doctor is required. Gym is required and shoes must have non-marking soles. If your student comes to school without the appropriate shoes they may borrow some from the P.E. room reserve if the right size is available. If shoes are not available your student will sit out from P.E. activities for the day.

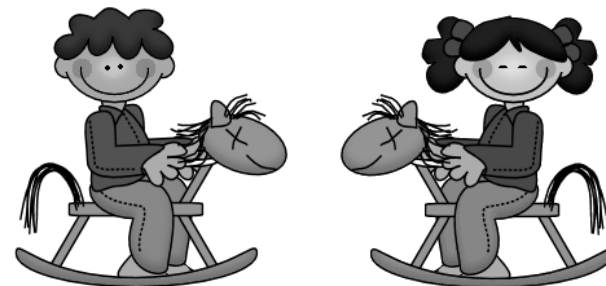
BICYCLES

Bicycles ridden to school must be parked and locked in the bike stands upon arrival in the morning. Any damage to or loss of a bicycle should be reported immediately to the school office. Knowing the serial number of your bike will assist in proper identification and possible recovery. The school will take reasonable measures to assist students in the safekeeping of their bicycles, but, in doing so, the school does not assume responsibility for damage or theft. Please remember Oregon law now requires all persons under 16 years of age to wear bicycle helmets.

Our "Workshop" Model

We include a "workshop" model in our reading and math core instruction. Periodic evaluations of your child's reading and math skills determine their reading and math intervention groups. Your child will receive appropriate skill level instruction with support for 30 minutes outside of their core homeroom instruction. These placements are flexible and will change as your student's skills develop. Teachers will monitor progress on a regular basis and make changes as indicated by evaluations. Your child's homeroom teacher will communicate with you regarding your child's progress in these curriculum areas.

Common Core State Standards: We have state benchmark expectations for students to master by grades 3 and 4. Sisters School District teaches the Common Core State Standards (CCSS). Testing happens in the spring before the end of the year. Please look for more information from the district, school and grade level teachers as we draw closer to testing.



Pre-Arranged Absences

All prearranged absences of 3 days or more must be approved by the principal at least 7 days in advance. This request is not a guarantee that the absence will be excused. According to state law, the only absences that are automatically excused are for sickness or emergencies. When a parent gives a child permission to be gone, that does not necessarily mean that the absence is excused. Refer to ORS 339.065 for an additional explanation of excused vs. unexcused absences. We know that many out-of-school experiences are enriching. State law requires us to withdraw a student who misses 10 consecutive school days.

Examples of unexcused absences include:

- Family vacations
- Medical appointments that can be scheduled before or after school
- Sleeping in
- Staying home on birthdays
- Skiing, snowboarding, hunting, fishing, etc.
- Visiting family members
- Sports or activities that are not offered through the school

PBIS (Positive Behavior Intervention Support)

As you walk through the halls of Sisters Elementary School, you may see three fingers in the air as teachers remind students, "Be the Three!" This statement summarizes the school rules: Be Safe, Be Respectful, Be Responsible. To reinforce positive behavior students receive "Golden Horseshoes" as an acknowledgment of when they are "Being the Three."

Please also notice our "Noise Level Signs". While moving throughout the school, students must respect the Level Zero. Lunch time is a Level 1-2. Recess is a Level 3. Thanks for your help in this new learning.



KELSO'S WHEEL FOR RESOLVING CONFLICTS

We are proactive in teaching students how to resolve potential and actual conflicts as they arise. We teach and reinforce "Kelso's Wheel". Students are encouraged to try at least two choices from the following before asking for help: *Talk it Out, Apologize, Tell Them to Stop, Wait and Cool Off, Go to Another Game, Share and Take Turns, Ignore It, Walk Away, and Make a Deal (or rock, scissors, paper/flip a coin, etc.)* We also teach that there are certain circumstances where students can get an adult's help immediately. Specifically, when the student is dealing with someone who is intimidating, using inappropriate language, threatening them or attempts to fight with them.

Talented and Gifted

We have a formal identification process and individualized plans for students who demonstrate talents and giftedness in reading, math or intellectual reasoning. Students must demonstrate skills and learning that is the same or better than 97% of their same age classmates in one of the above areas. Contact your child's teacher or the TAG coordinator for more information.

Rumors

Someone once said, "If you hear something positive, tell everybody! If you hear something negative, tell me!" Rumors and misunderstandings can usually be resolved. Please call me personally if you have or hear something that concerns you. To reach Principal Joan Warburg please call 541-549-8981. It is my goal to be available to problem solve with you.

Sisters Elementary School Homework Philosophy

At Sisters Elementary School, we recognize the necessity of balance in the lives of developing young children. Time spent with family and friends, engaging in extracurricular activities (such as sports, music, or hobbies), eating dinner together, having time to unwind or personal "free time", enjoying all that Central Oregon has to offer and getting to bed early are of great importance in maintaining both mental and physical health. With this in mind homework at our school will consist of no more than 30 minutes nightly reading and math practice related to the day's classroom instruction. It is a highly encouraged routine that has proven beneficial throughout a person's life. The Deschutes Public Library, our school library and teachers are great resources for getting the right books in the hands of your children. In addition to reading, practicing math facts regularly leads to rote memorization and builds a strong foundation for success in higher level math. If you feel that your child needs more, please communicate with your teacher for ideas of support.

Storyline Learning

Storyline is a structured approach to learning and teaching that was developed in Scotland. It builds on the key principle that learning, to be meaningful, has to be memorable, and that by using learner's enthusiasm for story-making, the classroom, the teacher's role and learning can be transformed. Storyline is a strategy for developing the curriculum as an integrated whole. It provides an opportunity for active learning and reflection as essential parts of effective learning and teaching. At the same time it develops in learners a powerful sense of ownership of their learning. Teachers at Sisters Elementary are trained in this method and will implementing this learning into their classrooms.

Specials Rotation—2018 and 2019

Specials of PE, Music, Art and Chinese will be taught Monday—Friday this year. Specials are also taught all day long.



Sisters Elementary Parent Involvement Plan

The Sisters Elementary Parent Involvement Plan has been developed by SES Staff and the School-Wide Planning Team. Parents are encouraged to be part of their child's education. The bulleted list below includes how Sisters Elementary School plans to distribute information and provide opportunities for parent participation.

Distribution Information:

- The Parent Involvement Plan will be posted in the school office area as well as in the SES Handbook. A copy of this plan will be sent home annually to parents (SES Handbook).
- Parents can access updated school information at the school's website.
- Information related to school and parent programs, meetings, and other activities will be communicated in the student's native language to parents through timely notes, invitations, and newsletters sent home with students.
- Classroom teachers will provide achievement test information through parent/teacher conferences, parent requests, meetings, and printed information that is sent home.
- A signed Teacher-Student-Parent compact outlines how teachers, students, and parents will share the responsibility of improved student achievement. The compact will be sent home annually in the fall.

Parent Participation:

- Parents will have opportunities to participate in school-family activities planned throughout the year.
- Parents will have opportunities to participate in school decision-making regarding the education of their children.
- Parents will have the opportunity to jointly review the Student-Parent-Teacher compact annually.
- Teachers are available to answer questions about the district's curriculum. Parents may provide suggestions to aid in making decisions regarding the education of their children.
- Parents are encouraged to observe instruction and other school activities that involve his/her child within established parameters by the principal.
- Parents are encouraged to volunteer and help at school, in the classroom, on field trips, and at other school events at Sisters Elementary School.

Meetings:

- Parents will be informed of the requirements of the Title 1 program and their rights to be involved.
- Parent meetings will be held at various times to accommodate the needs of families. Interpreters will be provided as needed.

Drafted by TAS Team with parent input on 4.23.16; reviewed by SES Leadership on 4.28.16; reviewed by SSD School Board on 5.7.16.

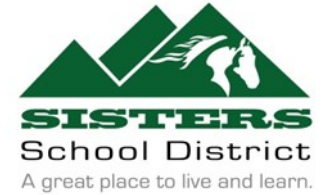
Sisters Elementary Staff is dedicated to providing a safe, respectful, responsible, and challenging learning environment. As a Title I school, a goal of Sisters Elementary is to encourage parent involvement in the education of their children.



Sisters Elementary School

Student-Family-Teacher Pledge

2018-2019



Sisters Elementary School Vision

Staff, students, families and community members of Sisters Elementary School believe in building positive caring relationships and inspiring all students to engage in their learning in a supportive and trusting environment.

Sisters Elementary School recognizes families as essential partners in the educational process. Families may engage in a variety of roles including supporters, encouragers, monitors, models, advocates/activists, decision-makers/choosers, and collaborators. The staff at Sisters Elementary School believes in cultivating and sustaining respectful partnerships with families that are linked to learning and the growth and success of each student.

Student Pledge	Family Pledge	Teacher Pledge
<p><i>I understand that learning is important to my future. I know that by working hard now, I will be college or career ready for a future that excites me. My family and school care about my academic and social emotional learning.</i></p> <p>I pledge to:</p> <ul style="list-style-type: none"> ● Be the Three: Safe, Respectful and Responsible ● Ask for help from my teacher(s) and family if I am having trouble ● Read and practice math everyday ● Work hard to improve my math and reading skills ● Turn in completed work on time ● Always give my best ● Believe I can learn and grow ● Other: _____ 	<p><i>I understand that my child's education today will influence their future academically and social emotionally. I am committed to supporting my child's growth and development.</i></p> <p>I pledge to:</p> <ul style="list-style-type: none"> ● Be sure that my child arrives at school on time everyday unless they are ill ● Monitor my child's progress and let the teacher know right away if I notice any problems ● Read and practice math with my child daily ● Help my child to see how reading and math are used in daily life to pursue interests and goals ● Partner with the school in a variety of roles to support and encourage learning in a positive way ● Other: _____ 	<p><i>I am committed to creating a classroom that encourages the academic, social emotional, and the all-around success of each student at Sisters Elementary School.</i></p> <p>I pledge to:</p> <ul style="list-style-type: none"> ● Respect family culture and build a relationship with every child in my class ● Communicate and work with families to provide the best educational experience ● Ensure every student receives help as soon as it is needed ● Explain my approach to teaching and classroom expectations ● Believe that all students can achieve at a high level ● Provide a safe and supportive classroom environment for learning ● Other: _____
Student Signature: _____ Date: _____	Family Signature: _____ Date: _____	Teacher Signature: _____ Date: _____

Insert pages of RTI framework
Insert pages of PBiS from Wendy