



SES Student Handbook



2026-2027

Home of the Outlaws

Sisters Elementary School Song

What is the best school here in the west?

Sisters Elementary, we are the best!

We will strive to do what's right,

And we will try with all our might!

All of our school work we have achieved,
When we're in fifth grade, we'll hate to leave!

So give three cheers and be the three.

We're the best school you've ever seen.

Go Outlaws!

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 ourselves 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 STEAM program will enhance our core instruction.

We will meet the needs of all students. SES develops school-wide approaches for academic and behavior support 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 that every child has genius and is an integral part of our community. We will recognize each student for their unique contributions and will build a community where every child belongs.

We will engage our community. Parents/Guardians 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 support and practices with our families for successful implementation of learning for all students.

Dear Sisters Outlaw Families,

Welcome to the 2025–26 school year at Sisters Elementary School! I am honored to introduce myself as the new principal and to join a school community that is so deeply rooted in care, collaboration, and a commitment to student growth.

At Sisters Elementary, we are proud to be part of a district whose mission is *community-connected education that creates belonging, prepares, and inspires*. This year, we will continue to invest in the relationships that support every student's academic and personal growth. Together, we will build a culture of belonging, curiosity, and leadership—one where every child is known, valued, and challenged to become the best version of themselves.

As we head into the school year, our school-wide focus will center around the 3 B's—**Be Safe, Be Respectful, and Be Responsible**. These simple yet powerful expectations guide our students in how to care for themselves, others, and our school environment. You'll see the 3 B's woven into everything we do—from classroom routines to playground interactions to how we respond to challenges. Our goal is to create a shared language and culture that empowers students to make positive choices, build strong relationships, and contribute to a safe and supportive school community. We will explicitly teach and model these behaviors, celebrate them when we see them, and partner with families to help students grow in their understanding and application of the 3 B's both in and out of school.

You'll find that this handbook outlines the policies, expectations, and values that help guide our school community. Please take time to read through it with your child. It serves as a helpful resource throughout the year and supports a shared understanding of how we work together to maintain high academic and behavioral standards. At the end, you'll find an acknowledgement form that we ask each family to sign and return.

If questions arise that aren't answered in these pages, I encourage you to reach out to a teacher, counselor, or administrator. We are here to support you and your child every step of the way.

I'm truly excited for the year ahead—and grateful to be joining a team of talented educators and dedicated families. Thank you for partnering with us as we grow, learn, and lead together.

Megan Storey

Principal

Jana Giles

Assistant Principal of Student Success

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Non-Discrimination

Sisters School District does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, marital status, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law, in any of the programs and activities it operates, and provides equal access to the designated youth organizations in the Boy Scouts of America Equal Access Act. View our non-discrimination policy (Policy AC) and complaint procedures (regulation AC-AR) on our website.

The following persons have been designated to handle inquiries regarding the district's non-discrimination policy:

- Our Title IX Coordinator is our Human Resources Director (currently Joe Hosang), 525 E. Cascade Ave., Sisters, OR 97759, 541-549-8521 or joe.hosang@ssd6.org.
- Our Section 504 Coordinator is our Director of Special Education (currently Lorna Van Geem), 525 E. Cascade Ave., Sisters, OR 97759, 541-549-8521 or lorna.vangeem@ssd6.org

Sexual Harassment Under Title IX and Oregon Law

As part of its commitment against discrimination on the basis of sex, and as required by Oregon Law and Title IX, Sisters School District does not tolerate sexual harassment in any form in any of the programs or activities it operates. Any person

may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email using the contact information listed above for our Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's report. Such reports may be made at any time, including during non-business hours. The District will promptly respond to all such reports in a manner that is not deliberately indifferent, and will treat complainants and respondents equitably by offering supportive measures to a complainant and by following a grievance and investigation process before imposing any disciplinary consequences or sanctions on a respondent. For more information about this, please see our sexual harassment policy (Policy [JBA/GBN](#)) and complaint procedure ([GBN/JBA-AR](#)), which are found on our website.

Sisters Elementary School Contact Information

Address: 2155 McKinney Butte Rd. Sisters OR, 97759

Phone: 541-549-8981

District: Sisters School District 006

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

Administration & School Support Team:

Principal: Megan Storey Assistant Principal: Jana Giles Counselor: Kate Kuitert Office Admin Team: Nancy Gray Office Admin Team: Carlene Turpen Media Manager: Laura Leis	Nurse: Jenny Morris 504 Coordinator: Jana Giles TAG Coordinator: Erika Velikonja Nutrition Services: Melissa Cretsinger Custodial: Kevin Madsen, Monte Meade, Shaun Herman Preschool Promise Director: Mylee Card
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Elementary School-District Support Team:

Superintendent: Curtiss Scholl Special Services Director: Lorna Van Geem School Psychologist: Angela Fricilone Speech Pathologist: Heather Cramer, Sarah Miller Emergent Bilingual Students: Melissa Smith Resource Officer: Casey Karpstein	Mental Health: Care Solace FAN Coordinator: Jaclyn Kordell Latino Family Liaison: Jaclyn Kordell Technology Specialists: Todd Pilch, Wes Estvold, Conan Tigard Data and Student Information Specialist: Kaely Knight Transportation: Tony Steele
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Instructional Team:

Stephanie Burke: Kindergarten	Ellie Vita: Music
Rebecca Kuenzi: Kindergarten	Nicole Penoncello: Art
Misty Nicklous: Kindergarten	Ashleigh Thomas: PE
Beau Iwersen: 1st grade	Jocelyn Blevins: STEM
Annie Reid: 1st grade	Caroline Molesworth: Special Education
Joni Stengel: 1st grade	Lauren Bledsoe: Special Education
Erika Velikonja: 1st grade	Alexis Barry: Special Education
Aaron Simundson: 2nd grade	Melissa Smith: MultiLingual Teacher
Troy Hulin: 2nd grade	Sue Wessel: Educational Assistant
Gretchen Lane: 2nd grade	Jessica Hensley: Educational Assistant
Alyssa Leason: 2nd grade	Jane Lindquist: Educational Assistant
Julie Holden: 3rd grade	Kathy Gillan: Educational Assistant
Kristy Arness: 3rd grade	Ashlee Churm: Educational Assistant
Lea Kidney: 3rd grade	Taylor Henegar: Educational Assistant
Hana Bearson: 3rd grade	Madison Gibney: Educational Assistant
Jessica McMahon: 4th grade	Corinne Washburn: Educational Assistant
Katie Parsons: 4th grade	Andrea Schwartz: Educational Assistant
Clay Warburton: 4th grade	Lena Vogelgesang: Educational Assistant
Emma Keeton: 5th grade	Shea Herburger: Preschool Promise
Kathy Few: 5th grade	Teacher
Amy Dart: 5th grade	Denise Tapia: Preschool Promise
Deidre Iwersen: 5th grade	Educational Assistant

For SES Staff contact email and phone extensions: [SES Directory](#)

BELL SCHEDULES

Monday - Thursday	
8:10	Gates open for breakfast eaters
8:15	Gates open - all student drop off begins
8:25	First bell - students enter classrooms
8:30	Tardy bell - Schools starts
9:45-10:00	Kindergarten & 1st grade morning recess
10:00-10:15	2nd & 3rd grade morning recess
11:00-11:45	Kindergarten & 1st grade lunch & recess

11:25-12:15	2nd & 3rd grade lunch & recess
12:00-12:45	4th & 5th grade lunch & recess
12:50-1:05	Kindergarten afternoon recess
1:00-1:15	1st grade afternoon recess
1:45-2:00	2nd & 3rd grade afternoon recess
2:00-2:15	4th & 5th grade afternoon recess
School dismissal: 3:00 3:05 3:10	Kindergarten 1st Grade 2nd-5th Grades

Friday	
8:10	Gates open for breakfast eaters
8:15	Gates open - all student drop off begins
8:25	First bell - students enter classrooms
8:30	Tardy bell - Instruction begins
8:30-9:15	Grade level gatherings/assemblies
11:00-11:45	Kindergarten & 1st grade lunch & recess
11:25-12:15	2nd & 3rd grade lunch & recess
12:00-12:45	4th & 5th grade lunch & recess
School dismissal: 1:00 1:05 1:10	Kindergarten 1st Grade 2nd-5th Grades

SCHOOL CALENDAR

SISTERS SCHOOL DISTRICT 2026 - 2027

	No School, Holiday	No School, Enhancement Day	First Day	Conferences	Finals	Graduation
AUGUST M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31	FEBRUARY M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26					5th ALL SCHOOLS: No School, Teacher Workday 11th ALL SCHOOLS: Full Day SES & SMS: Evening Conferences 12th SES & SMS: No School, Conferences SHS: Full Day 15th ALL SCHOOLS: No School, PRESIDENTS DAY
	SEPTEMBER M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30					MARCH M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31
1st 1st - 12th: School in Session 7th ALL SCHOOLS: No School, LABOR DAY 8th Kindergarten: First Day of School 9th Pre-K: First Day of School 28th ALL SCHOOLS: No School, In-Service Day	OCTOBER M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30					10th ALL SCHOOLS: Full Day, SHS Finals 11th ALL SCHOOLS: Half Day, SHS Finals 12th ALL SCHOOLS: No School, Grading Day *** END OF 2nd TRIMESTER *** March 15th - 26th SPRING BREAK
16th ALL SCHOOLS: No School, Teacher Workday 21st ALL SCHOOLS: Full Day SES: Evening Conferences 22nd SES: No School, Conferences SMS & SHS: Full Day, Evening Conferences 23rd ALL SCHOOLS: No School, Conferences	APRIL M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30					30th ALL SCHOOLS: No School, Teacher Workday
11th ALL SCHOOLS: No School, VETERANS DAY November 23rd - 27th THANKSGIVING BREAK	NOVEMBER M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30					MAY M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31
3rd ALL SCHOOLS: Full Day, SHS Finals 4th ALL SCHOOLS: Half Day, SHS Finals 7th ALL SCHOOLS: No School, Grading Day *** END OF 1st TRIMESTER *** December 21st - January 1st WINTER BREAK	DECEMBER M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31					5th ALL SCHOOLS: Full Day SES: Evening Conferences 6th SES: No School, Conferences SMS: Full Day, Evening Conferences SHS: Full Day 7th SES & SMS: No School, Conferences SHS: Full Day 31st ALL SCHOOLS: No School, MEMORIAL DAY
18th ALL SCHOOLS: No School, MLK DAY	JANUARY M T W T F 1 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29					JUNE M T W T F 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 23 24 25 26 28 29 30
	JULY M T W T F 1 2 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30					3/4th ALL SCHOOLS: Full Day, Senior Finals 11th ALL SCHOOLS: Full Day, GRADUATION 15th SES & SMS: Full Day SHS: Half Day, SHS Finals 16th SES & SMS: No School SHS: Half Day, SHS Finals 17th ALL SCHOOLS: No School, Grading Day *** END OF 3rd TRIMESTER *** 18th ALL SCHOOLS: No School, JUNETEENTH June 21st - August 27th SUMMER BREAK (Labor Day falls on September 6th in 2027)

SSD SCHOOL BOARD APPROVED: 01/07/2026



Sisters School District

Licensed Staff Workdays: 190
1st Trimester: 60 Days with students
2nd Trimester: 55 Days with students
3rd Trimester: 55 Days with students

SSD6.ORG | 541-549-8521

GENERAL SCHOOL INFORMATION AND PROCEDURES

School Phone Number: 541.549.8981

Building Hours: Office hours are from Monday – Friday from 7:30 AM to 3:30 PM.

Student Hours: Student hours are Monday – Thursday from 8:30 AM to 3:10 PM; Friday from 8:30 AM to 1:10 PM.

Arrival Time:

- 8:10 - Breakfast
- 8:15 - Arrival gates open
- 8:25 - School doors open
- 8:30 - Tardy Bell
 - Students, report to the front office when tardy

After School:

All students must exit the building at 3:10 pm. There is no after school supervision; parents/guardians must provide supervision if their child is waiting for an after school activity. IF your child is enrolled in the SPRD Kid's Club, they will go directly to the Commons/Cafeteria. Please communicate with SPRD any changes.

Emergency Closing:

In the event of an emergency, the district will make a decision regarding school closures or delays by 5:30 AM. This information will be communicated through ParentSquare.

The Sisters School District has developed a plan for evaluating road conditions, weather forecasts and other factors determining school closure. In the event of hazardous or emergency conditions, the superintendent may alter district and transportation schedules to ensure the safety of students and staff. These alterations could include school closures (collectively or individually, delayed openings or early dismissal). 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), KQAK (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 communication system called "ParentSquare", that will notify district families in the case of school closure or late start, so be sure to listen to your voicemail 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 10:30 am (two hour delay). However, school is released at the normal time. Ultimately, the safety of the district's students is the

most important factor. If parents/guardians believe it is best for their children to remain home during an inclement weather day, the district encourages them to make that decision.

Change in Regular After School Routine:

School staff cannot manage shifts in after school plans. Please go to your child's regular dismissal location to retrieve them if you make changes to your plans. Call the office for any transportation changes. Any bus transportation changes MUST be cleared by the transportation department.

~~Staff cannot manage daily changes to after school plans. Please collect your child from their regular dismissal location. Contact the office for transportation changes; bus changes must be cleared by the transportation department. Staff cannot manage daily changes to after school plans. Please collect your child from their regular dismissal location. Contact the office for transportation changes; bus changes must be cleared by the transportation department.~~

Transportation Phone: 541-549-9681

Emergency Procedures:

SES runs emergency drills to practice procedures in preparation for actual emergencies. Students are expected to take emergency drills seriously and remain completely quiet until the drill is over or they return to the classroom.

Fire Drills, Hold, Secure, Lockdowns, and Earthquake Drills are practiced throughout the school year.

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. Please see volunteer procedures for further information.

Telephones and Electronic Communication Devices:

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 and electronic communication devices such as watches, is strictly for before and after school use. Phones/devices must be turned off and put away during school hours.** If these rules are not followed, the cell phone/device will be held in the office for parent/guardian pick-up.

Student Attire:

Students' dress and grooming shall aim to ensure safety, minimize distractions, and promote a respectful learning environment. Please observe the following guidelines:

- Clothing should provide adequate coverage and not expose underwear or private parts
- No costume wear unless allowed for a specific event

School Board Policy JFCA - Student Dress and Grooming:

Dress and grooming while in school is basically an individual responsibility of student and parent. However, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met.

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 school, the district has established a **NO PETS/ANIMALS policy on the grounds during school hours including arrival and dismissal.**

If you are here as a community member 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.

Withdrawal from School:

If you plan to transfer your child to another school, please notify the office ASAP so that we can help make the transition as smooth as possible. ~~There is a checkout process that needs to be completed with Mrs. Storey, 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.

Private Property (Phone, Electronics, and Toys):

Please do not allow your student to bring toys from home, or any item not approved by the teacher or principal. Toys, balls, fidgets, and other personal items are to be left at home. **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.

Prior to entering the building ALL toys and electronic devices must be OFF AND IN THE BACKPACK until the student leaves the school building.

Lost and Found:

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 the cafeteria on the Lost and Found racks. Smaller items are kept in the office. Please encourage your child to check it regularly. Parents may also come and check the lost and found before or after school. Unclaimed items are donated to charitable organizations at winter break, spring break, and summer break.

Computer and Internet Use:

The use of school computers is a privilege. You are responsible for your actions while using the school's computer resources. If you don't follow school and district policies, you may lose access to all computer use at SES. Please see Technology Addendum at the end of this handbook and click the following link for the complete [Student & Parent: Technology and Chromebook Handbook](#).

Bicycles, Scooters, and Skateboards:

Students must walk their bikes, scooters, or skateboards once they arrive on campus. Bicycles, scooters, or skateboards ridden to school must be parked and locked/stored in the bike stands upon arrival in the morning. Any damage to or loss of a bicycle, scooters, or skateboards should be reported immediately to the school office. Knowing the serial number of your bike will assist in proper identification and possible recovery.

Sisters Elementary School will take reasonable measures to assist students in the safekeeping of their bicycles, scooters, or skateboards, 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 helmets.

Only third, fourth, and fifth grade students may ride bicycles, scooters, or skateboards to and from school without parent/guardian escort with a completed permission slip.

Wheelies:

For safety reasons shows with wheelies should be left at home. If, for some reason, they are brought to school, they must be checked in with their teacher. Under no circumstances are they permitted to be used on school grounds.

Fees, Fines & Charges:

Students who damage or lose 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. Records of these unpaid fees will carry forward into SMS and SHS and can impact student privileges at those levels.

ACADEMICS

Curriculum:

Guaranteed Viable Curriculum: We believe every student deserves a quality education, regardless of their classroom placement. Our teaching teams regularly collaborate to plan instruction, ensuring all students in a given grade level receive consistent core instruction.

Common Core State Standards: ~~Sisters School District teaches the Common Core State Standards (CCSS). Students in grades K-5 are assessed three times annually against our benchmark expectations. Additionally, Oregon has state benchmark expectations for students to master by grades 3, 4, and 5, with state testing occurring in the spring.~~

Sisters School District uses the Common Core State Standards as our foundation. We check in on student progress three times a year in grades K-5 to ensure everyone is on track, using district and state approved diagnostics. In the spring, students in grades 3, 4, and 5 also participate in Oregon's required state testing. ~~uses the Common Core State Standards as our foundation. We check in on student progress three times a year in grades K-5 to ensure everyone is on track, using district and state approved diagnostics. In the spring, students in grades 3, 4, and 5 also participate in Oregon's required state testing.~~

Parents/guardians will have several opportunities throughout the year to learn about their child's curriculum and progress. These include SPTC-sponsored nights, Family/Teacher/Student Conferences (twice annually), and newsletters. We strongly encourage your participation in these events and look forward to partnering with all our families.

We have use the BENCHMARK literacy curriculum, and iReady Classroom math curriculum, NGSS FOSS, and Mystery Science for our core instruction. Additionally, students access individualized learning pathways through the online platforms of iReady for reading and math practice.

Grading Policy and Report Cards:

The grading policy is a vital component of the school program, serving to determine a student's progress throughout the school year and provide a final evaluation of their skills and knowledge at a given grade level.

At the elementary level, the purpose of grades is to inform parents/guardians, fostering a partnership to help students master standards. Sisters Elementary School (SES) grades students based on proficiency in meeting standards. **The goal is for all students to achieve a '3,'** indicating grade-level proficiency. If a student's performance is at a '1' or '2' in a particular standard, teachers will contact parents/guardians to create a support plan for their child.

Report cards are sent out trimester one and two, and posted on ParentVue for Trimester 3. Teachers may conference with parents/guardians after the first trimester to interpret the information and develop a plan. The proficiency grading scale is as follows:

- 4- Exceeds Grade Level Standards
- **3- Meets Grade Level Standards**
- 2- Nearly Meets Grade Level Standards
- 1- Does not Meet Grade Level Standards

Interventions and Supports:

SES focuses on individual student growth, recognizing academic achievement based on effort and progress. Teachers meet weekly in teams to examine student work and evaluate progress, creating plans to accelerate student growth and achievement. If a student is struggling academically or with social-emotional skills, teachers will collaborate with parents/guardians to develop a Personalized Learning Plan (PLP) to address specific lagging skills. This plan will be implemented with the support of our Student Success Team (SST), and the student's progress will be monitored and evaluated. If a student continues to struggle, the teacher and SST will schedule an Individual Problem Solving (IPS) meeting with parents/guardians to create a more formalized support plan. Should the student continue to struggle with these supports, a Special Education evaluation may be considered to gather additional data and information for optimal student support.

As part of our Response to Intervention (RTI) processes, Sisters Elementary School incorporates a 'workshop' model within our core reading and math instruction to tailor support to students' individual strengths and challenges. Periodic evaluations of your child's reading and math skills determine their placement in reading and math workshop groups. Your child will receive skill-level instruction with support for 30-45 minutes outside of their core homeroom instruction. These placements are flexible and will adjust as your student's skills develop. Teachers regularly monitor progress and make changes as indicated by evaluations. Your child's teacher will communicate with you regarding their progress in these curriculum areas.

At SES, we focus on every student's personal growth and effort. Our teachers meet weekly to review student work and find the best ways to support learning.

If your child needs extra help, academically or with social-emotional skills, we will work with our Care Team to create a personalized plan to help them succeed. We will check their progress regularly and, if needed, meet with you to adjust this plan or look at other ways to support them, including potential evaluations for additional services.

In reading and math, we use a 'workshop' model to tailor instruction to your child's needs. We periodically check their skills and place them in small groups for 30-45

~~minutes of extra support outside their main classroom. These groups are flexible and will change as your child learns new skills. Your child's teacher will keep you informed of their progress.~~

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Homework:

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 (K-4) will consist of no more than 30 minutes of nightly reading and occasional math practice related to the day's classroom instruction. 5th grade will have a gradual increase in homework expectations throughout the year to prepare for middle school.

Reading 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.

Specials Rotation:

Students receive weekly specialized instruction in PE, Music, Art and STEM. Specials are taught throughout the day with grade levels rotating through the specialist classrooms. Specialists collaborate regularly with grade level teams to plan integrated lessons.

ARRIVAL AND DISMISSAL PROCEDURES

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. We need YOU to help us keep students safe and traffic flowing smoothly. Let's continue to work together to ensure our children's safety!

Arrival Schedule:

- **8:10 AM:** Breakfast line opens.
 - Students eating breakfast may enter through **the back entry gate (at the stadium parking lot)** or the **bus gate**, and proceed calmly to the cafeteria.
- **8:15 AM:** All gates (car lane and bus/walker) open for student drop-off.
 - Students should walk calmly to the blacktop.
- **8:25 AM:** Classrooms open.
 - Students enter through their designated playground doors and walk calmly to their classrooms.
 - Students arriving after 8:25 AM should report directly to their classrooms.
- **After 8:28 AM:** All gates close;
 - Students must enter through the front entrance.
- **8:30 AM:** Tardy bell; instruction begins.
 - Students not in their classrooms by this time are considered tardy, and must check in at the office.

Dismissal Schedule:

- **3:00 PM (1:00 PM Fridays):** Kindergarten dismissal.
- **3:05 PM (1:05 PM Fridays):** 1st Grade dismissal.
- **3:10 PM (1:10 PM Fridays):** 2nd, 3rd, 4th, and 5th Grade dismissal.

Important Pick-Up & Drop-Off Information

Please select one of the options below. To change your dismissal plans, call the office at 541-549-8981.

Note on Early Pick-Ups: **We will not interrupt class for early release between 2:45 PM – 3:10 PM.** Early call-outs take up to 15 minutes, and students will only be paged *after* you arrive at the office. Visitor parking is available in front.

OPTION 1: Reed Stadium Parking Lot

(Car Drive-Thru / Walkers & Bikers)

- Enter the parking lot from McKinney Butte Rd. Once dropped off, students will walk through the open gate to the blacktop.

Drive-Thru Drop-Off & Pick-Up

- Stay in your vehicle: Drivers must stay in their car, leave the engine running, and remain off cell phones.
- Safety First: Students must enter/exit the vehicle from the passenger side (curb side) only. Never let students cross between cars.
- Grades 2–5 Dismissal: Please do not enter the pick-up line before 3:05 PM to allow time for kindergarteners to clear out.

Walkers, Bikers & Scooters

- Route: Walk west on McKinney Butte (high school side), cross at the raised crosswalk near the stadium, and stay on the sidewalk.
- Rules: Bikes/scooters must be walked on the sidewalk. Parents picking up on foot may wait on the blacktop.
- Independent Commuters: Only 3rd, 4th, and 5th graders may walk, bike, or ride to/from school without an adult. Please review their route plan with them.

Note: The play structure is closed at dismissal for SPRD Kids Club.

OPTION 2: Bus Gate

(Bus Riders Only)

- The bus zone along Highway 242 is strictly reserved for buses—no cars allowed.
- For route info, call SSD Transportation at 541-549-9681.

Attendance Reminders

- Arrival: Please have your student at school by 8:20 AM for a calm, on-time start.
- Dismissal: Avoid regular early pick-ups to minimize classroom interruptions.

Thank you for helping us keep our students safe!

Important information:

Parents/Guardians will need to choose between the following two options for their student. Once you have confirmed your schedule with your student's teacher, you will need to go to the prearranged location to retrieve your student if there is a change in your dismissal plans, please call the office.

OPTION 1: Reed Stadium Parking Lot—Car Lane Drive Thru, Walker/Biker Gate

This option is for Parents/Guardians who are dropping students off from their car and NOT GETTING OUT OF THE VEHICLE and students that are walking or riding bikes/scooters.

Arrival:

Please enter the parking lot from McKinney Butte Rd.

Car lane drive thru drop off: pull into the lane **This lane is for “loading/unloading ONLY”. Please do not park, get out of your car, or turn your car off** as this impedes other traffic and creates dangerous conditions. During winter ice conditions, please be especially mindful as you drop your student off. **For the safety of your child, students need to exit and enter the vehicle from the passenger side (right side) closest to the curb. At no time should a student be exiting on the left side and walking through the cars to get to the curb.**

Walking/Biking: Students may walk to the school by walking west on McKinney Butte on the high school side of the road. They can then cross the street at the corner by the stadium at the first raised crosswalk. Please stay on the sidewalk and make sure to walk bikes once on the sidewalk.

Only third, fourth, and fifth grade students are permitted to independently walk and/or ride their bicycles, scooters, or skateboards to and from school without a parent or guardian. Please make sure your child knows the plan for walking/riding their bikes/scooters, or skateboards home.

Once Parents/Guardians drop students off along the fence line, students will calmly walk through the open gate to the blacktop.

Dismissal:

Car lane drive thru pick up: Drivers must stay in their cars and off their cell phones while waiting for their students. Do not turn off your car and stay vigilant for walking students. Students will enter the car from the curb side. Students will exit from the gate and be waiting for you along the fence line.

- ~~If you have a 2nd-5th grade student, please do not enter the car line until 3:05 to give time for kindergarteners to exit.~~

~~Walking/Biking: Parents/Guardians can wait on the blacktop for their students to be picked up.~~

~~Only third, fourth, and fifth grade students are permitted to independently walk and/or ride their bicycles to and from school without a parent or guardian. Please make sure your child knows the plan for walking/riding their bikes home.~~

~~****THE PLAYSTRUCTURE IS CLOSED AT THIS TIME FOR SPRD KIDS CLUB****~~

OPTION 2: Bus Gate

~~This option is for students who are taking the bus.~~

~~The bus zone, located along Highway 242, is strictly reserved for buses; no cars are permitted.~~

~~For bus route information, please contact SSD Transportation at: 541-549-9681~~

~~**If you have any changes to your child's dismissal procedure, please contact SES at 541-549-8981**~~

~~**The first and last 15 minutes of the school day are the most vital parts of the day for student connections to their classroom community. Therefore, we invite you to assist your student in being at school no later than 8:20 so that they can have a calm, positive start to their day. Additionally, we ask that you make arrangements to not pick your student up early.**~~ We know that emergency appointments happen and we will support you in those instances. However, we will not regularly interrupt classrooms to pull students early, if it becomes a habitual request. Please allow yourself sufficient time to come to the office and wait while the staff locates your student and gets them to the office; this process can take up to 15 minutes depending on when you need to pick up your child. ~~The office will no longer be calling students out of class before the parent arrives at the office.~~ For your convenience we have reserved visitor parking spots at the front entrance to the school should you have office business. We will not be releasing children early between 2:45-3:10; you will need to wait for dismissal and meet your child at their scheduled location.

~~**THANK YOU for helping us keep our students safe!**~~

Breakfast:

Students will enter the cafeteria from the blacktop between 8:10-8:25 to pick up their breakfasts. They will eat their breakfasts in the cafeteria. When finished they will raise their hands to be dismissed and throw their trash away before walking to their

classrooms or to the blacktop. **A modified breakfast will be served after 8:25.** If you are planning to have your child eat breakfast, it is best to arrive before 8:20.

Winter/Rainy days:

When the temperatures and conditions warrant the change, students will be moved indoors.

ATTENDANCE

Establishing a good attendance record will help your student academically in school, create meaningful relationships with other students and staff, and develop routines that will lead to college and career readiness. Students who regularly miss school find their learning suffers because of many learning experiences such as hands-on activities, group discussions, guided classroom lessons, etc. that are often impossible to recreate in the form of homework.

Strive for 95:

The Sisters School Community has a goal for your student to “Strive for 95” percent attendance this school year. This means missing less than 3 days per trimester. Our hope is that we can partner with you to strive for an amazing attendance record for your student this school year.

Establishing a good attendance record is easy; come to school every day you are healthy. Absences are classified as excused or unexcused.

Absences:

All students are expected to attend school regularly and to be on time for classes. Sisters School District Policies and State of Oregon Laws govern attendance rules. House Bill 2487 allows School Boards to establish policies that allow consideration of attendance in determining a student’s grades. If you have excessive excused/unexcused absences your grades may be affected by those absences.

Absences will be classified as (1) excused or (2) unexcused.

A school excused absence is for the following:

1. Death in the family or some other significant family emergency outside of the control of the student or the student’s family.
2. Medical, dental, or optical appointments.
3. Illness of the student. Verification of illness from a parent must be done within two (2) days after the student’s return to school.
4. Official school trips or school-sanctioned activities.
5. Approved religious holidays and mandated court appearances.
6. Reasons approved by the school upon showing good cause prior to the absence.
7. If absences are due to illness and are for an extended period of time or

number of days, a note will be required from a medical physician documenting why these absences were required.

OAR 581-023-006(4)(6) states that students absent for 10 consecutive days will be withdrawn by the attending school district.

Absence Reporting:

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 7:30 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.

Truancy Procedures:

Truancy is when students are missing school without a valid reason or communication from parents/guardians. 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 **may** 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/guardians, 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/guardians 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 officials: If truancy continues a meeting will be scheduled with the parents/guardians 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/guardians, either certified mail or will be delivered by the School Resource Officer.
5. Citation: If truancy still continues, the parents/guardians could be cited. (ORS 339.020; ORS 163.577).

Tardies:

Punctuality & Late Arrivals Starting the school day on time helps your student feel prepared and minimizes disruptions for the classroom community.

- **If your child arrives late:** A parent or guardian must sign them in at the main office before they head to class with a pass.
- **Excusing tardies:** Late arrivals must be excused by a parent or guardian.

If a student is consistently late, our Care Team will reach out to partner with you and help find solutions to get mornings back on track!

~~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 parent/guardian needs to sign the student in at the office and the student will be sent to class with a note from the office~~

~~Only a parent or guardian can excuse a late arrival to school. Chronic cases of extreme tardiness will lead to a referral to the Care Team for further intervention conversations.~~

Pre-Arranged Absences:

Please let your classroom teacher know as soon as possible if your student will miss school. While we love having them here, we know travel and family experiences can be wonderful!

- **Make-Up Work:** Ask your child's teacher about missed assignments. Homework *may* be provided in advance at the teacher's discretion.
- **10-Day Rule (Oregon State Law):** State law requires us to automatically withdraw any student who misses **10 consecutive school days** (excused or unexcused). If your child is out longer than 10 days in a row, you will need to re-enroll them at SES upon return.

~~We appreciate you letting the classroom teacher know in advance when you have any upcoming absence. We want your student here as much as possible, and we understand that many out-of-school experiences are enriching.~~

~~Following an absence, it is your responsibility to ask about make-up work. Homework *may* be provided in advance for prearranged absences, but this is at your teacher's discretion. Every teacher has their own guidelines and expectations around pre-arranged absences. Please work with them directly.~~

~~State law requires us to withdraw a student who misses 10 school days in a row, regardless if it is excused or unexcused. There are NO exceptions. If you are gone more than 10 days in a row, you will have to re-enroll your student here at SES.~~

Early Dismissal Check-Out Procedure:

If your student needs to leave early, please notify the office by phone or note with the pickup time and who is collecting them.

- **In-Person Sign-Out Required:** An authorized adult (listed on ParentVUE with valid ID) must come into the office to sign the student out. For safety, students cannot be released via phone call alone.

- **Student Calling:** To maximize instructional time, the office will page your student *after* you arrive.

~~If your student needs to leave school early for any reason, please notify the office by note or phone call, indicating the pickup time and person. The office will call your student down for sign-out upon your arrival. An authorized adult, listed on ParentVue and with ID, must personally sign out the student at the office; students will not be sent out based on a phone call. As SES is a closed campus, students may not leave without proper check-out.~~

AWARDS

Outlaw of the Week: Each week teachers will select an Outlaw of the Week. This is a student who has demonstrated excellence. These students will be acknowledged on Fridays in front of their grade level peers.

Golden Horseshoes: When students demonstrate excellence throughout the school day, school staff may acknowledge them with a Golden Horseshoe ticket.

STUDENT CONDUCT “BE THE THREE” & BEHAVIORAL EXPECTATIONS

Be Safe • Be Respectful • Be Responsible

At Sisters Elementary School, we use clear expectations, positive reinforcement, and consistent follow-through to create a safe, compassionate learning environment where every student is treated with dignity.

- Staff Authority: For student safety, SES staff supervise and support students throughout the school day, on campus, on school buses, and during all school activities.

How We Support Positive Behavior:

When behavioral challenges arise, our goal is to help students learn from their choices and restore connections.

- Minor Disruptions: Handled through re-teaching expectations, restorative conversations, problem-solving conferences, or logical consequences (such as reflection time or a loss of privilege).
- Serious or Repeated Behaviors: Dangerous, illegal, or chronically disruptive actions will involve direct parent partnership to develop support plans, and may result in formal administrative actions (such as detention, suspension, alternative placement, or expulsion) in alignment with district policy.

~~We strive as a school community to provide a clear system for all expected behaviors at SES. This system places an emphasis on clear and consistent expectations, positive reinforcement, and staff follow through to ensure success for all students.~~

~~At Sisters Elementary School, students and staff members are expected to treat others with dignity, understanding, compassion, and respect. All students are expected to make safe, respectful, and responsible behavior choices, thereby contributing to a positive and productive learning environment.~~

~~In order to maintain a safe and effective educational environment, every SES staff member has authority and control over students during the regular school day, in or around the school campus at any time, at any school-related activity, regardless of location, and on district-provided transportation.~~

~~Students will receive appropriate consequences, including problem solving conferences, detention, on-campus community service, or other logical consequences for minor disruptions. Suspension, legal action, removal to an alternative environment and/or expulsion could be consequences for dangerous, illegal, or chronically disruptive behavior.~~

General School Rules:

Be Safe

Be Respectful

Be Responsible

Kelso's Wheel for Resolving Conflicts:

We proactively teach students how to resolve everyday conflicts on their own.

Students are encouraged to try **at least two** of Kelso's choices before asking an adult for help:

- Kelso's Choices: Talk it out, apologize, tell them to stop, wait and cool off, go to another game, share/take turns, ignore it, walk away, or make a deal (like rock-paper-scissors)
- When to Get Help Right Away: Students should bypass the wheel and go directly to an adult if a situation involves intimidation, inappropriate language, threats, or physical fighting.

~~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.~~

Sisters Elementary Behavior Expectations:

The following documents are utilized by school personnel to guide decision making as they assist students in building behavioral and emotional skill sets. Understanding every individual and situation is different, these documents are tools for our staff and students.

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
All Settings	★ Walk in the building ★ Keep hands and feet to self ★ Wear appropriate clothing	★ Be polite ★ Use Manners ★ Help others when needed ★ Solve problems peacefully	★ Follow adults' directions ★ Make good choices ★ Report big problems right away ★ Be where you're supposed to be
Arrivals & Dismissals	★ Use sidewalks and crosswalks ★ Walk on sidewalks ★ Walk bikes, scooters, & skateboards ★ Look for cars	★ Give space to others ★ Hold the door open for others ★ Use manners ★ Help others when needed	★ Be on time ★ Be prepared for class ★ Leave non-learning materials at home ★ Report big problems right away
Stairs	★ Stay to the right side ★ One step at a time ★ Use Handrails ★ Keep hands to self ★ Eyes forward	★ Walk & talk quietly ★ Give others space	★ Stay with class
Hallway	★ Stay to the right side ★ Keep hands and feet to self	★ Walk & talk quietly ★ Stay in your own space ★ Give others space at the water fountain	★ Stay with class ★ Make sure shoes are clean ★ Enter a room only when adults present
Bathrooms	★ Wash your hands ★ Keep water in the sink ★ Use toilet and sinks correctly	★ Respect privacy ★ Use indoor voices ★ Help others if needed	★ One student per stall ★ Use only what you need ★ Flush the toilets ★ Keep area clean ★ Return to class quickly
Pods	★ Keep hands and feet to self ★ Use materials appropriately	★ Help others ★ Be Kind ★ Respect other's things and learning ★ Use inside voices	★ Be on task ★ Keep it clean
Classroom	★ Walk calmly ★ Keep aisles clear ★ Use materials appropriately	★ Follow directions ★ Listen when others speak ★ Use inside voices	★ Clean up ★ Be ready to learn ★ Ask for help
Cafeteria	★ Keep hands and feet to self ★ Walk ★ Remain seated until dismissed	★ Use polite manners ★ Wait in line quietly ★ Use indoor voices ★ Include others at your table ★ Listen to adults	★ Eat in a timely manner ★ Help clean up ★ Do your cafeteria jobs

Library	★ Keep hands and feet to self ★ Walk ★ Sit in chairs properly	★ Use indoor voices ★ Help others when needed	★ Handle books with care ★ Return books on time
Specials	★ Sit in assigned location ★ Use materials appropriately ★ Keep hands and feet to self	★ Listen to directions ★ Allow/encourage others ★ Treat others fairly ★ Show good sportsmanship ★ Stay positive	★ You're in charge of you ★ Use and have materials ready ★ Participate ★ Be ready to learn ★ Follow all rules
Playground	★ Use equipment properly ★ Tell an adult right away if someone is hurt ★ Keep hands and feet to self	★ Use kind and appropriate words ★ Take turns ★ Wait patiently for your turn ★ Share recess equipment ★ Show good sportsmanship ★ Include others ★ Help others when needed	★ Follow playground rules ★ Line up when bell rings ★ Pick up recess equipment ★ Make good choices when no one is watching
Office	★ Wait quietly at the window	★ Use your manners	★ Focus on self and task
Special Events & Assemblies	★ Sit correctly ★ Keep hands and feet to self ★ Stay in your own space	★ Applaud politely ★ Listen carefully	★ Walk in and out quietly

Violations of the SES Code of Conduct (Please refer to the SSD Student Rights and Responsibilities document for complete details)

Our Philosophy on Student Conduct:

Sisters Schools have a proud tradition of great student behavior. We publish our conduct rules so students, families, and staff have a shared understanding of our standards and how expectations are enforced.

- Proportional & Restorative: Disciplinary responses depend on the severity and frequency of the behavior. Whenever possible, our focus is on collaborative problem-solving, restoration, and learning.
- Fair Investigations: Administrators thoroughly review any incident before taking disciplinary action to ensure fair treatment and protect student rights.

~~Sisters Schools have a fine tradition of excellent student behavior. However it is imperative that the rules governing discipline and conduct be documented so that each group may know what is required. School rules come from many sources; including State Law, Board of Education Policies, and administration guidelines. The aim of this chapter is to provide school personnel, parents/guardians, students, and other members of the community with a clear understanding of the violations of~~

~~those rules and the resulting disciplinary actions.~~

~~A major consideration of the Code of Student Conduct is to identify appropriate disciplinary actions to bring about positive student behavior. The severity and frequency of the misbehavior is considered in defining appropriate disciplinary action. Moreover, where appropriate, the district response will focus on collaborative problem solving, restitution, and restoration.~~

~~The school administrator(s) shall, in all cases, conduct an investigation deemed reasonable under the circumstances to confirm that the charged offense has, in fact, been committed. The Code of Student Conduct shall not be interpreted or applied in a manner that would violate a Student's Constitutional Rights.~~

Disciplinary Procedures:

Students & Parents/Guardians have the right:

- To be presented with a verbal or written statement of the charges.
- To be given the opportunity to be heard and present their view of the occurrence.
- To all due process guarantees contained in the District's stated procedure for suspension and/or expulsion.

Students & Parents/Guardians have the responsibility:

- To comply with school rules and regulations at school and at all school related activities as outlined in the introduction of this handbook.
- To obey all federal, state, and local laws.
- To submit to the lawful authority of school personnel.
- To conduct themselves individually and collectively in an orderly fashion.

It should be noted that violations are cumulative and consequences for cumulative violations may be more severe. Violations are not disciplined independently. For example, if a student were disciplined for fighting one week and then disciplined the next week for stealing, the stealing may be considered as a second administrative contact.

In accordance with Oregon law ORS 339.250(2.d) for a student who is in the fifth grade or lower, the district must limit the use of out of school suspension or expulsion to the following circumstances:

- For non-accidental conduct causing serious physical harm to a student or school employee.
- When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees.
- When the suspension or expulsion is required by law.

Conflict/Bullying:

Bullying is a topic that is highly discussed in our culture and misunderstood by many. For an incident to be identified as bullying, it must meet all of these criteria:

- Harm
- Unfair match
- Repetition

At Sisters Elementary School we take all reports of bullying seriously as student safety is our primary concern. At the elementary school level, it is our goal to teach our students how to navigate conflicts with others and we begin by teaching our students how to identify small problems and big problems. Our counselor then discusses the topic of conflict with each classroom. She discusses the four types of conflict as noted in the table below. It is our hope that you can use this tool to frame your conversations with your students if/when they report a conflict with another student.

Bullying isn't a small problem so we teach our students to use the 3 R's to help them with bullying:

- **R**ecognize when bullying is happening and when it isn't a different type of conflict
- **R**eport bullying to a caring adult
- **R**efuse to let bullying happen to self or others (be a upstander who stands up and is part of the solution to bullying)

If you have concerns about a reported conflict, please reach out to your child's teacher and they will investigate and, if necessary, refer the situation to the counselor, student success coordinator, principal, and assistant principal. With every instance of misbehavior, it is our primary goal to have our students grow and learn the necessary skills to better navigate similar situations in their future.

Types of Conflict			
Disagreement	Rude Moment	Mean Moment	Bullying

★ When people have different ideas about something. ★ Usually no one's feelings are hurt.	★ Hurting someone's body or feelings <i>on accident</i>. ★ Someone isn't being careful with their body or someone isn't thinking about the other person	★ Hurting someone else's body or feelings on purpose ★ Happens just one time or every once in awhile	★ Hurting someone else's body or feelings on purpose ★ It happens more than once (repeated) ★ One-sided ★ Imbalance of power ★ The person is unable to make it stop
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Sisters Elementary Playground Rules

(These will be updated throughout the year as we teach new games reflective of our new playground space.)

General Rules for a Safe and Fun Environment:

1. Follow instructions given by the adult supervisors.
2. Stay outside the building during recess unless you have permission to be inside
3. No throwing rocks, sticks, snowballs, ice, or any other dangerous items.
4. Stay inside the playground boundaries (tree areas are off limits).
5. Personal toys, technology, trading cards and sports equipment need to stay at home.
6. Use appropriate language
7. Fighting, play fighting, tackling and unnecessary rough contact is not allowed. This includes violent language or acting out violent behavior.
8. Stay out of puddles and sprinklers.
9. Chalk is to be used on ground, not on walls or the building.
10. When the bell goes and/or the whistle blows, stop games, clean up equipment, and immediately line up.

Problem Solving and Getting Along:

1. Take turns and share equipment.
2. Use peaceful problem solving with peers (Kelso's Choices, rock paper scissors)
3. Replay if there is a disagreement in a game
4. Be respectful of other students and adults.
5. Return borrowed equipment after recess.
6. If you're not sure about a rule, ask an adult.
7. Be careful not to disrupt other people's games.
8. All students are welcome to join and play.

Play Structures & Jungle Gyms:

1. Go down, not up the slides on bottoms with feet first.
2. One at a time on the slide.
3. Do not jump off the slide before reaching the bottom.
4. No tag or running on the structures.
5. No jumping off from the top of the structures or the bars.
6. 6 students at a time.
7. Pushing is okay, pulling is NOT okay.
8. Structures will be closed if it is icy.

Monkey Bars:

1. No jumping off of the top of the bars.
2. Hands and feet to self when on the bars (do not knock other people down or grab them with your legs)
3. Bars will be closed when icy.

Wall Ball:

1. Bouncy balls or tennis balls only.
2. Do not throw balls over the wall.

Tetherball:

1. One player serves by throwing the ball in one direction. The other player stands on the other side of the pole and tries to hit back the other direction.
2. Continue to knock the ball back and forth, each trying to keep it going their direction.
3. Someone wins when the ball goes their way so far that the ball hits the pole and stops spinning.
4. No hanging or swinging on the ball.
5. No stopping the ball and NO HOLDING it.

Buns Up-Bounce:

1. Use a tennis ball.
2. There is no judge.
3. You are out if you throw the ball and hit another player.
4. The ball must bounce once before it hits the wall.
5. No "ditchies" (if you drop the ball you cannot hit it away).
6. No order for throwing and catching. Whoever is closest can get the ball.
7. Lifesavers are allowed
8. If you drop the tennis ball you must run to the wall and touch it before someone else throws the ball at the wall. If the ball touches the wall before you do, you are out.
9. If the ball goes over the wall then the person who threw it is out.

10. Students are not allowed to stand at the wall.
11. If someone refuses to take their out, they are out for the rest of the recess.
12. No elimination buns up.
13. Only one person is out at a time.

Jump Ropes:

1. One individual jump rope per student.
2. Must jump holding the two handles and not swing the rope around with one handle.
3. The jump rope is used to jump over.

Basketball Rules & Games:

1. Basketballs are used for basketball behaviors: dribbling, passing, shooting, etc. Basketballs are NOT used for kicking, throwing, stealing, or aggressive behavior.
2. Basketballs should be used on the blacktop and in the hoop play area.

Around the World:

1. 1 basketball
2. Try to make a basket from each spot. Everyone starts at the same spot.
3. If you miss you stay at your spot.
4. If you miss on your second spot shot, you can take a “chance” shot after you miss. If you miss the “chance” shot you go back to the beginning. If you make the “chance” shot you get to move to the next spot.
5. First one around the world (make every shot), wins!
6. All students are welcome to join and play. Horse · There can be any number of players for this game with basketball. Students number off and numbers 1 goes first.
7. Player 1 shoots from anywhere and if the ball goes in, then player 2 will get a chance to shoot to make the shot.
8. The person who missed gets the letter H, and adds the letters on if they continue to miss.
9. Once they reach the full word HORSE, they have to wait until the start of the next game.
10. Once there is one person left, a new game begins.
11. All students are welcome to join and play.

Intermediate Playground ONLY**Swings:**

1. Push only from behind swings
2. No swinging side to side, twisting, or rolling the seat up.

3. One person at a time.
4. No jumping off swings.
5. No standing or kneeling on swings.
6. Do not throw swings over the bar.
7. Swings cannot be saved from someone.
8. When waiting for your turn, count 30 swings.
9. No walking between swings.
10. No underdogs.

Caga Ball:

1. All players start with one hand touching a wall of the pit.
2. The game begins with a player throwing the ball into the center of the pit.
3. When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'BALL' on the third bounce, after which the ball is in action.
4. Once the ball is in play, any player can hit the ball with an open hand, no fists.
5. If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues. If a player gets hit in the head with the ball the player that hit the ball is out.
6. If the ball goes out of the pit the player who hit the ball out is out. If the ball goes out of the pit off of a player the player that the ball last touched is out.
7. Players cannot hold the ball.
8. If a player uses the wall to jump up on they are out. Once there is one player left a new game begins.
9. NO sitting or hanging a leg over the wall.

Round Twirling Orb:

1. 2 people inside
2. No laying on top.

Funnel Ball:

1. Up to four players.
2. Each player stands in a triangle piece of the circle.
3. Numbers are written on the ground in each triangle with chalk.
4. You get different points depending on which number your ball lands on.
5. Play to 10 points and then switch with the kids waiting.

Primary Playground ONLY**Shadow Tag (grass area):**

1. NO PHYSICAL TOUCH.

2. Everyone must be a willing player and anyone can choose not to play. No chasing an unwilling player.
3. Students touch one foot on another student's shadow. The new play can freeze or they will be the new shadow tag person.

Bouncy Plate:

1. 6 kids only
 2. Sitting on bottoms
 3. Holding on handle
-

COUNSELING

Our SES school counselor is **Kate Kuitert** (kate.kuitert@ssd6.org).

Elementary school counselors are educators uniquely trained in child development, learning strategies, self management and social skills, who understand and promote success for today's diverse students. They implement a school counseling program to support students through this important developmental period. The program provides education, prevention and intervention activities, which are integrated into all aspects of children's lives. The program teaches knowledge, attitudes and skills students need to acquire in academic, career and social/emotional development, which serve as the foundation for future success.

Elementary school counselors do not work in isolation; rather they are integral to the total educational program. They provide a proactive program that engages students and includes leadership, advocacy and collaboration with school staff, administration and community/family members in the delivery of programs and activities to help students achieve success. Elementary school counselors also collaborate with teachers and parents on early identification and intervention of children's academic and social/emotional needs, which is essential in removing barriers to learning and developing skills and behaviors critical for academic achievement.

Currently, within the entire state of Oregon only eight schools hold national RAMP certification titles, two of these eight schools are in the Sisters School District, Sisters Elementary and Sisters Middle School, a testament to our dedication supporting student outcomes for all.

The Recognized ASCA Model Program (RAMP) certification is a prestigious national designation awarded by the American School Counselor Association (ASCA) to schools that demonstrate an exemplary commitment to delivering comprehensive, data-driven school counseling programs aligned with the ASCA National Model. Achieving RAMP status signifies that a school's counseling program effectively supports students' academic achievement, career readiness, and social-emotional development through structured, evidence-based practices. Earning RAMP certification involves a rigorous, multi-year process where schools must provide evidence of implementing a school counseling program that delivers both direct and indirect services to students, engages in program planning, and leads to improved student outcomes. This designation lasts for five years, after which schools are encouraged to reapply to maintain their RAMP status.

FAN (Family Access Network):

Our FAN advocates are 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.

HEALTH SERVICES

Our school nurse **Jenny Morris** (jenny.morris@ssd6.org) is a Registered Nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school. It is important that parents/guardians 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- 3:00 PM M-Th and 8:15 AM- 1:15 PM on Fridays. Please call (call the school main line at 541-549-8981 and you will be transferred to the nurse) with any health questions, drop off medications, or turn in paperwork within this time frame.

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 as the child's immunizations are current. This is a legal requirement.

Medication at School:

The school nurse provides consultation about medication administration that must occur at school. All medication will be kept in a locked cabinet and dispensed from the school nurse's office.

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.

Student Illness:

We encourage regular school attendance throughout the school year. However, SES asks parents and guardians to keep students home if they are ill or become ill at school. SES will attempt to contact the approved parent or guardian if a student becomes ill at school. In an effort to reduce illness, please keep your student at home if they experience:

- Fever over 100.0: may return when fever absent *without* the use of fever reducing medicine for 24 hours
- New cough illness/difficulty breathing: may return when symptoms improve for 24 hours *and* per guidance for primary COVID-19 symptoms, medical attention may be needed: please *contact school nurse about when to return.*
- Vomiting/Diarrhea: may return when vomiting/diarrhea is absent *without* the use of medicine for 24 hours.
- Headache with stiff neck and fever: Urgent medical care may be needed, please contact provider; may return with doctors note.
- New rash/open sores: may return when rash gone and sores completely covered.
- Red eyes with colored drainage: may return when symptom free, or orders from provider.
- Jaundice (yellow color in eyes/skin): may return after seen by/orders received by provider.
- Acting differently without reason: sleepy, grumpy, confused, weak:
 - This can be a sign of medical need, please monitor until symptom free or seen by provider.
- Major health event (illness lasting more than 2 weeks OR hospital stay) OR health condition requires more care than school staff can safely provide: may return after school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so your student may attend safely

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 is injured or becomes ill at school, a qualified staff member will care for them.

- Emergency Contacts: If extensive care is needed, we will call you immediately. Please ensure the office always has your updated emergency contact numbers. If you cannot be reached, school administrators will take reasonable action to care for your child.
- Special Health Needs & Medications: Students with conditions like asthma, diabetes, severe allergies, or epilepsy must have a physician-signed medical protocol on file with our school nurse.
- Emergency Supplies: Parents must provide required emergency medications (such as EpiPens, glucagon, or glucose tablets) along with written physician instructions for administration.

~~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 or assistant principal will take whatever action they 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 epipen, glucagon kits, glucose tablets or specific snacks need to be provided by parents/guardians. Instruction for administration must be written by the physician and given to the nurse and designated staff.~~

Health Screenings:

Routine health screenings will be performed for students and may include vision, hearing, and dental.

School Based Health Center:

The School Based Health Center is a State and County funded program which uses Nurse Practitioners to provide physicals, mental health, sick care, immunizations and more. All district children ages 0-20 are eligible to use the center next to the High School. 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 vary: Tuesday, Friday 11:00 AM-4:00 PM

Accident Insurance:

Parents/guardians 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.

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 enrolled students of Sisters School District are eligible to receive a healthy complete breakfast and lunch at school, at **no charge** to your household each school day of the 2026/2027 school year. No further action is required of you. Your children will be able to participate in this meal program without having to pay for meals or having to submit an application.

Due to the guidelines of the program, one meal per serving session, only complete meals will be at no charge to your household. Single milks can be purchased separately for \$1.00/each. Parents can deposit money on their students' account directly via TITAN. Funds must be available in the student's account (or cash) for these items. No charging will be allowed.

Food, Drinks & Celebration Guidelines

- Healthy Beverages: Water is the best choice for school! Soda, energy drinks, and specialty coffee shop drinks are not allowed.
- No Food Sharing: Per federal guidelines and to protect students with severe allergies, students may not share food with others.
- Gum & Candy: Gum is not allowed at school. Small lunch treats (like candy) may be eaten in the cafeteria during lunch, and wrappers must be thrown away.
- Store-Bought Treats Only: Homemade treats are not allowed at school for birthdays, holidays, or parties. Per Board Policy, any shared food must be

commercially prepared in an inspected kitchen (Oregon Food Code).
Classroom celebrations are at the teacher's discretion.

Lunch in the Cafeteria:

At Sisters Elementary School, lunches are eaten in our cafeteria. We encourage parents to only send water to school with their students as water is the healthiest option. Soda Pop and other sugary beverages are not allowed at school including energy drinks and speciality drinks from coffee shops.

Food and Beverages:

Federal law states that students are not to share food with other students. Due to allergies and nutritional needs of students and families this rule must be upheld.

Candy, Gum & Energy/Speciality Drinks:

Students who feel it is necessary to eat candy at school may do so only at lunch time in the cafeteria. Wrappers are to be disposed of in the proper containers. Gum must not be chewed at all in school, either before or after class time. Soda pop and other sugary beverages are not allowed at school including energy drinks and speciality drinks from coffee shops.

Homemade Treats:

Occasionally, 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.

PARENT/GUARDIAN ENGAGEMENT

Sisters Elementary School values parents/guardians as a child's first and most important teachers. It is our desire to collaborate with parents/guardians as we strive to provide a world-class education for each one of our students.

Parents/Guardians and Teachers Working Together:

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

- Make **attendance** and **being** at school on time a priority.
- **Positive communication** with school staff creates an effective working relationship.
- **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.
- Set **routines** in your home
 - Read with your child.
 - Limit and monitor screen time.
 - Encourage healthy eating habits.
 - Ensure your child gets adequate rest.
- Familiarize yourself with current statewide student expectations in the form of standards and benchmarks.

Communication with Parents/Guardians:

Sisters Elementary School communicates to our families with phone calls, emails and ParentSquare. We also have a website with up-to-date information for your convenience at <http://ses.ssd6.org>.

Parent/Guardian Concerns:

Someone once said, "If you hear something positive, tell everybody! If you hear something negative, tell me!" Rumors and misunderstandings can usually be resolved with open dialog. Please call if you have or hear something that concerns you. To reach Principal Megan Storey please call 541-549-8981 to set up an appointment or email at megan.storey@ssd6.org. To reach Assistant Principal Jana Giles, please call 541-549-8981 to set up an appointment or email at jana.giles@ssd6.org. It is our goal to be available to problem solve with you. We value our parent/guardian and school partnership and we are always striving to strengthen our collaboration.

Sisters Parent Teacher Community (SPTC):

Sisters Parent Teacher Community (SPTC) is an active group of parents/guardians, 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. You can also contact them directly at sistersptc@gmail.com.

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, or online. 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/guardians 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.

Staff Workroom(s):

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 office staff for assistance.

SPECIAL SERVICES AND PROGRAMS FOR STUDENTS

Leadership	In school clubs
STEAM (Science, Technology, Engineering, Arts- both music and art- and Mathematics)	Sisters Ranger District environmental science collaboration
Seed To Table Program	Bend Science Station
Artist Integration, Art Literacy	Social Emotional Learning
Special Education Services	Guidance & Counseling Services
English Language Development	Protected Academic Time in Literacy K-5
Battle of the Books (3rd—5th Gr.)	

Physical Education (PE):

All students in grades K-5 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.

TAG (Talented and Gifted):

Sisters School District has 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 peers in one of the above areas. Contact your child's teacher or the TAG coordinator, Erika Velikonia, for more information.

Field Trips:

Field trips are designed around classroom activities and curriculum. Parents/guardians will be notified of field trips and their expenses, if any, beforehand. Supervision will be provided by the classroom teachers and by parent/guardian volunteers. At the beginning of the year, parents/guardians 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.

Student Leadership (Compass Team):

All 5th grade students have the opportunity to be a candidate for the Outlaw Student Leadership Team called the Compass Team.

PARTNERS IN OUR COMMUNITY

Sisters Elementary School is fortunate to have so many community partners that are invested in our students and their success.

Bend Assistance League	Children of the Forest
Circle of Friends	Deschutes County Sheriff
Kiwanis	Rotary
Roundhouse Foundation	Safe Routes to School
Seed to Table	Sisters Ranger District
Sisters Schools Foundation	Sisters Rodeo
Sisters Folk Festival	Sisters Camp Sherman Fire Department

SMART:

SMART is a book and reading program for children in Pre-Kindergarten and Kindergarten. 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.

SPRD (Sisters Parks and Recreation):

SPRD is our community partner that offers before and after school care for working parents. Space is limited- please go to their website, <https://sistersrecreation.com>, for information.

PUBLIC COMPLAINTS

The Board recognizes the need for the orderly resolution of complaints brought by parents, guardians, or members of the community. The Board believes that all such complaints should be addressed and resolved as close to their origin as possible, but some complaints require a multi-step effort to resolve. Therefore, complaints will be processed through the complaint procedures set forth in administrative regulation KL-AR before investigation or action by the Board, unless a complaint concerns Board policies or actions. The Board provides members of the public to provide public comment at its regularly scheduled board meetings. However, public comment concerning a personnel matter will not be allowed in open session.

[Click Here to see Sisters School District Board Policy: KL](#)

Public Complaint Procedure:

Complaints, questions, and concerns about issues and events over which the District has control shall be processed thoroughly and in a timely manner. Certain categories of complaints must be processed under other District policies and administrative regulations as a result of federal or state law and/or confidentiality issues. They include:

- Complaints alleging discrimination based upon a complainant's protected class status are processed under administrative regulation AC-AR (Discrimination Complaint Procedure)
- Complaints alleging sexual harassment of District students are processed under administrative regulation JBA/GBN-AR (Sexual Harassment Complaint Procedure).
- Complaints alleging sexual harassment of District staff are processed under administrative regulation GBN/JBA-AR (Sexual Harassment Complaint Procedure).
- Complaints alleging hazing, harassment, intimidation, menacing, bullying, cyberbullying, teen dating violence or domestic violence of a student are processed under administrative regulation JFCF-AR (Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence Complaint Procedure– Student).
- Complaints alleging hazing, harassment, intimidation, bullying or menacing of staff are processed under administrative regulation GBNA-AR (Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure – Staff).
- Complaints about the District's adoption of instructional materials are processed under administrative regulation IIA-AR (Instructional Materials Selection)
- Complaints about special education or Section 504 of the Rehabilitative Services Act are handled through the dispute resolution procedures established by the U.S. Department of Education and/or the Oregon Department of Education.
- Complaints about the District's response to public records request should be directed to the Deschutes County District Attorney in accordance with ORS 192.415(1)(a)

The District will process all other complaints using the following procedures:

Step One – Informal Resolution

When practical, the complainant shall attempt to informally resolve his or her complaint with the District employee most directly involved in the matter resulting in the complaint. All communications shall be polite and respectful.

Step Two – Formal Complaint

If a complaint is not resolved informally at Step One, the complainant may submit a written complaint to the employee's immediate supervisor or to the building principal, as appropriate, within ten school days from the last attempted informal resolution under Step One. The written complaint should include specific details describing the incident, act or condition giving rise to the complaint, informal efforts to resolve the complaint under Step

One, and the requested remedy. The supervisor or building principal shall in a timely manner investigate, decide upon the merits of the complaint, and determine the appropriate action to be taken, if any. To the extent allowed by state and federal confidentiality laws, the supervisor or building principal shall provide complainant with a timely written response. The written response may be provided by email.

Step Three – Appeal to Superintendent

If a complainant is unsatisfied with the response at Step Two, he or she may appeal the response to the Superintendent in writing within ten school days of receiving the response. The Superintendent or designee shall in a timely manner review the appeal and the investigation conducted under Step Two. At his or her discretion, the Superintendent or designee may conduct, or cause to be conducted, further investigation into the complaint. The Superintendent or designee shall make a decision on the merits, and to the extent allowed by state and federal confidentiality laws, provide complainant with a timely written response. The written response may be provided by email.

Step Four – Appeal to School Board

If a complainant is unsatisfied with the response at Step Three, he or she may appeal to the Board in writing within ten school days of receiving the Step Three response. At its next regularly scheduled meeting, the Board shall review the record of the complaint from prior steps to determine whether it warrants further consideration, and if so, how it will proceed. In its discretion, the Board may conduct or cause to be conducted further investigation, request further written submissions from the complainant and/or other individuals involved, and/or conduct a hearing.

The Board shall notify the complainant in writing in a timely manner as to whether it will undertake further consideration and if so, the process it will follow to do so. Should the Board decide to proceed with a hearing, the notice to the complainant will describe the time, date, location and format of the hearing. The Board's decision not to undertake further consideration shall be considered a final decision of the District for purposes of an appeal to the Oregon Department of Education under OAR 581-021-0570 and OAR 581-022-2370.

Should the Board decide to undertake further consideration of the complaint, at the conclusion of its consideration process and to the extent allowed by state and federal confidentiality laws, it shall provide complainant with a timely written response. The written response may be provided by email.

Notwithstanding the steps described above, complaints about a program supervisor (i.e., director of student services) or building principal may be initiated at the Superintendent's level, and a complaint about the Superintendent may be initiated at the Board level. Public Complaint Procedure - KL-AR 3-4

In the event a complainant has asserted multiple complaints against the District, the complaints may be consolidated and addressed together under Steps Two, Three and/or Four.

The District shall endeavor to complete each of its required responses under Steps Two, Three and Four within 30 days. Should more time be required under any of these steps, the complainant will be notified and provided with an estimated time for the District's response

under the applicable step. The District shall endeavor to complete all steps under this administrative regulation within 90 days.

The District shall have no obligation to consider complaints asserted:

- Two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, this time limitation runs from the date of the most recent incident;
- One year after the affected student has graduated from, moved away from, or otherwise left the District.

In accordance with OAR 581-022-2370, a complainant may appeal directly to the Deputy Superintendent of Public Instruction for complaints alleging:

- A violation of ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion);
- A violation of ORS 659.850 or OAR 581-021-0045 (Discrimination)
- A violation of OAR 581-021-0046 (Program Compliance Standards for Purposes Related to Discrimination)
- A violation of OAR 581-021-0047 (Prohibition against Using Native American Mascots)
- A violation of ORS 659.852 (Retaliation)
- A violation of Oregon Administrative Rules, Chapter 581, Division 022 (Division 22 Standards)

For the complete Sisters School District Public Complaint Procedure click here: [Policy KL-AR](#)

Appendix A

The Sisters Elementary School Handbook is aligned to Sisters School District policy and the Sisters School District Student Rights and Responsibilities linked [here](#).

Sisters Elementary School Student & Parent Agreement Form:

Use of Student Images:

____ If initialed here, **I give** my permission for my student's photograph or video to be used for school purposes such as the **Yearbook**.

____ If initialed here **I DO NOT** give permission for my student's photograph or video to be used for school purposes such as the **Yearbook**.

____ If initialed here, **I give** my permission for my student's photograph or video to be used for school purposes or for publicity features such as **Facebook and news**.

____ If initialed here, **I DO NOT** give my permission for my student's photograph or video to be used for school purposes or for publicity features such as **Facebook and news**.

Library:

Checking books out at SES is a privilege and responsibility. By signing this contract you agree to the following: Handle books with care, return on time, report any damage, keep in a safe place. Lost or damaged books must be paid for. No more than 3 books will be checked out at a time.

____ If initialed here **I give** permission for my student to check out books.

____ If initialed here **I DO NOT** give permission for my student to check out books.

School Communications:

I understand that all school communications will be broadcast electronically via internet. However, I also understand that **if I do not have internet access capabilities** to obtain such information, then publications will be available to me at my request. I give permission for Sisters School District to utilize my current email address for school notifications.

Email address (please print clearly):

Parent/Guardian-Student Contract and Agreement:

By signing my name below I am acknowledging that I have read and understand the expectations of Sisters Elementary School as addressed in the SES Handbook and the District Handbook SSD. I also understand that I may always ask a staff or administrator if I am unsure of a rule or policy.

Student Agreement:

I agree to follow the rules and expectations of Sisters Elementary School and understand that if I choose not to follow those expectations there may be consequences for my choices.

Printed Student Name

Student Signature

Date: _____

Parent/Guardian Agreement:

I have reviewed school expectations with my student (SES Handbook, SSD Handbook, SSD Technology Handbook) and am confident that my student and myself understand the expectations of the elementary school and the consequences that may happen if my student chooses to not follow expectations.

Printed Parent/Guardian Name

Parent/Guardian Signature

Date: _____

Technology Addendum

The complete Student & Parent Technology and Chromebook Handbook can be found on the district website here: <https://bit.ly/sms-tech>



Device User Agreement

Sisters School District views the use of electronic resources as central to the delivery of its educational program. By providing each student a chromebook computer to use at school and at home, Sisters School District intends to enable an engaging, collaborative, self-directed, and empowering learning environment. Students are expected to use district technology and network resources responsibly and parents are expected to collaborate with the school district in ensuring their child uses the district issued device in accordance with district policies and guidelines.

Students agree to the following responsibilities before, during, and after school whether or not they are on or off campus.

- Use the device in a responsible and ethical manner, complying with the Sisters School District Code of Conduct in regards to cyberbullying ([JFCF](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)) at all times.
- Use technology only to support learning and school appropriate functions.
- Obey school rules concerning behavior and communication that apply to technology use.
- Avoid damaging school equipment by using the device in an appropriate manner and taking a proactive role to aid Sisters School District in the protection of the chromebook by reporting all issues.
- Notify a staff member or parent/guardian immediately of information, images, or messages that are inappropriate, dangerous, threatening, or uncomfortable.
- Return the chromebook at the end of the school year (or district enrollment) in the same condition received.
- Secure the device at all times.
- Bring the chromebook to school daily fully charged.
- Talk to my child about values and the standards that they should follow on the use of the Internet just as you do on the use of all digital media (TV, phones, movies, music, etc.).
- Be active participants by asking your child to show you what sites they are navigating to and how they are being used in your child's education.
- Ensure that siblings and other family members are not using the device for personal use.
- Assume responsibility for the cost of repair or replacement if the device is not returned, damaged, lost or stolen.
- Encourage balanced and healthy digital media use.

My child and I have read, discussed and agree to the responsibilities and expectations outlined in this form and well as the [Sisters School District Student and Parent 1:1 Handbook](#), [Google Third Party and Services for Education](#), and Sisters School District Code of Conduct in regards to cyberbullying ([JFCF](#)) and Electronic Communications System ([IIBGA](#)) and [IIBGA-AR](#)). (<https://district.ssd6.org/school-board/board-policies>)

Student Name (print): _____ ID#: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____