

Sisters Elementary School

Student Handbook

2024-2025



Home of the 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 supports and practices with our families for successful implementation of learning for all students.

Dear Sisters Outlaw Families,

Welcome to Sisters Elementary School! The mission and vision of Sisters School District is: Community connected education that creates **belonging, prepares, and inspires**. We will *invest in relationships* that support every student's growth and sense of belonging. We will create extraordinary learning experiences that *make learning real*. We will *empower and support* students and staff to become the best version of themselves. We will *prepare* students to be courageous individuals, effective communicators, critical thinkers, and problem solvers for life. ***Sisters School District...the heart of a vibrant and healthy community where every student thrives.*** We aspire for each Sisters Elementary School student to be the owner, investor, and leader of their learning, relationships, and overall developmental growth.

This year, as we celebrate our new learning spaces, we are excited to continue our journey of Growing Leaders. We will be prioritizing the areas of leadership, culture and academics and teaching our students how they first become leaders of themselves and then leaders of others. We believe that every student is a leader and we will be working with our students to discover and grow their unique gifts and talents.

At Sisters Elementary School we believe that everyone deserves to be treated with dignity and respect. We will teach and model this belief and expect all students to practice appropriate behaviors in our school. This handbook contains information for the 2024-25 school year at Sisters Elementary School. This handbook has been designed to provide you with helpful information for your reference. These policies are intended to serve and facilitate high academic and moral standards within the school environment. This handbook presents the core of our school's policies, and we require all students and parents to familiarize themselves with these expectations as well as sign our acknowledgment document that you've read through the handbook. If you have questions about school that are not answered here, please ask a teacher, counselor, or an administrator. They will be glad to help you.

The rules and regulations contained in this document do not include all conceivable conditions affecting the plethora of situations and student behaviors that can occur in a school environment and might result in administrative action.

The staff works hard to provide students with many fun and challenging opportunities. By following our school expectations, all students are able to make the most of the opportunities our school affords. Partnering together as a community of parents, students and staff will ensure that our students become the best version of themselves.

Joan Warburg
Principal

Jana Giles
Assistant Principal

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.

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Sisters Elementary School

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, Joan Warburg Assistant Principal, Jana Giles Counselor, Kate Kuitert Student Success Coordinator, Brittaney Brown Office Admin Team, Nancy Gray Office Admin Team, Carlene Turpen Media Manager, Laura Roth	Nurse, Jenny Morris 504 Support, Brittaney Brown and Jana Giles TAG Support, Erika Velikonia Nutrition Services, Melissa Cretsinger, Custodian, Kevin Madsen, Monte Meade Preschool Promise Director, Mylee Card
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Elementary School-District Support Team

Superintendent, Curtiss Scholl Special Ed. Director, Lorna Van Geem School Psychologist, Angela Fricilone Speech Pathologist, Heather Cramer, Sarah Miller Emergent Bilingual Students, Joan Warburg Resource Officer, Casey Karpstein	Mental Health, Care Solace FAN Coordinator, Theresa Slavkovsky, Jaclyn Kordell Latino Family Liaison, Jaclyn Kordell Technology Specialists, Todd Pilch, Wes Estvold, Conan Tigard
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Instructional Team

Stephanie Burke, Kindergarten Rebecca Kuenzi, Kindergarten Misty Nicklous, Kindergarten Abigail O'Reilly, Kindergarten JoHanna Sanders, 1st grade Annie Reid, 1st grade Joni Stengel, 1st grade Erika Velikonia, 1st grade Aaron Simundson, 2nd grade Troy Hulin, 2nd grade Gretchen Lane, 2nd grade Alyssa Leason, 2nd grade Colleen Oliver, 3rd grade Julie Holden, 3rd grade Kristy Arness, 3rd grade Lea Kidney, 3rd grade Hana Bearson, 4th grade Jessica McMahon, 4th grade Katie Parsons, 4th grade Clay Warburton, 4th grade Deirdre Kanzig, 5th grade Kathy Few, 5th grade Blake Poynor, 5th grade Scott O'Connor, 5th grade	Ellie Vita, Music Paige Catalina, Art Ashleigh Thomas, PE Jocelyn Blevins, STEM Caroline Molesworth, Special Education Lauren Bledsoe, Special Education Carrie Campbell, Special Education Melissa Smith, MultiLingual Teacher Chris Davenport, Ed Assistant (EA) Terry Storey, Ed Assistant (EA) Jessica Hensley, Ed Assistant (EA) Jane Lindquist, Ed Assistant (EA) Catherine Griffin, Ed Assistant (EA) Ping Liu Stahn, Ed Assistant (EA) Jill Schwake, Ed Assistant (EA) Madison Gibney, Ed Assistant (EA) Corinne Washburn, Ed Assistant (EA) Sue Wessel, Ed Assistant (EA) Andrea Schwartz, Ed Assistant (EA) Melissa Norko, Ed Assistant (EA) Lena Vogelgesant, Ed Assistant (EA) Erin Moriarity, Ed Assistant (EA) Shea Herburger, Preschool Promise Laurie Zerzan, Preschool Promise Ed Assistant (EA)
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Instructional Staff Contact email and phone extensions are found here:

[SES Directory](#)

BELL SCHEDULES

SES SCHEDULE 2024-25 (Monday- Thursday)

8:10	All gates open for breakfast eaters
	All gates opens: all students drop off begins
8:25	First bell, students enter classrooms
8:30	Tardy bell, Instruction begins
8:30-9:00	Leadership/Belong Time
10:00-10:15	Kinder/2nd grade morning recess
10:15-10:30	1st grade morning recess
11:00-11:45	Kinder/3rd grade lunch/recess
11:30-12:15	2nd/5th grade lunch/recess
12:00-12:45	1st/4th grade lunch/recess
1:15-1:30	Kinder/3rd grade afternoon recess
1:45-2:00	2nd/5th grade afternoon recess
2:00-2:15	1st/4th grade afternoon recess
3:00 3:05 3:10	School dismissal: Students go home with OLDEST sibling: Kindergarten 1st Grade 2nd-5th Grades

SES SCHEDULE 2024-25 (Friday)

	The schedule is the same as the above schedule with a different dismissal time and no afternoon recesses, except for the following recesses:
8:30-9:15	Grade Level Gatherings/Assemblies
9:45-10:00	Kindergarten morning recess
10:15-10:30	1st/2nd grade morning recess
12:45-1:00	3rd grade recess
1:00 1:05 1:10	School dismissal: Students go home with OLDEST sibling: Kindergarten 1st Grade 2nd-5th Grades

SCHOOL CALENDAR

SISTERS SCHOOL DISTRICT 2024 - 2025

■ No School, Holiday
 ■ No School, In-Service/Workday
 ■ First Day
 ■ Conferences
 ■ Finals
 □ Graduation

	AUGUST					FEBRUARY				
	M	T	W	T	F	M	T	W	T	F
					1 2	3	4	5	6	7
	5	6	7	8	9	10	11	12	13 14	
	12	13	14	15	16	17	18	19	20	21
	19	20	21	22	23	24	25	26	27	28
26th - 30th Professional Development	26	27	28	29	30					
	SEPTEMBER					MARCH				
	M	T	W	T	F	M	T	W	T	F
2nd ALL SCHOOLS: No School, LABOR DAY	2	3	4	5	6	3	4	5	6	7
3rd 1st - 9th: First Day of School	9	10	11	12	13	10	11	12	13 14	
4th 1st - 12th: School in Session	16	17	18	19	20	17	18	19	20	21
9th Kindergarten: First Day of School	23	24	25	26	27	24	25	26	27	28
10th Pre-K: First Day of School	30					31				
	OCTOBER					APRIL				
	M	T	W	T	F	M	T	W	T	F
11th ALL SCHOOLS: No School, In-Service/Workday		1	2	3	4		1	2	3	4
17th ALL SCHOOLS: Full Day	7	8	9	10	11	7	8	9	10	11
SHS: Evening Conferences	14	15	16	17 18		14	15	16	17	18
18th SES & SMS: Full Day	21	22	23	24	25	21	22	23	24	25
SHS: No School, Morning Conferences	28	29	30	31		28	29	30		
	NOVEMBER					MAY				
	M	T	W	T	F	M	T	W	T	F
1st ALL SCHOOLS: No School, Conference Prep.					1			1	2	
6th ALL SCHOOLS: Full Day	4	5	6	7	8	5	6	7	8	9
SES & SMS: Evening Conferences	11	12	13	14	15	12	13	14	15	16
7th SES & SMS: No School, Conferences	18	19	20	21	22	19	20	21	22	23
SHS: Full Day	25	26	27	28	29	26	27	28	29	30
8th SES & SMS: No School, Conferences										
SHS: Full Day										
11th ALL SCHOOLS: No School, VETERANS DAY										
November 25th - 29th THANKSGIVING BREAK										
	DECEMBER					JUNE				
	M	T	W	T	F	M	T	W	T	F
4th ALL SCHOOLS: Full Day, SHS Finals	2	3	4	5	6	2	3	4	5	6
5th ALL SCHOOLS: Half Day, SHS Finals	9	10	11	12	13	9	10	11	12	13
6th ALL SCHOOLS: No School, Grading Day	16	17	18	19	20	16	17	18	19	20
*** END OF 1st TRIMESTER ***	23	24	25	26	27	23	24	25	26	27
December 23th - January 3rd WINTER BREAK	30	31				30				
	JANUARY					JULY				
	M	T	W	T	F	M	T	W	T	F
			1	2	3		1	2	3	4
	6	7	8	9	10	7	8	9	10	11
	13	14	15	16	17	14	15	16	17	18
20th ALL SCHOOLS: No School, MLK DAY	20	21	22	23	24	21	22	23	24	25
	27	28	29	30	31	28	29	30	31	

13th ALL SCHOOLS: Full Day
 SES & SMS: Evening Conferences
 14th SES & SMS: No School, Morning Conferences
 SHS: Full Day
 17th ALL SCHOOLS: No School, PRESIDENTS DAY

12th ALL SCHOOLS: Full Day, SHS Finals
 13th ALL SCHOOLS: Half Day, SHS Finals
 14th ALL SCHOOLS: No School, Grading Day
 *** END OF 2nd TRIMESTER ***
 March 17th - 28th SPRING BREAK

25th ALL SCHOOLS: No School, In-Service/Workday

16th ALL SCHOOLS: No School, In-Service/Workday
 26th ALL SCHOOLS: No School, MEMORIAL DAY
 29th SES: No School, Conferences
 SMS & SHS: Full Day
 SES & SMS: Evening Conferences
 30th SES & SMS: No School, Morning Conferences
 SHS: Full Day

5th - 6th ALL SCHOOLS: Full Day, Senior Finals
 13th ALL SCHOOLS: Full Day, GRADUATION
 17th SES & SMS: Full Day
 SHS: Half Day, SHS Finals
 18th SES & SMS: No School
 SHS: Half Day, SHS Finals
 19th ALL SCHOOLS: No School, JUNETEENTH
 20th ALL SCHOOLS: No School, Teacher Work Day
 *** END OF 3rd TRIMESTER ***

June 23rd - September 2nd SUMMER BREAK

SSD SCHOOL BOARD APPROVED: 02/07/2024



Sisters School District

Licensed Staff Workdays: 190
 1st Trimester: 58 Days with students
 2nd Trimester: 57 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

Playground gate opens at 8:15 am (students eating breakfast can enter at 8:10)

Doors open at 8:25 am; you are considered tardy if you arrive at 8:30 am or later.

Students, report to the front office:

- Before going to class when you are late to school
- If you need an admit slip

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

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. **Any bus transportation changes MUST be cleared by the transportation department. There will not be any adjustments managed at the school level.**

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.

Who do I call or email if....

I have a question.....about a class or grades? Classroom Teachers

about curriculum and instruction? Brittaney Brown or Joan Warburg or Jana Giles

about proactive problem solving and discipline? Kate Kuitert or Joan Warburg or Jana Giles

about student academic data and testing? Brittaney Brown or Joan Warburg or Jana Giles

about Special Education? Caroline Molesworth or Lauren Bledsoe or Carrie Campbell

about school events and calendar dates? Nancy Gray or Carlene Turpen

Staff Contact email and phone extensions are found here: [SES Directory | Sisters Elementary School](#)

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 follow basic health and safety practices, be age-appropriate and not disturb the learning environment. Please observe the following guidelines:

- No flip flops or sandals without a back strap
- Pants need to be fitted enough so they can't be easily pulled off; no exposed underwear
- Tank top straps should be 3 fingers wide for all students
- Shorts should be a length at which their fingertips are able to touch with arms at side
- No short tops with midriff showing, with arms up or down
- No costume wear unless allowed for a specific event

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. Warburg, teachers and other departments in the school before your child's last day with us. The new school will ask you to sign a form requesting that we forward your child's records to them.

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, 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 in the Cafeteria on the Lost and Found Rack. 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

Bicycle riding on the sidewalks or in the bus loading area is not permitted at any time. Students must walk their bikes once they arrive on campus. Bicycles ridden to school must be parked and locked in the bike stands upon arrival in the morning. Any damage to or loss of a bicycle should be reported immediately to the school office. Knowing the serial number of your bike will assist in proper identification and possible recovery. Sisters Elementary School will take reasonable measures to assist students in the safekeeping of their bicycles, but, in doing so, the school does not assume responsibility for damage or theft. Please remember Oregon Law now requires all persons under 16 years of age to wear bicycle helmets.

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

Skateboards, Scooters and Wheelies

For safety reasons, skateboards, scooters and 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: It is our belief that every student deserves a quality education irrespective of classroom placement. Our teams of teachers regularly collaborate and plan instruction together to ensure that all students in a grade level receive the same core instruction.

Common Core State Standards: Sisters School District teaches the Common Core State Standards (CCSS). We have benchmark expectations for students grades K-5 that are assessed three times annually. Additionally, Oregon has state benchmark expectations for students to master by grades 3, 4, and 5. State testing happens in the spring before the end of the year.

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

We are currently piloting new literacy curricula that focus on the Science of Reading, and we utilize the Ready Classroom math curriculum, NGSS FOSS, and Mystery Science for our core instruction. Additionally, students access individualized learning pathways in the online platforms of Lexia for reading practice and i-Ready for math practice.

Grading Policy and Report Cards

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and provides a final evaluation of the skills and knowledge displayed in a given grade level.

At the elementary level, the purpose of grades is to inform parents/guardians in order to partner in helping their students master standards. SES grades students on proficiency in meeting standards. The goal is for all students to achieve a 3, which indicates grade level proficiency. If a student's performance is at a 1 or 2 in a particular standard, teachers will be reaching out to parents/guardians to create a plan of support for their child. Report cards are issued by trimester and teachers will be conferencing with parents/guardians after the first semester to interpret the information and create 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 is focused on individual student growth and honors students academically based on effort and growth. Teachers meet weekly in teams to examine student work and evaluate student progress in order to create plans to accelerate student growth and achievement. When a student is struggling in their academic or social emotional skills, homeroom teachers will reach out to parents/guardians to create a Personalized Learning Plan (PLP) to address the student's 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 the parents/guardians to create a more formalized plan to support the student. If the student continues to struggle with these supports, there may be discussions to consider a Special

Education evaluation to glean additional data and information to best support the student.

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

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.

Textbooks

Textbooks are issued to students for most classes. Please do not write in the hardback textbooks for any reason. In math and literacy students will be issued consumable texts. You are responsible to pay for the damage or replacement cost of any books, materials or equipment you have damaged, lost, or have been stolen. A replacement will not be issued until payment has been received. To avoid damage or loss, treat your textbooks as if they were your own!

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 childrens' safety!

Arrival Schedule:

- 8:10: Breakfast line opens up -Students eating breakfast may enter through one of the 3 entry gates and calmly walk to the cafeteria.
- 8:15: Our car lane and bus/walker gates will open to all students and students will enter and calmly walk to the blacktop.
- 8:25: Classrooms open. Students will enter from their designated playground doors and walk calmly to their classrooms.
- Students who arrive after 8:25 will report directly to their classrooms.
- **After 8:28 all gates close and students must enter through the main entrance.**
- **8:30: Tardy bell: instruction begins. Students are tardy if they are not IN their classrooms.**

Dismissal Schedule:

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

Important information: THERE ARE NO CARS IN THE BUS ZONE. Due to the large number of students walking to and from the buses (all three schools now have a common bus hub) the stadium parking lot is CLOSED from 8:00-8:45 and 2:45-3:30. If you want to walk your student to the gate, you will need to park at the middle school tennis court lot and walk with your student to the bus/walker gate. If you have students in multiple schools, we recommend that you park at the middle school tennis court parking lot and have your students walk to their schools.

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. Teachers and office personnel cannot make last minute adjustments to your student's plan.

OPTION 1: Car Lane Gates (Parallel with McKenzie Hwy): This option is for Parents/Guardians who are dropping students off from their car and NOT GETTING OUT OF THE VEHICLE. Please enter the one way road from McKenzie Hwy just past the middle school and drive to the brown fence line. If you choose this option, please drive all the way forward along the yellow zone and then dismiss/pick up your student from the side closest to the curb. **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.** This lane is intended to keep traffic flow moving in the morning and afternoon. Once you have dropped/picked up your student, we recommend making a left turn out of the driveway and onto McKinney Butte and then turning onto McKenzie Hwy to avoid traffic congestion.

Arrival: Once Parents/Guardians drop students off along the fence line, students will calmly walk through one of the two open gates and straight through the building to the black top. You may drop your middle school students off as well and they may walk on the black pathway to the middle school.

Dismissal: *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 one of the two gates and be waiting for you along the fence line.

- Kindergarten students will be picked up at Gate 2 and 1st grade students will be picked up at Gate 1.
- 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.
- You will not be able to pick up your middle school student in this line as their dismissal time is later- please make other arrangements with your older child.

OPTION 2: Bus/Walker Gate: This option is for students who are taking the bus, walking or biking.

Arrival: 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. They can then proceed on the sidewalk to the blacktop gate where the buses stop. Parents/Guardians may also park in the middle school tennis court parking lot and walk their student to the bus/walker gate. Parents/Guardians say their goodbyes prior to the students entering the blacktop gate and joining their classmates.

Dismissal: Please meet your student at the bus/walker gate

- **K-2 Students** need to be picked up by an adult or older sibling. Please plan to park either at the middle school lot by the tennis courts or in the high school parking lot. *Older students (grades 2-5), with prior approval by teachers, may pick up younger siblings and walk them to a designated pick up location.*
- **3-5 Students** will be released to manage their way home. They will use the first crosswalk to cross McKinney Butte to walk home.

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 up 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.**

Any bus transportation changes are managed directly by the transportation department (541-549-8981 x5070), so please contact them in a timely manner; otherwise your child will be placed on their regular bus.

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. **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, classrooms will open earlier, or students will be moved into the gym or Commons.

Students riding the bus:

Students enter the building through the gym door entrance and then proceed to either the Commons for breakfast or to the playground through the gym door exit.

Students riding bicycles or walking home independently:

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.

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 many learning experiences — science labs, class discussions, teacher explanations, simulations, audiovisual presentations, etc.--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. (exceptions due to COVID-19).

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.

Tardies

Start your child's day off on the right foot by getting them to school on time. Coming in late creates an interruption of the classroom routine and your student may miss valuable instruction time. Prior to admittance to class, a note from parents or guardians should accompany the student when they stop by the office to sign in & fill out their tardy slip after the 8:30 AM Tardy Bell. Only a parent or guardian can excuse a late arrival to school. Chronic cases of extreme tardiness will lead to a referral to the Student Success Team (SST) for further intervention conversations.

Tardiness will be excused for the following reasons only:

1. Late bus.
2. Illness substantiated by a written excuse from a parent/guardian, doctor, or dentist.
3. Official legal document.
4. Circumstances approved by the Principal/Assistant Principal.

Pre-Arranged Absences

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

Examples of unexcused absences include:

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

P rearranged Absences & Work Make-up Policy

Following an absence, it is your responsibility to ask about make-up work. For an excused absence (illness, medical issue or family emergency), you will have the number of days absent plus one to make up work. Students whose absence is unexcused may receive partial credit at the discretion of the teacher. Neglecting to ask for make-up work does not give you additional time to complete it. Homework provided in advance for prearranged absences is due the day you return to school.

Early Dismissal Check-Out Procedure

If your student needs to be excused from school early for an appointment, please be sure to send a note indicating the time and person picking them up. Students will then be signed out through the office. If a student must leave school during the day for illness or other reasons, parents/guardians must excuse the student in writing and personally come to the school to check the student out. ***Students must be signed out at the office by an authorized adult. Students will not be “sent out” with a phone call.***

SES is a closed campus, so students may not leave at any time unless they have been checked out. The only adults authorized to check a student out are those whose names appear on the emergency card. Please note: ALL early releases and tardies are documented in your student's permanent record.

Truancy Procedures

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

1. Students with potential problems will be brought to the attention of the Attendance Secretary or any school staff. Documentation of phone calls, conversations with parents/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 will be cited. (ORS 339.020; ORS 163.577).

AWARDS

Outlaw of the Week: Each week teachers will select an Outlaw of the Week. This is a student who has demonstrated excellence in Leading Self or Leading Others. These students will be acknowledged on Friday mornings 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. Students will bring their Golden Horseshoes to their teachers. When a class earns 100 Golden Horseshoes, the class will have a Golden Horseshoe celebration. When the school earns 100 Golden Horseshoes class parties we will have a fun school-wide celebration.

(STUDENT) CONDUCT & BEHAVIORAL EXPECTATIONS MATRIX

Lead Self/Lead Others

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. All students are expected to lead themselves and then others.

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, work details, or other logical consequences for minor disruptions; and suspension, legal action, removal to an alternative environment and/or expulsion for dangerous, illegal, or chronically disruptive behavior.

General School Rules

Lead Self: We think, talk, and act in a safe and healthy way. We become self-managers and responsible citizens in class, in school, and in our community.

Lead Others: We treat people and their property, as we would like ourselves and our property to be treated. We collaborate with others to achieve a common goal. We understand that we are better together.

Kelso's Wheel for Resolving Conflicts:

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

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.

Sisters Elementary Behavior Expectations

Setting	Lead Self	Lead Others	Voice Level
All Settings	<ul style="list-style-type: none"> • Walk quietly, calmly, and with purpose • Safe Body • Be ready to learn 	<ul style="list-style-type: none"> • Respect others • Use respectful gestures and tone of voice • Solve problems peacefully • Follow adult directions • Report problems right away • Help others when needed 	0,1,2
Arrival and Dismissal	<ul style="list-style-type: none"> • Use crosswalks • Walk on sidewalks • Walk bikes • Look for cars • Be on time • Leave non-learning materials at home 	<ul style="list-style-type: none"> • Hold the doors open for others • Walk quietly, calmly, and with purpose • Use respectful gestures and tone of voice • Follow adult directions • Report problems right away • Help others when needed 	1,2
Stairs	<ul style="list-style-type: none"> • Stay to the right • Walk quietly, calmly, and with purpose • Hands to self • Eyes forward 	<ul style="list-style-type: none"> • Walk in single file lines • Respect others by giving them space in line 	0
Bathroom	<ul style="list-style-type: none"> • Use toilet appropriately • Flush toilet • Wash hands with soap • Throw towel away in trash 	<ul style="list-style-type: none"> • One student per stall • Respect privacy • Lead by example • Keep area clean 	0
Playground	<ul style="list-style-type: none"> • Play in expected location • Make good choices when no one is watching • Clean up after self • Safe body • Use equipment appropriately 	<ul style="list-style-type: none"> • Use kind and appropriate words • Solve problems peacefully • Take care of equipment • Encourage and help others • Include others • Be an upstander • Follow playground and game rules 	3 - outside
All Specials	<ul style="list-style-type: none"> • Safe body • Be ready to learn (voices off, listening ears) • Respect classroom and materials • You're in charge of you 	<ul style="list-style-type: none"> • Be a team player • Respect others 	0,1,2

Lunch in Cafeteria	<ul style="list-style-type: none"> • Clean up after self • Remain seated until dismissed • Eat in a timely manner • Listen to adults • Walk at all times 	<ul style="list-style-type: none"> • Keep the space clean • Remain seated, until dismissed • Wait your turn • Be polite 	1,2
Lunch Line	<ul style="list-style-type: none"> • Safe body • Wait your turn • Be patient 	<ul style="list-style-type: none"> • Show respect and appreciation to lunch staff • Respect others by giving them space in line 	1
Assemblies	<ul style="list-style-type: none"> • Listen respectfully • Safe body • Stay in own space • Walk in and out quietly 	<ul style="list-style-type: none"> • Be a kind audience participant • Applaud and cheer politely • Take care of the shared space 	0 (silent unless asked)
Office	<ul style="list-style-type: none"> • Wait quietly at the window • Use your manners • Focus on self and task 	<ul style="list-style-type: none"> • Be respectful • Do not be concerned with other goings on in the office. • Do not talk to other students in the office. • Check in upon entering. 	0 (silent unless asked)
Common Pod Areas	<ul style="list-style-type: none"> • Be on task • Make responsible choices • Safe body • Use materials appropriately 	<ul style="list-style-type: none"> • Help others • Take care of pod • Be Kind • Respect other's things 	0,1,2
Hallway	<ul style="list-style-type: none"> • Walk quietly, calmly, and with purpose • Keep my hands and feet to myself (safe body) • Stay in straight line on gray tile 	<ul style="list-style-type: none"> • Respect others by giving them space in line • Respect others' learning by walking quietly 	0

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

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 canvassed 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:

- **Recognize** when bullying is happening and when it isn't a different type of conflict
- **Report** bullying to a caring adult
- **Refuse** 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

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.

Problem Solving and Getting Along

1. Take turns and share equipment.
2. Use peaceful problem solving with peers
 - a. (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. Maximum of 4 people on the climbing wall at a time.
7. Structures will be closed if it is icy.
8. Walking on bark chips only.

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.

Shadow Tag

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 shadow tagged student can freeze or they will be the new shadow tag person.
4. To unfreeze a player, another student touches one foot on the frozen person's shadow.

Alphabet Maze

1. Start at A and try to make it to Z without going over any lines.
2. Start at 1 and make it to 10

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 standing on grass.
9. No walking between swings.
10. No underdogs.

Basketball Rules & Games

1. Basketballs are used for basketball behaviors: dribbling, passing, shooting, etc.
2. Basketballs are NOT used for kicking, stealing, aggressive behavior, or throwing when not a pass.
3. 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

1. There can be any number of players for this game with basketball. Students number off and number one goes first.
2. Player 1 shoots from anywhere and if the ball goes in, then player 2 will get a chance to shoot to make the shot.
3. The person who missed gets the letter H, and adds the letters on if they continue to miss.
4. Once they reach the full word HORSE, they have to wait until the start of the next game.
5. Once there is one person left, a new game begins.
6. All students are welcome to join and play.

Wall Ball

1. Bouncy balls or tennis balls only.
2. Do not throw balls over the wall.
3. Ball should only bounce once before hitting the wall.

Four Square

1. 4 people can play at a time.
2. Line up beside the court if waiting to play.
3. King/Queen serves from the back triangle.
4. You cannot get out after a serve.
5. When serving, players bounce the ball and then use two hands and do an underhand hit to any player.
6. Ball can only bounce once in your square.
7. Lines are out.
8. If the ball is high, you can stop it with your hands and let it bounce on the ground and then do an underhand hit.
9. Once a player is out, they go to the back of the line and everyone rotates up towards the King/Queen square.
10. K/1st grades play with the same rules, but are able to catch the ball and then throw it to another square or bounce hit out of their square.

Soccer Rules

1. No more than 11 on a team. If teams get too large, divide and start a new game.
2. Hands can be used only by goalies and for throw-ins.
3. If over the end line, it is a corner or goalie kick,
4. No hanging on nets or goals.
5. No pushing, pulling, or side tackles.
6. Play must stay within boundaries.
7. Don't change goalies during play.
8. Please stay off the field if you are not playing soccer.
9. All students are welcome to join and play.

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.

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.

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's 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 improving 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 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 parent/guardian. 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. 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 2024 / 2025 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. Milk, juice, salad bar only, and other A La Carte items will be charged at standard pricing. Funds must be available in the student's account (or cash) for these items. No charging will be allowed.

Lunch in the Commons/Cafeteria

At Sisters Elementary School, lunches are eaten in our new 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.
 - Be a Leader: We lead ourselves before we lead others.
- Set **outines** in your home
 - Provide a positive homework environment.
 - Read with your child.
 - Limit and monitor TV and computer activities.
 - Encourage healthy eating habits.
 - Ensure your child gets adequate rest.
- 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 a principal newsletter-print and web based, a classroom weekly newsletter or updates, phone calls, emails and ParentSquare. We also have a website with up-to-date information for your convenience at <http://ses.ssd6.org>.

All students in Sisters School District have Canvas accounts; however only our fourth and fifth grade students access these accounts. Parents/guardians can sign up to be observers on their students' accounts. There is a parent portal within Canvas that houses all important parent communications. Login for Canvas can be found here: sisters.instructure.com.

Additionally, once a month, the principal and assistant principal will host a parent in-person "Chat with Joan and Jana" to discuss current concerns and ideas for improving our school.

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 Joan Warburg please call 541-549-8981 to set up an appointment or email at joan.warburg@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.

Workroom

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

Sisters Elementary Family Involvement Plan

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

Distribution Information:

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

Parent/Guardian Participation:

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

Meetings:

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

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

Sisters Elementary Staff is dedicated to providing a safe, respectful, responsible, and challenging learning environment.

As a Title I school, a goal of Sisters Elementary is to encourage family involvement in the education of their children.

The Student-Family-Teacher Pledge that is signed each year during parent conferences is shown below:

Sisters Elementary School Student-Family-Teacher Pledge 2024-2025		
Sisters Elementary School Vision Staff, students, families and community members of Sisters Elementary School believe in building positive caring relationships and inspiring all students to engage in their learning in a supportive and trusting environment. <i>Sisters Elementary School recognizes families as essential partners in the educational process. Families may engage in a variety of roles including supporters, encouragers, monitors, models, advocates/activists, decision-makers/choosers, and collaborators. The staff at Sisters Elementary School believes in cultivating and sustaining respectful partnerships with families that are linked to learning and the growth and success of each student.</i>		
Student Pledge	Family Pledge	Teacher Pledge
<p>I understand that learning is important to my future. I know that by working hard now, I will be college or career ready for a future that excites me. My family and school care about my academic and social emotional learning.</p> <p>I pledge to:</p> <ul style="list-style-type: none"> Be the Three: Safe, Respectful and Responsible Ask for help from my teacher(s) and family if I am having trouble Read and practice math everyday Work hard to improve my math and reading skills Turn in completed work on time Always give my best Believe I can learn and grow Other: 	<p>I understand that my child's education today will influence their future academically and socio-emotionally. I am committed to supporting my child's growth and development.</p> <p>I pledge to:</p> <ul style="list-style-type: none"> Be sure that my child arrives at school on time everyday unless they are ill Monitor my child's progress and let the teacher know right away if I notice any problems Read and practice math with my child daily Help my child to see how reading and math are used in daily life to pursue interests and goals Partner with the school in a variety of roles to support and encourage learning in a positive way Other: 	<p>I am committed to creating a classroom that encourages the academic, socio-emotional, and the all-around success of each student at Sisters Elementary School.</p> <p>I pledge to:</p> <ul style="list-style-type: none"> Respect family culture and build a relationship with every child in my class Communicate and work with families to provide the best educational experience Ensure every student receives help as soon as it is needed Explain my approach to teaching and classroom expectations Believe that all students can achieve at a high level Provide a safe and supportive classroom environment for learning Other:
Student Signature: Date:	Family Signature: Date:	Teacher Signature: Date:

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
Circle of Friends
Kiwanis
Roundhouse Foundation
Seed to Table
Sisters Schools Foundation
Sisters Folk Festival
SMART

Children of the Forest
Deschutes County Sheriff's Office
Rotary
Safe Routes to School
Sisters Ranger District
Sisters Rodeo
Sisters Camp Sherman Fire Department

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](#)

SPECIAL SERVICES AND PROGRAMS

Leadership

STEAM (Science, Technology, Engineering, Arts- both music and art- and Mathematics)

Seed To Table Program

Sisters Ranger District environmental science collaboration

In school clubs

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 Compass Team

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

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 lead with me.
We're the best school you've ever seen.
Go Outlaws!

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/Textbook

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. My email address is (please print clearly) _____

Parent 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 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 Name

Parent signature

Date:_____