

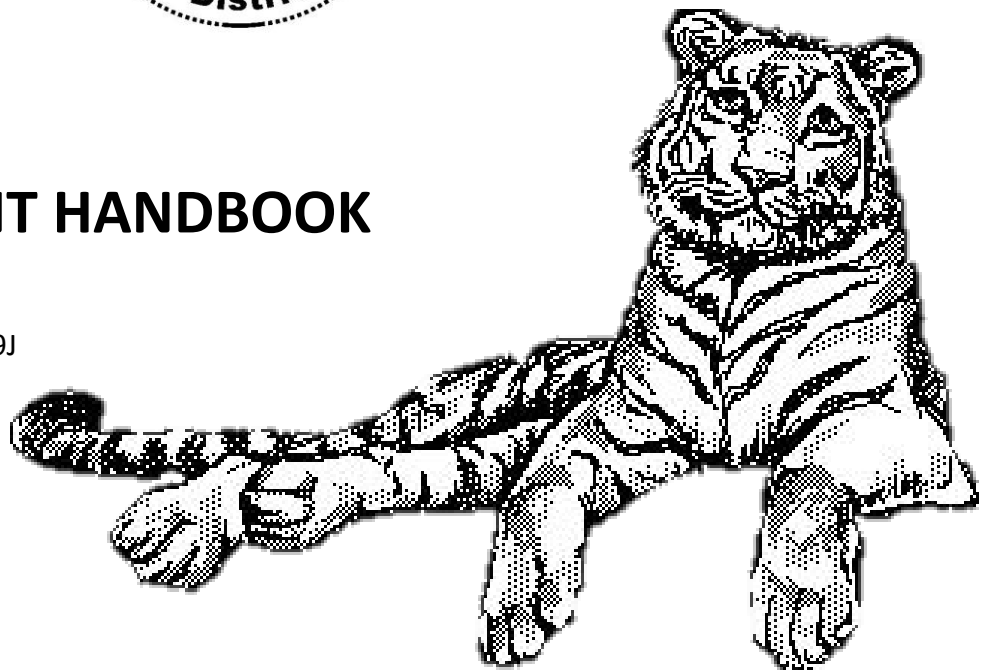
SANTIAM ELEMENTARY SCHOOL

"Educating today's students to become tomorrow's leaders"



STUDENT/PARENT HANDBOOK 2016-17

Santiam Canyon School District 129J
Santiam Elementary School
PO Box 198
Mill City, OR. 97360
(503) 897-2368



Santiam Elementary School

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WELCOME

Dear Parents,

Welcome to Santiam Elementary School – Home of the Tigers! We look forward to working with your child during the coming school year. The entire Santiam Elementary staff has worked hard to prepare an outstanding educational program for your child and has carefully designed this student handbook.

We believe the “Characteristics that Build Success” listed below will help each student experience success and positive self-esteem at school by learning the skills necessary to assume **responsibility** for their behaviors. Our goal is to provide a safe, orderly, and pleasant environment in which students can learn to make responsible choices.

The year will be filled with lots of activities, and in order to make our school run smoothly and be a great place to learn, certain rules must be followed. This handbook will provide information that will:

1. give students a clear understanding of school expectations.
2. give students a clear understanding of the consequences of their behaviors.
3. teach students the skills that are needed to make responsible choices.

Please read and discuss this handbook with your child. Then, sign and return the back page entitled “Parent/Student Acknowledgment Letter”. Familiarizing yourself and your child with these policies will help your child have a positive and productive year at Santiam Elementary.

We are proud of our school and our students, and look forward to working with you to make our school even better.

Have a great year!

Santiam Elementary Staff

CHARACTERISTICS THAT BUILD SUCCESS

CARING: To show/feel concern

COMMON SENSE: To think it through

COOPERATION: To work together toward a common goal

COURAGE: To act according to one’s beliefs

CURIOSITY: To investigate & seek understanding

EFFORT: To do your best

FLEXIBILITY: The ability to alter plans

FRIENDSHIP: To make & keep a friend through mutual trust and caring

INTEGRITY: To act according to what’s right & wrong

INITIATIVE: To do something because it needs to be done

ORGANIZATION: To work in an orderly way

PATIENCE: To wait calmly

PERSEVERANCE: To keep at it

PROBLEM-SOLVING: To seek solutions

RESPONSIBILITY: To do what’s right

SENSE OF HUMOR: To laugh, be playful without hurting others

SANTIAM ELEMENTARY STAFF

CERTIFIED STAFF

Margo Williams	Principal/Federal Programs
Jason Henry	Learning Resource
Amy Rodriguez.....	Life Skills
Gianna Simon	Speech/Language
Bob Zauner	Physical Education
Cindy McMahan.....	Title I
Steve Bennett	Teacher
Lisa Best.....	Teacher
Connie Brown	Teacher
Dan Cunderman.....	Teacher
Kristie Cunderman.....	Teacher
Stephanie Grenbemer	Teacher
Alisha Hansen	Teacher
Therese Hart	Teacher
Sabrina Kent	Teacher
Jennifer Longfellow	Teacher
Terri Moberg.....	Teacher
Angela Moreno.....	Teacher
Maria Plotts	Teacher
Garry Plotts.....	Teacher
Jill Saari.....	Teacher

CLASSIFIED STAFF

Lindsay Sloan	Secretary / Registrar
Donyea Saari.....	Office Aide
Dunell Cole	Library
Korbin Warriner	Custodian
TBA	Custodian
Anita Adams	Instructional Assistant
Noreen Bassett	Instructional Assistant
Maureen Chastain	Instructional Assistant
Nancy Cole	Instructional Assistant
Cathy Hoover	Instructional Assistant
Maria Martinez	Instructional Assistant
Stacey Nordmo	Instructional Assistant
Carla Ohrt	Instructional Assistant
Shannon Stearns	Instructional Assistant
Linda Silbernagel	Head Cook
Patti Podrabsky	Cook's Assistant
Rhonda Prindel	Cook's Assistant

GENERAL SCHOOL INFORMATION

DAILY SCHEDULE – This schedule is subject to change.

7:45 AM Students arrive at school

7:55 AM Instruction Begins

8:00 AM Students considered TARDY if arriving after this time

3:20 PM Dismissal

LABELING STUDENTS CLOTHING AND MATERIALS

Children tend to leave personal items and garments (lunch boxes, backpacks, sweaters, jackets, gloves, T-shirts, hats, etc.) out at recess, in the cafeteria and gym. Labeling of your children's clothes and personal articles assist in their return. Santiam Students comply with the "District adopted Dress Code."

LOST AND FOUND

Lost and found articles are taken to a special location and are also presented in the hallway at conference times. You can help this process **by marking all the articles your child brings to school**. We encourage you to check the lost and found area when you visit the school. **All unclaimed items are donated to a charity such as Goodwill or Oregon DHS for foster kids.**

LIBRARY

The library is open on a regularly scheduled basis and is supervised by the library aide. Library classes are held for all grade levels. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books. There is no fine for overdue books, but lost or damaged books must be paid for. Santiam Elementary School's library collection is continuously updated and expanded. Books are chosen for either their educational or recreational value.

PARTIES

The classroom teacher sets up all parties with assistance from parent volunteers. All food served to students must be prepared commercially and in its original container. The regularly scheduled parties for Halloween, Christmas and Valentine's Day are held in the classrooms.

REPORT CARDS

Parents may expect four grade reports during the school year. The first and third are parent/teacher conferences held in November and April. The fourth report is a written evaluation of progress, unless the teacher or parent requests other conferences.

The conferences will be scheduled ahead of time, allowing you an opportunity to make necessary plans.

We encourage you to schedule conferences at any point you see a need during the year. Parents with students in grades 4-6 can get Internet access to student grades any time. Ask the office for your login.

Our staff is eager to keep you informed of your child's progress. We will keep you informed by occasional notes, phone calls and through other announcements.

BUILDING SECURITY

To ensure that the building remains a safe and secure place for your child to attend school, the following procedures will be enforced. Your cooperation and understanding are greatly appreciated.

- All parents/visitors **MUST report to** the office every time they are on school property. Visitor stickers/badges will be issued and must be visible when worn to help students and staff recognize them as authorized guests. Volunteers may use their volunteer badge to identify themselves.
- Anyone on school property will be questioned if they do not have a visible visitor's sticker/badge.

We recognize that these procedures may cause some inconvenience, but the safety of the children is our main concern. We appreciate your compliance with these procedures. By signing in/out, the staff is also aware of your presence should there be a fire drill or actual fire. Without knowledge of your presence, we cannot guarantee your evacuation should there be an emergency.

In the event we have a lockdown or need to secure students for a period of time, parents are directed to stage for information at the Mill City Fire Hall. Our first job is to ensure the safety of our students, and in certain situations, parents will not be able to enter the building or take their student out. Information will be sent to the fire hall, freeing up space around our building for security purposes.

HEALTH APPRAISAL

Periodic health screening programs are held to identify students who may have remediable defects, which may affect educational performance. Current screening tests include vision, hearing, and dental. Parents will be notified if their child is identified as having a possible problem.

House Bill 2972 does require schools to Collect certification from students who are 7 years of age or younger and who are beginning an education program (new student) for the first time.

HEALTH EXAMINATIONS

A physical examination is suggested for all children entering school for the first time. This should be obtained from your physician. A dental check-up is encouraged for all first time students, as well.

CAFETERIA

THIS DISTRICT HAS A NO CHARGE POLICY. PLEASE KEEP MONEY IN YOUR CHILD'S ACCOUNT!

Students are expected to:

1. Turn in lunch money to their teacher in the morning
2. Bring money in an envelope with the following information:
 - ⇒ Student's First and Last Name
 - ⇒ Student's account number
 - ⇒ Amount Enclosed
3. Pay for milk when they bring a sack lunch even if they're on the Free/Reduced Meal Program

For the 2015-16 school year, prices for K-6 are:

- Breakfast- FREE
- Lunch- \$2.10

ENCOURAGEMENT/RECOGNITION PROGRAMS

In order for children to assume responsibility, the following encouragers will be rewarded:

1. **Tiger Tickets**

For students caught doing the “right thing” in any environment “Tiger Tickets” tickets are given. Tickets can be traded in for prizes/privileges, which vary per teacher. Every classroom also does a Thursday ticket drawing for a prize from the office.

2. **Semester Bicycle Drawing**

TWO bicycles are given away during the year, one after each semester using “Tiger Tickets” for the drawing.

3. **Quarterly/Semester Zero Conduct Reward**

Kindergarten-3rd grade: Those students with no ‘major’ conduct reports for the semester are eligible for a special field trip.

4th – 6th grades: Those students with no ‘major’ conduct reports, and who meet specific grade/attendance requirements are eligible for a special field trip.

4. **Self-Manager Program (K-3 Only)**

Students who consistently demonstrate safe, respectful, and responsible behavior in all settings may apply. A Self-manager badge allows certain special privileges – varies per classroom teacher

5. **Tiger of the Month**

Teacher chooses one student per month, award based on behavior, academic achievement, and/or improvement; varies per classroom teacher

6. **Box Tops Parties**

Classes who bring in the most box-tops per month receive a class party.

CLASSROOM RECOGNITION

Each classroom teacher has their own variety of “encouragers” that they use. For more information, contact your child’s classroom teacher.

Santiam Elementary School Rules and Behavioral Expectations

In order for students to know and understand the school expectations and assume responsibility, the following guidelines address the most common concerns for a positive and safe school environment. Everyone has the responsibility to create a safe environment where all people have the right to work, express ideas, develop their potential and be treated equally.

Area	Be Safe	Be Respectful	Be Responsible
Hallways, Stairs, Sidewalks, Doorways	<ul style="list-style-type: none"> • keep hands, feet and objects to self • walk facing forward • stay to the right • allow others to pass • use each step 	<ul style="list-style-type: none"> • use quiet voices • follow adult directions • use kind words and actions • wait your turn • hold the door open for the person behind you 	<ul style="list-style-type: none"> • walk quietly • take care of all school and person property • ask permission to leave any area • clean up after yourself • stay on sidewalks and in walking areas
Cafeteria	<ul style="list-style-type: none"> • hold trays with both hands • walk at all times • sit properly 	<ul style="list-style-type: none"> • use inside voices at all times • wait your turn • be respectful to cafeteria staff 	<ul style="list-style-type: none"> • clean up your space • report messes to adult
Playground	<ul style="list-style-type: none"> • use equipment properly • what's on the ground stays on the ground • remain within play area 	<ul style="list-style-type: none"> • be considerate of others • be fair • share with others 	<ul style="list-style-type: none"> • ask permission if you need to leave • play by the rules • line up quickly and quietly when the whistle blows • put equipment away
Bathroom	<ul style="list-style-type: none"> • keep water in the sink • use bathroom correctly 	<ul style="list-style-type: none"> • give people privacy • use quiet voices • inform adults of vandalism or concerns • put used towels in garbage can 	<ul style="list-style-type: none"> • flush toilet/urinal after use • go to and from the bathroom quickly • wash your hands with soap
Library	<ul style="list-style-type: none"> • walk at all times • keep hands, feet and objects to self • stay within boundaries • push in your chair 	<ul style="list-style-type: none"> • listen for directions • use quiet voices • keep library neat and orderly • respect all items on display 	<ul style="list-style-type: none"> • take care of books • ask permission to leave area • return materials on time
Computer Lab	<ul style="list-style-type: none"> • be aware of cords • push in your chair 	<ul style="list-style-type: none"> • use equipment properly • keep hands on your own computer 	<ul style="list-style-type: none"> • wait for instructions • inform adult when machines don't work • no food or drink • clean up your area
Arrival and Dismissal Time	<ul style="list-style-type: none"> • walk at all times • stay within boundaries • keep away from entrances to the building 	<ul style="list-style-type: none"> • be polite to others • keep hands, feet, and objects to oneself • follow adult directions • wait your turn 	<ul style="list-style-type: none"> • sign in and out at the office when arriving late or leaving early • go directly where you need to be after school

DISCIPLINE

The classroom teacher is responsible for classroom management and establishes the rules of conduct in the classroom. However, staff members may have other steps that apply to their settings. Individual plans may be used for students with special needs. Consequences for discipline referrals will be the discretion of the principal and/or classroom teacher.

Major problem areas that interfere with the education of students will result in direct administrative involvement:

Harassment or Intimidation

Illegal substances

Fighting

Weapons

Violation of closed campus policy

Unsupervised buying, selling or gambling

Defiance

Vandalism

Stealing

Cheating

Important Information for Parents

- School begins at 7:55am, kids are considered tardy after 8:00am, school day ends at 3:20pm
- Visitors **MUST** sign in & out (office) for every visit and wear a visitor/volunteer sticker while on school grounds.
- Santiam Elementary would like to have a minimum of 4 contacts per student listed on your paperwork in call priority order. This assures that if your child should be ill or have a medical emergency, we have numerous ways to get in touch with an approved adult. Please notify us of any address, phone number or contact changes as soon as they occur.
- Only approved student contacts designated by the parent are allowed to sign students in/out.
- If you, a family member or friend wish to volunteer in the classroom or attend a field trip; you **MUST** complete a criminal background check. This form can be obtained at the Santiam Elementary office, please allow 1 week for processing once received. Once approved, they are good for 3 years.
- If your child will be going somewhere besides home at the end of the day: please send a note with your child stating the child's full name, teachers name, destination address of where they will be going and the duration of this note. If something comes up in the middle of the day & you need to pick up your child either early or at the end of the day, please notify us no later than 2:30 pm. You will need to come to the office and sign them out if you are picking them up early.
- Kindergarten children **MUST** have an approved adult at the bus stop or First Student will not leave them and they will be brought back to Santiam Elementary.
- If your child takes a medication / prescription or non-prescription (ie. inhalers, cough drops, aspirin, etc.) that needs to be given during school hours, the medication **MUST** be brought to school by a parent, in its original container and a medication form will need to be filled out. Self-medication is not allowed at Santiam Elementary. At the end of the year all leftover medication will be disposed of if not picked up by a parent.
- All students are given a lunch account (and an ID number) and need to keep a sufficient amount of funds in that account at all times. Make checks payable to Santiam Elementary, placing your students ID number in the memo section. Free & Reduced applications are available if you feel that you qualify.
- Please dress your child appropriately for the weather. Prior to the start of a school day, students play on the playground or in the gym daily. A properly labeled coat and weather appropriate shoes and clothing are essential at school.
- For safety purposes, on days when your child has PE, he/she should wear closed toe shoes that are supportive and work well on the gymnasium floor.
- Finally, if you have any legal documents pertaining to guardianship, restraining orders or custody orders; please get us a current copy of these documents. Without this information, we have no legal grounds to deny pick ups, visitation, etc.

Santiam Elementary

PARENT/STUDENT ACKNOWLEDGMENT LETTER

We have read the Santiam Elementary Handbook with our child and understand the basic rules and expectations of the school. We will support the rules of being “Safe – Respectful – Responsible”.

Student Signature -

Parent/Guardian Signature

Date: _____

Please sign and return this page to the school this week and keep the other sections for your reference

Santiam Canyon School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sexual orientation, sex or age in providing or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issue; Section 504 of the Rehabilitation Act of 1973, as amended; and the American with Disabilities Act.

The following has been designated to coordinate compliance with these legal requirements and may be contacted at the Santiam Canyon School District office for additional information and/or compliance issues:

Title II Coordinator, Title IX Coordinator and Section 504 Coordinator: Director of Special Programs, PO Box 197, Mill City, OR 97360, and/or 150 SW Evergreen St., Mill City, OR 97360