

---

# SANTIAM ELEMENTARY SCHOOL

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

2020



2021

## **STUDENT/PARENT HANDBOOK** **2020/2021**

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

---

# Santiam Elementary School

## Table of Contents

Table of Contents.....	2
Welcome Letter.....	3
SES Staff.....	4
Parent Quick Reference.....	5
GENERAL SCHOOL INFORMATION .....	6
Daily Schedule .....	6
Labeling Students Clothing and Materials.....	6
Lost and Found .....	7
Report Cards .....	7
Health Appraisal .....	8
Cafeteria .....	8
Encouragement/Recognition Programs.....	8
Expectations .....	9
Dress Code.....	10
Cell Phones.....	11
Discipline .....	11
Comprehensive Distance Learning Guide.....	13
CDL Attendance.....	14
CDL Encouragement/Recognition.....	16
CDL Electronic Devices.....	17
Title I Program.....	18
ADA Access Information.....	21
Title I Parent/Student Compact.....	22
Signature Page.....	23



# SANTIAM CANYON SCHOOL DISTRICT

**STAND TOGETHER • FIND YOUR PATH • NEVER GIVE UP**

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***

# SANTIAM ELEMENTARY STAFF

## CERTIFIED STAFF

Margo Williams.....	Principal/Federal Programs
Jason Henry.....	Learning Resource
Jon Hart.....	Life Skills
TBA.....	Speech/Language
McKenzie Hunt.....	Physical Education
Alisha Hansen.....	Behavior Specialist
Ken Allison.....	Counselor
Alexa Aldridge.....	Music Teacher
Steve Bennett.....	Teacher
Lisa Best.....	Teacher
Connie Brown.....	Teacher
Kristie Storm.....	Teacher
Stephanie Grenbemer.....	Teacher
Sabrina Kent.....	Teacher
Jennifer Longfellow.....	Teacher
Terri Moberg.....	Teacher
Angela Moreno.....	Teacher
Abigail Darby.....	Teacher
Jennifer Jechart.....	Teacher
Jill Saari.....	Teacher

## CLASSIFIED STAFF

Lindsay Sloan.....	Office Manager/ Registrar
Julie Pennick.....	Office Aide
Dunell Cole.....	Instructional Assistant
George Morriera.....	Custodian
Chris Meier.....	Custodian
Cynthia Anderson.....	Instructional Assistant
Jeanyne James.....	Instructional Assistant
Cathy Hoover.....	Instructional Assistant
Maria Martinez.....	Instructional Assistant
Stacey Nordmo.....	Instructional Assistant
Carla Ohrt.....	Instructional Assistant
Shannon Stearns.....	Instructional Assistant
Shana Ward.....	Instructional Assistant
Jennifer Romero.....	Instructional Assistant
Norman Williams.....	Head Cook
Shelly Moberg.....	Cook's Assistant
Barbara Tuers.....	Cook's Assistant

### Important Information for Parents

- We are a 4 day a week school. Monday- Thursday, with the exception of a holiday on Monday we will attend class that Friday. Please reference our school calendar for details.
- If your child is absent due to illness or an appointment, please notify our office each day your child is absent. If your child is going to miss school for a planned trip or event, you will need to complete a planned absence form, which you can get from our office.
- School Messenger is our announcement system used to notify parents of special activities, school closures, and important updates. Please make sure you have a good email address on file and opt in to receive text alerts.
- Please DO NOT park & leave your vehicle in the circular drive, use a parking space. The circle drive is for pick up and drop off only. Please keep moving.
- 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 your K- 5 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 the 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 **1:00 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 (i.e.; 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
- 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.

# GENERAL SCHOOL INFORMATION

## DAILY SCHEDULE – IN PERSON Learning

**8:05 AM Students arrive at school**

**8:10 AM Breakfast in the classroom**

**8:10 AM Students considered TARDY if arriving after this time**

**2:00 PM Dismissal**

**Office Hours: 7:30am-4:00pm**

## 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.

## ATTENDANCE

### **Absences:**

Each day your student is absent or tardy, please notify the school office before 8:00 a.m. for safety reasons.

### Guidelines:

A poor attendance pattern is one of the prime factors associated with student failure and frustration with the school experience. The purpose of regulations is to insure punctual, regular school attendance and to help students develop habits of responsibility for success now and in their adult careers.

### Responsibilities:

For maximum learning to occur, each student must have the instruction, supervision, and experiences provided in the classroom. Regular attendance is essential for a good education and is considered a reasonable responsibility of students and parents.

When a student needs to stay home from school because of illness or an emergency, it is the responsibility of the parents to telephone the school and notify the attendance clerk as early in the morning as possible and send a written note for verification.

### Excused Absences:

1. Personal illness, medical, dental or eye doctor appointment
2. Family illness, death, or emergency necessitating the student's absence
3. Planned absence

### Unexcused Absences:

1. Absence without a written note from a parent within two days of an absence
2. Truancy
3. Leaving school during the school day without checking out
4. Errands, shopping, working, over sleeping missing the bus or a hair appointment

## Tardies

Being on time is important and an expectation in the world of work and needs to be practiced while still in school. When a student is tardy he/she often misses instruction and/or interrupts the class.

Under Oregon Law ORS 339.020 it is the responsibility of the parent or guardian of any child between the ages of seven and eighteen years of age who has not completed the 12th grade to send such child and to maintain such child in regular attendance at a full time school during the entire school year.

Irregular attendance is defined under ORS 399.065 as eight unexcused one-half day absences in any four week period.

Any parent who fails to send a student to school within three (3) days of notification by the district that their student is not complying with compulsory attendance requirements may be issued a citation by the district for the student's failure to attend school. Violation is a Class C violation of law and is punishable by a court imposed fine up to \$500, as provided by ORS 339.925.

The district will notify the parent in writing as outlined in District School Board Policy.

## **LOST AND FOUND**

Lost and found articles are taken to a special location. We will communicate a time for families to look for lost items. You can help this process **by marking all the articles your child brings to school. All unclaimed items are donated to a charity such as Goodwill or Oregon DHS for foster kids.**

## **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.

We encourage you to schedule conferences at any point you see a need during the year. We will keep you informed by occasional notes, phone calls and through other announcements.

## **End of Day/Bus Procedure**

If your K- 5 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 the 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 **1:00 pm**. You will need to come to the office and sign them out if you are picking them up early.

## **Transportation**

We contract our bus services through First Student and our daily bus routes are determined by them. If you have questions about routes or drivers please contact First Student at 541-327-9654. All students who live more than one mile from school may be offered free transportation to and from school

## **MEDICATION AT SCHOOL**

Ideally, all medication should be given at home. However if a parent request that prescription or nonprescription medication be dispensed to a student by school personnel the following guidelines **MUST** be followed:

1. All written requests or consents for dispensation of medication shall be directed to the office.
2. The written request shall include either a completed medication permit or written instruction from the physician for the administration of the medication. Instructions must include the name of the student, name of the medication, route, dosage, frequency of administration, and any other special instructions. The prescription label will be considered to meet this requirement if it contains the information listed above.
3. Medication is to be submitted in the original container.
4. Medication is to be brought to the school by the parent and/or guardian.
5. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication.
6. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions.
7. In the event a student refuses medication, an attempt will be made to notify the parent as soon as possible. No attempt will be made to administer medication to a student who refuses district administered medication.
8. Any error in administration of medication will be reported to the parent as soon as possible.
9. \*\*\*Non-prescription medication will be kept at school for two weeks. After two weeks parents **MUST** pick up the remaining medication or it will be disposed of. If you wish to continue medication after the two week period, you may complete new paperwork at the office for an additional two week

## **CAFETERIA**

Breakfast and lunch will be provided to all students K-5 at no charge daily. Students may bring their own lunch if they choose. Some classrooms are nut free, you will be notified if your child's class is one of them.

## **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. Tiger of the Month**

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

## **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 Rules Matrix

**All staff agree to teach, monitor, and enforce the following expectations:**

Area	Be Safe	Be Respectful	Be Responsible
<b>Common Areas</b> <b>(Classrooms, Hallways, Stairs, Sidewalks, Doorways)</b>	<ul style="list-style-type: none"> <li>• keep hands, feet and objects to self</li> <li>• walk facing forward</li> <li>• stay to the right</li> <li>• allow others to pass</li> <li>• use each step</li> <li>• no gum chewing (Individual classroom rules may vary)</li> </ul>	<ul style="list-style-type: none"> <li>• use quiet voices</li> <li>• follow adult directions</li> <li>• use kind words and actions</li> <li>• wait your turn</li> <li>• hold the door open for the person behind you</li> </ul>	<ul style="list-style-type: none"> <li>• walk quietly</li> <li>• take care of all school and personal property</li> <li>• ask permission to leave any area</li> <li>• clean up after yourself</li> <li>• stay on sidewalks and in walking areas</li> <li>• personal electronics devices/cell phones out of sight and off during school hours</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• hold tray with both hands</li> <li>• walk at all times</li> <li>• sit properly</li> </ul>	<ul style="list-style-type: none"> <li>• use inside voices</li> <li>• be appropriate with food</li> <li>• wait your turn</li> <li>• follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• clean up your space</li> <li>• report messes to adult</li> </ul>
<b>Playground</b> <b>(Refer to Playground Rules, pg 5)</b>	<ul style="list-style-type: none"> <li>• use equipment properly</li> <li>• what's on the ground stays on the ground</li> <li>• remain within play area</li> </ul>	<ul style="list-style-type: none"> <li>• be considerate</li> <li>• be fair</li> <li>• share and include others</li> </ul>	<ul style="list-style-type: none"> <li>• ask permission if you need to leave</li> <li>• play by the rules</li> <li>• line up quickly and quietly when the whistle blows</li> <li>• put equipment away</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• keep water in the sink</li> <li>• use bathroom correctly</li> <li>• report safety issues to adults</li> </ul>	<ul style="list-style-type: none"> <li>• give people privacy</li> <li>• use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>• flush</li> <li>• use the bathroom quickly</li> <li>• wash your hands with soap and water</li> <li>• put trash in the garbage can</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• walk at all times</li> <li>• keep hands, feet and objects to self</li> <li>• stay in designated area</li> <li>• push in your chair</li> </ul>	<ul style="list-style-type: none"> <li>• listen and follow directions</li> <li>• use quiet voices</li> <li>• keep library neat and orderly</li> <li>• respect all items on display</li> </ul>	<ul style="list-style-type: none"> <li>• take care of books</li> <li>• ask permission to leave area</li> <li>• return materials on time</li> </ul>

<b>Digital Devices</b>	<ul style="list-style-type: none"> <li>• handle equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>• listen and follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• inform adults of problems with devices</li> <li>• keep food or drink away from devices</li> <li>• put device away properly</li> <li>• be a good digital citizen</li> </ul>
<b>Arrival and Dismissal Time</b>	<ul style="list-style-type: none"> <li>• walk at all times</li> <li>• stay in designated areas</li> <li>• notify adult of arrival or dismissal changes</li> </ul>	<ul style="list-style-type: none"> <li>• keep hands, feet, and objects to oneself</li> <li>• follow adult directions</li> <li>• wait your turn</li> <li>• enter/exit through appropriate door</li> <li>• line up quickly</li> </ul>	<ul style="list-style-type: none"> <li>• check in and out at the office when arriving late or leaving early</li> <li>• go directly where you need to be</li> </ul>

## Dress Code

**The following types of clothing and accessories will not be permitted at school and/or school sponsored activities**

- clothing or material which represent or advertise tobacco, alcohol, or any controlled substances. This includes slang names and pictures.
- - clothing or items which contain inappropriate racial, sexual or gender messages.
- have a double meaning which may be considered offensive.
- - depict weapons or could be used as a weapon. No chains or spikes (including wallet, key, security and dog chains).
- are provocative. No bare midriffs, exposing tops, during the regular school day. Shirts must be worn in the building. Undergarments should not be readily seen when standing or sitting. Holes in clothes that show undergarments or private areas are not permissible. Tops with loose armholes must have appropriate covering underneath.
- No hoods on during direct instruction time.
- No showing of underwear
- dress or grooming which threatens safety, is immodest, or is disruptive to the educational process or performance of others will not be allowed.
- Clothing or materials which contain inappropriate language.
- - promote or identify gang or possible gang affiliation. What is considered “gang related” changes over time and all items cannot be listed. New gang identifiers will no doubt continue to emerge.
- and/or deemed inappropriate by administration.

\*Individual clubs, teams, or groups may have additional requirements.

The Santiam Canyon School District respects the individuality of students and allows expression of this through clothing and student voice. Just as with our words, we also want students to remain appropriate and supportive of our positive learning environment.

## **Abuse Reporting**

By law, any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) or local law enforcement agency. The building principal is also to be immediately informed.

Oregon law recognized these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury
4. Threat of harm;
5. Sexual abuse and sexual exploitation.

Any student, who believes that they have been subject to any of these types of abuse, is encouraged to contact any staff member.

## **Electronic Devices/Cell Phones**

At the elementary school permission from the administration/staff must be given for any cell phone use. If students need to call home during class time, they must get permission from the teacher and be sent to the office to call home from our district phones. Any cell phone brought to school needs to be off and away during school hours, from 8am-3:20pm. This includes field trips.

Consequences: 1. The first offense, the cell phone/device is taken away and it will be returned at the end of the day. It may be kept overnight if the violation occurs after the lunch break. 2. The second offense, a parent/student meeting with administration will be scheduled to have the phone returned. 3. Additional offenses may include other consequences.

Administration may check the phone for evidence of ownership, cheating and/or inappropriate pictures of others. If any inappropriate items are found, the device will be turned over to the proper authorities. Other consequences may result under the extra-curricular policies. Students refusing to turn over their device to staff member, after being requested to do so for a violation of school rules, is a serious offense and will be treated as a major defiance and subject to disciplinary action as stated under discipline ladder.

## **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:

Inappropriate or Abusive Language / Gestures  
Aggression/ Physical Contact/ Fighting

Disrespect  
Disruption

Assault/ Battery  
Defiance  
Racial Harassment  
Dress Code Violation  
Lying/Cheating  
Inappropriate display of affection  
Drugs/Alcohol/Tobacco/Vapor Pens/E cigs/other  
Arson Combustibles  
Weapons

Property Misuse or Damage/ Vandalism  
Sexual Harassment  
Bullying  
Forgery/Theft/Plagiarism  
Skip/Class cutting  
Technology electronic violation  
Bomb threat/false alarm  
Gang affiliation display

## Complaints District Personnel

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within (5) five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within (15) fifteen calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within (10) ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

## Photos/Video Exclusion

Santiam Canyon School District often takes photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. Parents – if you do not want your child photographed or videotaped while at school, please send a written notice to your child's school office as soon as possible after registering your child. **If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.**

# COMPREHENSIVE DISTANCE LEARNING GUIDE

## SAMPLE DAILY SCHEDULE

### Kindergarten-3rd Grade

TIME	Subject	Type of Learning	Teacher
7:15-8:30	Breakfast & prepare for the day		Prep/planning & Building mtgs
8:30-9:00	Morning Mtg Attendance SEL check in	Live Synchronous learning-Student check in	Classroom teacher
9:00-10:00	Reading ELA (writing)	Synchronous Learning Live & Recorded	Classroom Teacher
10:00-10:15	BREAK		
10:15-11:15	MATH	Live synchronous learning & recorded	Classroom Teacher
11:15-12:15	LUNCH/BREAK		
12:15-12:35	PE	Synchronous Learning Recorded	PE Teacher
12:35-1:05	Learning Support Small group 1:1 instruction	Google Time for breakout groups sped, Gen ed small group or 1:1	Classroom Teacher, reading support staff LRC teacher and staff
1:05-1:25	Music	Synchronous Learning Recorded	Music Teacher

### 4th-5th Grade

TIME	Subject	Type of Learning	Teacher
7:15-8:30	Breakfast & prepare for the day		Prep/planning & Building mtgs
8:30-9:00	Morning Mtg Attendance SEL check in	Live Synchronous learning-Student check in	Classroom teacher
9:00-10:00	Reading ELA (writing)	Live Synchronous Learning & Recorded	Classroom Teacher
10:00-10:15	BREAK		
10:15-11:15	MATH	Live synchronous learning & recorded	Classroom Teacher
11:15-12:15	LUNCH/BREAK		
12:15-12:45	Learning Support small group 1:1 instruction	Google Time for breakout groups sped, Gen ed small group or 1:1	Classroom Teacher, reading support staff LRC teacher and staff
12:45-1:05	Music	Synchronous Learning Recorded	Music Teacher
1:05-1:35	Science/Social studies	Live Synchronous Learning & recorded	Classroom teacher
1:35-1:55	PE	Synchronous Learning Recorded	PE Teachers

## Attendance

The ability to continue to monitor attendance, as a proxy for engagement, is arguably one of the most important ways schools can help ensure equitable access to student learning and account for student wellbeing during a pandemic across any instructional model. The primary rationale for documenting student engagement with high-quality attendance data is the relationship between student attendance and student achievement. The guidance below describes the requirements that each district must use to create and implement a system to internally monitor and track the attendance and engagement of their students.

### **For Comprehensive Distance Learning, the following definitions and guidance:**

Grades K-5 (self contained) Attendance must be taken at least once per day (in a 24 hours period) for all students enrolled in the school regardless of the instructional model (On-site, hybrid, comprehensive distance learning, online schools)

### **What Can Be Counted As Attendance**

Interactions can be evidence by any of the following or reasonable equivalents:

- Participate in a video class
- Communication from the student to the teacher via chat, text message, communication app or email
- A phone call between the teacher or educational assistants/paraprofessionals and the student, or for younger students with the parent or guardian of the students
- Posting completed coursework to a learning management systems or web based platform or via email.
- Turning in completed coursework on a given day.

When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5/ self contained) or class (grades 6-12/ individual subject).

There will be a process of follow up and outlined below are the roles and responsibilities of each party.

**Students/Guardians:** Access live instruction or teacher facilitated instruction daily. If unable to do so, students and families must communicate they have accessed non-live or recorded learning activities daily. This can be done by:

- completing class activities, discussions, emailing a teacher, or turning in assignments in CANVAS daily.
- Connecting with a school counselor or behavior specialist via phone calls, emails or video recording to demonstrate their access to classroom activities daily.
- If UNABLE to access live or recorded options daily, families will connect with the school counselor and attendance team (SST) to solve the identified barriers.

**Teachers/Educational Assistants :** Maximize tracking attendance via live or teacher facilitate learning activities. During non-instructional times teachers will work to contact students who were unable to access live instruction. Teachers will enter attendance within a 24 hour period tracking accurately attendance through the gradebook. If there are students that are not accounted for during that time frame the teacher will share that information with the next level of support.

**Counselor/Behavior Specialist:** The counselor and behavior specialist will review daily attendance and prioritize activities for non-attenders such as making direct phone calls, emails, video conferences with students daily. Once this is completed the counselor/behavior specialist will enter this information into the LMS system and share with the attendance secretary for updating attendance. Counselors and behavior specialists will work with students and families that have barriers for not being able to attend. They will work with families and

administrators to develop a plan and work to remove barriers. May make home visits to communicate with families.

**Administrator:** Will frequently review attendance, serve on the SST team and work directly with counselors and behavior specialists as well as families who are unable to attend live and recorded methods of instruction. The administrator will help to develop an action plan supporting those families to access instruction. The administrator will work with teachers, the attendance secretary and the attendance officer to monitor those individualized access plans.

**Attendance Secretary:** The attendance secretary will enter attendance and prioritize/inventory non-attenders by cross referencing activity logs, LMS systems and gradebook. The attendance secretary will complete the preceding day's attendance into the system (e.g. Monday's attendance entered Tuesday am) Work with the attendance team and attendance officer to monitor overall attendance logs and track students who may need support to access instruction.

**Student Services Team:** This multidisciplinary team will meet weekly to review attendance and create contact plans and help staff keep track while supporting students and families to remove barriers so they can access instruction.

**Attendance Officer:** Will work closely with the attendance team to monitor overall attendance, help find ways to remove barriers and support instructional plans teams have made to support families, communicate with families around truancy when and if needed.

## **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. This year these will be held in some virtual format. The second and 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.

Access Grades Online: 4-5<sup>th</sup> grade

We encourage you to schedule conferences at any point you see a need during the year. Parents with students in grades 4-5 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.

## **Creating a Learning Space/Expectations**

Create a list of "rules" for the "classroom space" to help establish expectations during the school day and display near the workspace. Examples of rules include: clean up what you take out, ask for help when you need it.

Make setting up the space a positive activity for both you and your students. Create together "inspiration art" to display near the workspace, for older students it may be a positive quote or favorite character. Set the tone for this to be a positive adventure.

Use virtual organization strategies - a folder for each class, calendar to track deadlines, daily "to do" lists, etc. For children who struggle with the virtual format consider a physical agenda book, or wall/desk calendar.

Create a learning space free of distractions. Choose the space that works best for the student and yourself. Create a schedule to get up, get dressed and prepared for the school day just as you would should we be in person learning.

## **ENCOURAGEMENT/RECOGNITION PROGRAMS**

### **Tiger of the Month**

Teachers choose one student per month, award based on behavior, academic achievement, and/or improvement; varies per classroom teacher.

### **Attendance Monthly**

Students will be recognized for outstanding attendance and participation.

## **Abuse Reporting**

By law, any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, or that any adult with whom he/she is in contact has abused a child, shall immediately orally report or cause an oral report to be made to the Department of Human Services (DHS) or local law enforcement agency. The building principal is also to be immediately informed.

Oregon law recognizes these types of abuse:

1. Physical
2. Neglect
3. Mental injury
4. Threat of harm
5. Sexual abuse and sexual exploitation

Any student who believes that they have been subject to any of these types of abuse, is encouraged to contact any staff member.

## **Electronic Devices**

Caring for your chromebook is important. It is important to not eat or drink around the chromebook or have any liquid nearby. It is important to ensure that the chromebook is carried appropriately to prevent breakage by accidentally dropping it. Please make sure you store your chromebook with a charger so that they are kept as a pair. This will help when it will be time to return them to the school for future usage. Should something happen to the chromebook such as breakage or difficulty navigating please contact your students teacher to start problem solving.

## **Digital Citizenship**

When online please ensure that students can be monitored and know the sites they are able to access. We have a program that monitors all activity that is tied to individual students accounts. When students try to search or



go to inappropriate websites we will get a notification and then contact parents and students to problem solve and educate. There are times when we will lock down additional access. It is important that we are using these chromebooks appropriately for educational purposes.

## 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:

Inappropriate or Abusive Language / Gestures	Disrespect
Aggression/ Physical Contact/ Fighting	Disruption
Assault/ Battery	Property Misuse or Damage/ Vandalism
Defiance	Sexual Harassment
Racial Harassment	Bullying/Cyberbullying
Dress Code Violation	Forgery/Theft/Plagiarism
Lying/Cheating	Skip/Class cutting
Inappropriate display of affection	Technology electronic violation
Drugs/Alcohol/Tobacco/Vapor Pens/E cigs/other	Bomb threat/false alarm
Arson Combustibles	Gang affiliation display
Weapons	

## Complaints District Personnel

A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested within (5) five calendar days following the conference with the teacher. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the superintendent within (15) fifteen calendar days who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the superintendent, he/she may appeal to the Board in care of the superintendent within (10) ten calendar days following receipt of the superintendent's decision. The superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

## Photos/Video Exclusion

Santiam Canyon School District often takes photos or video of school activities or events in which students are featured. These photos or videotapes are frequently used as promotional items for the school district. Parents – if you do not want your child photographed or videotaped while at school, please send a written notice to your child's school office as soon as possible after registering your child. If there is no written notice on file, the school will assume it has the right to photograph or videotape your child.

As part of classroom expectations during our comprehensive distance learning program during live instruction students will be provided with expectations. These may include the ability to choose to turn on or keep on their video during recording sessions. They will be expected to engage in the instruction but this can be

accomplished in a few different ways e.g chat box, polls, email, virtual meeting tools, nonverbal reactions such as a thumbs up and more.

# Santiam Elementary Title IA Schoolwide Program



450 SW Evergreen Street  
PO Box 198  
Mill City, OR 97360  
503-897-2368

## What is Title IA?

- A federally funded program created by the Elementary and Secondary Education Act (ESEA).
- A program for schools with a high percentage of socioeconomically disadvantaged students.
- A supplemental program intended to help ensure that all students meet rigorous state academic standards.

## What is a Title IA Schoolwide Program?

- A program that provides additional academic support and learning opportunities for all students.
- A process that allows the school to use Title IA funds to serve all students at the school.
- A structure that uses Title I funds to provide supplemental learning opportunities to all children so that all students can meet the Common Core math and reading standards.
- A system that works with other federal, state and local resources to help all students meet the states challenging standards.

## Did you know that...

***You influence your child's education more than any teacher or school.***

Your positive involvement can improvement your child's achievement!

By taking an active role, you'll show your child:

- How important he or she is to you.

- How important education is to you.
- That you and the school are a team.



Strive to:

- Let your child see you read newspapers, magazines or books.
- Visit your public library together. Help your child pick out books to read just for fun.
- Limit TV time and computer games to 1 or 2 hours a day.

## Parent Involvement Pays Off

Decades of research show that when parents are involved in their children’s education, students have:

- **Higher grades, test scores and graduation rates.**
- **Better school attendance.**
- **Increased motivation and better self-esteem.**
- **Lower rates of suspension.**
- **Decreased drug and alcohol use.**
- **Fewer instances of violent behavior.**
- **A greater chance of going on to college and or other secondary education.**

## Parent Involvement Opportunities at Santiam Elementary

- Attend Parent Teacher Conferences
- Attend School Programs
- Volunteering
- Parent Teacher Organization (PTO)

## 2019-2020 Schoolwide Goals

1. Provide academic support to all students.

Academic student achievement goals that support all students, require commitment and coordination from all stakeholders. The process requires that teachers and paraprofessionals work together to provide supplemental support within the classroom, so all students can achieve high academic standards.

Staff will provide focused math instruction:

- by implementing with fidelity the math CCSS in grades K-6.
- with the rigor and relevance that the math CCSS requires in grades K-6.
- through the EngageNY Math curriculum modules.
- Provide IXL and math block interventions

Staff will provide focused English Language Arts (ELA) instruction:

- by implementing with fidelity the ELA CCSS in grades K-6.
- with the rigor and relevance that the ELA CCSS requires in grades K-6.
- through the EngageNY ELA curriculum modules.
- with the newly purchased ELA curriculum for grades K-6.
- Build in intervention blocks and small group reading blocks into the schedule.
- Use a tiered approach to intervention.

## 2. Provide differentiated instruction to all students.

Staff will provide differentiated instruction by:

- adapting curriculum and/or content as needed.
- utilizing digital tools (Newly purchased iPads for each classroom teacher and a portable iPad lab).
- Chromebook and iPad 2:1 all classrooms
- accessing online resources (EngageNY,)to create personalized learning opportunities to meet the diverse needs of all students.

## 3. Acquire reliable interim and formative assessments for grades K-6.

Staff will investigate new and existing, interim and formative assessments by evaluating the assessments for:

- alignment to CCSS.
- the ability to provide reliable data.
- a strong continuum from grade level to grade level.
- use in math and ELA
- Professional Development with instructional coach OFAST

# **ADA Access Information PUBLIC NOTICE Americans with Disabilities Act (ADA)**

Santiam Canyon School District is committed to achieving full compliance with the Americans with Disabilities Act. Santiam Canyon School District DOES NOT:

- Deny the benefits of District programs, services and activities to qualified individuals with a disability on the basis of a disability.
- Discriminate on the basis of disability in access to or provision of programs, services, activities of the District, or application for employment or employment to qualified individuals with disabilities.
- Provide separate, unequal or different programs, services or activities, unless the separate or different programs are necessary to ensure that the benefits and services are equally effective.

Santiam Canyon School District operates its programs so that, when viewed in their entirety, they are readily accessible to or usable by individuals with disabilities.

Santiam Canyon School District welcomes those with disabilities to participate fully in the programs, services and activities offered to students, parents, guardians and members of the public. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you; contact the district ADA Coordinator at least 48 hours before the scheduled event so that we may make every reasonable effort to accommodate you.

[Government Code Section 54953.2; Americans with Disabilities Act of 1990, Section 202 (42 U.S.C. Section 12132).]

In accordance with Section 35.106 of the Americans with Disabilities Act, all participants, applicants, organizations and interested individuals are advised and noticed that the ADA Coordinator for the District is:

Todd Miller  
Superintendent Santiam Canyon School District  
150 SW Evergreen St.  
Mill City, OR 97360  
Phone: (503) 897-2321  
todd.miller@santiam.k12.or.us

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

Title IA Parental Involvement School-Parent-Student Compact

School Responsibilities:

- Create a welcoming and positive learning environment for student and parents.
- Involve parents in the planning, review, and improvement of the school’s parental involvement policy and the Santiam Elementary Title IA Schoolwide Plan.
- Hold an annual meeting to inform parents of the school’s participation in a Title IA program; provide parent involvement training and/or activities. These meetings will be held based on input from parents, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Santiam Elementary Title IA schoolwide programs, and encourage them to attend.
- Frequently assess students and provide ongoing feedback to parents, in formats easy to understand and at reasonable intervals, on how the student is progressing academically.
- Provide opportunities for parents to participate in decisions about the education of their children.
- Classroom teacher will give each parent an individual student report about the performance of their child on the state assessment in math, reading, and writing and science as applicable.
- Ensure that all certified and classified Title IA staff are highly qualified.

Parent and Family Responsibilities:

- 
- Make sure that my child is on time and strives for 100 percent attendance, and contact the school if my child is absent.
- Establish a time and place for homework with my child to get it handed in the next day.
- Monitor the amount of television my child watches and ensure that my child gets enough sleep each night.
- Attend conferences and Title IA schoolwide activities, look at school-work, and call the school as needed to monitor my child’s progress.
- Check with my child daily for information sent home from school, read it and respond, if necessary.
- Participate, as appropriate, in decisions relating to my child’s education. If possible, be a member of the parent advisory committee, or Title IA Santiam Elementary School Schoolwide Planning Team.
- Read at least four times a week with my child, outside of school time. (minutes per day or week to be determined by student’s teacher.)

Student Responsibilities:

- Come to school each day ready to learn and do my best!
- Do my homework every day and ask for help when I need it/
- Read every day outside of school time. (minutes per day to be determined by student’s teacher)
- Give my parents (or adult who is responsible for me) all papers and information sent home with me from the school.
- Complete my class work/homework and ask for help when I don’t understand.

\_\_\_\_\_  
Teacher                  Date

\_\_\_\_\_  
Parent/Guardian                  Date

\_\_\_\_\_  
Student                  Date

# 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