SANTIAM CHRISTIAN

Character, Leadership and Community.

ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK

2026-2027

Updated Sept. 2026

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Principal's Welcome:

Welcome to Santiam Christian Elementary School! Our school, your school, is an exceptional place that strives to meet the spiritual, social, emotional, physical and academic needs of every member of our community.

Please feel free to visit and get involved in school-wide and classroom activities. We welcome family involvement at any level you are able to fit into your schedule. There are abundant opportunities, such as classroom helpers, attending field trips, material preparation or just coming for a visit at lunch.

Our deepest desire is to support you and the family in raising students in a Christian Community where the Bible is the foundation of all we say and do. We strive to see students develop Godly character as they learn and grow and want to see them develop Christ like Leadership skills.

We are delighted to partner with you in praying for your child, speaking truth into their lives and calling out the gifts God has given them as they grow. We look forward to the 2026-27 school year!

Those who wait for the Lord will gain new strength; they will mount up with wings like EAGLES, they will run and not get tired. They will walk and not become weary.
Isaiah 40:31

Respectfully,
Anna Marie Gosser, Principal

Santiam Christian at a Glance

School Phone 541-745-5655

School Hours	8:00am-3:00pm - doors open at 7:50
Attendance notice - call or email the office by 8:30am	elemattendance@santiam.org
Urgent Student Messages	Call the front office - Student phones/smart watches are to be stored during school hours
Nurse	School Nurse: Callie Santora santorac@santiam.org All medications must go through our school nurse - all health plans are developed by our nurse
Student Illness	Students must be fever free for 24 hours (without fever reducing medication) to return to school or school functions - a fever is 100.4 or higher. Children with a fever, cold/flu like symptoms, vomiting, diarrhea, etc shall NOT come to school till they are 24 hours symptom free

Guiding Beliefs

Santiam Christian Schools is an independent Christian school founded in 1979. For over forty years, the school has provided outstanding Biblical education and discipleship for students in preschool through the twelfth grade. SCS is operated by Santiam Christian Schools, Inc., an interdenominational, nonprofit 501(c) (3) corporation organized under the laws of the State of Oregon. The schools are parent-sponsored and governed by an elected School Board, which sets board policy and directs the schools in accordance with the corporation's constitution and bylaws.

EAGLES Core Values

- ★ **E – Excellence** - Do your best in everything you do to honor God.
  "Work hard as if you were working for the Lord." — Colossians 3:23
- ★ **A – Accountability** - Take responsibility for your words, actions, and learning.
  "Each of us will give an account of ourselves to God." — Romans 14:12
- ★ **G – Grace** - Show kindness and forgiveness to others, just like Jesus does for you.
  "Be kind and forgiving, just as God forgave you." — Ephesians 4:32
- ★ **L – Leadership** - Be a leader who serves others with humility and courage.
  "Whoever wants to be great must be a servant." — Matthew 20:26
- ★ **E – Endurance** - Keep going when things get tough—God gives you strength.
  "Run with perseverance the race God has set before you." — Hebrews 12:1
- ★ **S – Service** - Use your gifts to help others and make a difference.
  "Use your gifts to serve others." — 1 Peter 4:10

Inter-denominational Beliefs

Our Statement of Faith reflects basic Christian tenets and contains those beliefs to which we unreservedly adhere and which we teach. We also recognize that there are specific doctrinal areas unique to the varied denominations that make up our parent community. Generally, the approach to matters that separate us is simply to present the words of the Bible, allow room for general exploration and discussion, and refer students with denominationally specific questions to their parents or pastor.

Mission

Santiam Christian Schools partners with Christian families to provide an education rooted in a biblical worldview, forming students for lives of faith, learning, character, and service.

Statement of Faith

Santiam Christian is founded on the following Statement of Faith, to which our School Board members, administration, faculty, staff, and families subscribe:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, 1

Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelations 19:11).

- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace, through faith, are we saved. (John 3:16-21, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life, and to the lost unto the resurrection of damnation. (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, 5:18).

School Vision

Our vision is to develop godly character, Christ-like leadership, and community-minded students. We envision graduates who have mastered a rigorous academic curriculum; who are well-prepared for university or vocation; who understand the foundational principles required for beginning and progressing in the student's chosen field(s) of endeavor; who exhibit life-enriching behaviors which nourish physical, mental, and spiritual wellness; and who have a developed a deep, abiding, and personal faith in God through Jesus Christ. This vision for our graduates guides all our endeavors, programming, and student activities.

General Information and Procedures

This Handbook includes information about Santiam Christian Elementary and Preschools daily operations and general Santiam Christian Schools procedures. Please help your child become familiar with the information. Additional information about Santiam Christian Schools and policies can be obtained from our website or the Superintendent's office. The materials covered in this handbook are intended as a method of communication to students and parents regarding general information, rules, procedures and is not intended to either enlarge or detract from any Board Policy.

Any information contained in this student/parent handbook is subject to unilateral revision or elimination from time to time without notice.

Absences

- All **absences need to be reported to the school office at** elemattendance@santiam.org or 541-745-5655 no later than 8:30am on the day of the absence. School staff will call home if a child is absent and unaccounted for during the day.
- **Students arriving after 8:05 are required to check in at the office**. Students are required to check in & out at the office any time they are leaving campus prior to the end of their regular school day.
- Success in school in almost every instance is significantly influenced by regular and punctual attendance. Please schedule dental, doctor and other appointments around academic instruction.
- Families who reach an **excessive amount of absences** will receive an attendance letter and one will be added to your child's permanent record. Students may be put on an attendance contract if appropriate school attendance is not maintained.

Extended Absences

- A doctor's statement is required for a student to be readmitted from an illness of five or more consecutive days.
- According to State law, a student returning after a serious contagious disease is required to have a doctor's excuse for admittance.

Prearranged Absences

- A Prearranged Absence form must be completed when taking a student out of school for personal reasons (other than illness) for a day or longer.
- Prearranged Absence forms are available in the office and should be submitted to the office.
- Work assigned during the absent period **must be completed**. Students failing to complete makeup work on time will be given a zero ("0").

After-School Child Care

After school child care is available at Santiam Christian from 3:00-6:00 pm daily for students in Kinder- 6th grade. A form found on our website must be submitted to enroll your child in this program. It can be used daily or on a drop in basis. Families are charged by the hour. Students who are elementary age are NOT allowed on campus after hours without adult supervision. Sixth grade students participating in sports may be unattended with a signed waiver of release, but must remain in the JH/HS cafeteria.

Allergy Awareness

We invite your help and cooperation to assist all our students in staying physically safe at SC. On classroom doors we have "Allergen Aware"signs. We have students who are allergic to many things from strawberries, eggs and gluten to peanuts and tree nuts. Food allergies cross many different foods and food groups. Reactions range from mild to life-threatening among students here at SC. There are several practices that we have in place to help prevent allergic reactions:

1. Students will be encouraged to wash hands upon arrival to school and again before/after eating. Having your child wash their hands following breakfast before coming to school is very helpful.
2. All our classrooms will communicate with families which items should not be sent into the classroom for snacks or parties due to allergies of the students.
3. Students will eat snacks outside as often as possible
4. A "Nut Free" table will be provided for students with nut allergies to eat during lunch. Other students with no tree nut or peanut items in their lunch may also sit at this table.
5. We strongly encourage you to check with your child's teacher before sending any items to be shared in the classroom.

Appearance Policy

Dress and appearance have a definite effect on academic performance and conduct. Parents are encouraged to support the school's appearance policy. Final judgment as to whether or not a student is properly dressed will be left to the discretion of the school administration. If at any time a student's appearance is not consistent with the prescribed standards, the parent will be contacted and the situation remedied before the child will be allowed to return to class. Neat, Clean and Modest are the base guidelines to follow.

- Shoes worn to school must be able to stay on the student's feet and appropriate for the day's activities. Crocs in sport mode are not allowed for PE.
- Leggings - As bodies develop young ladies need to have sweatshirts or long t-shirts that cover their backside (primarily 5th/6th grade).
- Pants with rips and holes above the knee area should not be worn.

- Clothing imprinted with phrases and/or pictures should always be appropriate for school and in good taste.
- Tops need to cover a minimum of 2 inches on the shoulder and not be cropped.
- Dresses not coming to mid-thigh should have leggings underneath
- Shorts are permitted year round with parental discretion considering weather conditions. **Note: All students go outside for recess, weather permitting.** Shorts must be hemmed (not frayed) and should be at least mid-thigh in length. They should be loose fitting with no slits up the sides. Undergarments should not be visible.
- Hair is to be neatly groomed. The style should reflect the sex of the student. Boys' hair must be cut above the shoulders. Hair should be a natural color and not draw undue attention to the student.
- Make up may not be worn at school. (Foundation or Cover-up for ACNE is the only exception.)
- Hats/hoods are not to be worn in school buildings. (a medical exemption may be made through a meeting with the principal)
- Body piercings for boys are not allowed or those beyond ears for girls

Arrival and Departure

Students may enter the building at 7:50am. School begins at 8:00am. **Children who arrive on campus before 7:50 must report to the gym for our early bird program.** If a child is supervised by their parent they may visit the library to check out books starting at 7:40am.

Students arriving after 8:05AM are tardy and must report to the office to check in before reporting to their classroom. All outside doors will be locked at 8:10am. Students are not permitted to leave the school grounds between arrival and dismissal times without permission from parents. **Parents must go to the school office to sign their child(ren) out of school: their children will meet them in the office.** Parents SHOULD NOT be going to the classrooms to pick up their children during the school day.

Students may be **dropped off** on either side of the elementary school in the morning. If you need to park your car to come into the building or stand outside to drop or pick up your child please stay out of our traffic lanes and use an appropriately marked parking space.

For **pick up** students in 1st-6th students are picked up on the west side of the school building. Students in Preschool and Kindergarten plus older siblings can be picked up on the east side of the building.

If there is a change to your child's normal dismissal routine please send a note to the teacher or call the office by 2:30 so the message gets to your child.

Before School Care

This service is offered from 7:00-8:00 each day of the week in the gym. Students preschool-6th grade may attend our early bird care on any day you choose to use this service. There is a daily drop in fee for accessing this before school care. Any elementary student arriving on campus prior to doors opening at 7:50 who is not directly supervised by an adult is required to report to the gym for supervision. Preschool and Kindergarten students will be escorted to their classrooms from the gym.

Behavior Expectations

You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love. For the entire law is fulfilled in keeping this one command: "Love your neighbor as yourself… the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5.

1. To exhibit a kind and welcoming attitude
2. To be courteous and well-mannered
3. To be respectful of each other and each other's property
4. To demonstrate grace and patience
5. To receive and provide apologies without conditions
6. To resolve conflict through peaceful means
7. To be a good example to others
8. To act in a way that is safe for oneself and others
9. To make every effort and opportunity to grow in your character and relationship with Christ

Santiam Christian Schools seeks to:

- Teach students the importance of loving and respecting each other, because all people are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.

- Teach students to recognize their weaknesses without developing a sense of failure, to overcome their weaknesses when possible, and to develop their strengths without developing arrogance.
- Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills; deferring to others' strengths, contributing their own strength, and encouraging each other in areas of weakness.
- Teach students that a person's value is independent of his or her performance.
- Discipline students for misbehavior in a way that:
    - Recognizes individual worth.
    - Leads the student to take personal responsibility for his or her actions.
    - Encourages the development of self-discipline.
    - Restores relationship with both God and man.

While discipline is basically positive training in the right direction (Proverbs 22:6), it is also appropriate that corrective measures apply when students have violated the standards of community respect and appropriate behavior and attitude to which we aspire as a school.

Most corrective action happens at the classroom level and is typically verbal upon the first offense, though teachers and school administrators may use a number of disciplinary methods. Generally, discipline and correction involves bringing the problem to the student's attention and requesting a change in attitude or actions. Assuming the student cheerfully and promptly complies, the issue is then resolved. Failure to cheerfully and promptly comply requires additional levels of correction, which might include, but are not limited to: loss of classroom or extra-curricular privileges or free time, reset- going home for the remainder of the day, parent conferences, a behavior plan, suspension, and as a final resort, expulsion.

Staff Discretion in Discipline

While it is a reasonable expectation that a student struggling with attitudes or behavior would generally have the opportunity to progress through various types of corrective action, nothing in this section may be interpreted to mean that school staff must use corrective actions in any particular order. No required series of disciplinary steps is implied or required, and depending on the offense, administrators may choose any one or series of corrective actions in any order, up to and including immediate indefinite suspension or expulsion.

Bus Usage

SC provides bus service to many of our outline areas. A fee for using the bus will be assessed to your account. You can use the bus daily or ride as you need. You must sign up on our website in order to use the bus.

Students are expected to comply with the following rules and regulations specified by The Oregon Department of Education and Santiam Christian Schools

- Students are being transported under the authority of the bus driver.
- Students shall be on time for the bus both morning and afternoon.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver. When crossing the road, students are to cross when they receive the driver's hand signal that it is safe to do so.
- Students shall have written permission to leave the bus at a bus stop other than their regularly scheduled stop(s) or school.
- Students shall remain seated while the bus is in motion.
- Students shall not extend their hands, arms or heads through bus windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- **Inappropriate words, gestures or name calling will not be tolerated.**
- Horseplay, wrestling or boisterous activity is prohibited on the bus.
- Students shall be courteous to the driver, fellow students and those that pass by.
- Students shall not bring animals, firearms, weapons or other potentially hazardous material on the bus. No weapons real or imaginary are allowed on the bus.
- Students shall not close or open windows without permission from the bus driver
- Students shall use the emergency exits only in the case of an emergency.
- Students shall keep the bus clean and refrain from damaging it.
- Students shall be quiet at all railroad tracks until the bus' back wheels cross the tracks.
- Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
- **Headphones and electronic listening devices are not permitted for students in K-6th grade. These may be checked prior to loading the bus but then must be securely stored out of sight.**

For students who chose to not follow the rules, there will be referrals issued.
Any of the following actions may be utilized depending on the severity and number of the referral received.

• The bus driver and student resolved the issue • Parent Contacted • Assigned seat for the student • Conference with student • Denied bus privileges until: _____	• Sent home for the day • Out-of-school suspension (_____ days) • Behavior Contract • Other:

Chapel

Santiam Christian is vitally interested in the spiritual development of its students and therefore, provides a weekly chapel service. Chapel allows for times of spiritual growth, prayer, worship,

and biblical instruction through a variety of creative mediums. We have a K-2 and 3-6 chapel to help support the spiritual and developmental needs of students.

Class Placements

It is our goal to create a balanced and productive learning environment each year for every class. Much prayer and consideration is applied to creating the best learning environment for all students. Information parents provide will be evaluated, along with input from staff members and other data, to assist in making placements.
Final responsibility for student placement is with the school principal.

Computing Technology Resources

Computing technology resources at SC are used to support, enhance, and complement the academic mission of the school. It will be general policy that all computing technology resources used at SC are to be used in a responsible, efficient, ethical, and legal manner. Persons failing to adhere to this general policy, as well as specific policy guidelines will have computing technology access privileges revoked.

Concerns

As Christians we believe the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Cor. 6:1-8; Matt. 18:15-20) The Bible describes the following sequence for resolving disputes:

1. Matters of concern should first be handled *individual* to *individual* in accordance with the Lord's commands in Matthew 18.
2. The second level, if necessary, is to involve the appropriate Teacher.
3. If resolution is not possible at this level, the third level is to bring the matter to the attention of the *Principal*.
4. Final examination may be requested from the *Superintendent* in cases where Steps 1-3 have failed to bring resolution. Step #4 is appropriate only when Steps #1-3 have failed.

Before raising a concern make sure you have thoughtfully prayed through the situation, seek wisdom from your spouse or a prayer partner and come with a heart to hear and resolve. Do not send emails when you are heated as words can not be taken back. It is best to resolve concerns in a person to person format where questions and clarifications can be utilized.

Curriculum

Our basic pattern of instruction will be carried throughout our school program to ensure the highest degree of success in properly educating the **whole student — mind, body, and spirit**. Our elementary curriculum is designed to be age appropriate. Students also receive opportunities to develop through Physical Education, Art, Music, and our STEM Lab.

The emphasis throughout the Santiam Christian Elementary program is the integration of Biblical principles throughout the whole curriculum to support the development of a Christian Worldview.

BIBLE TRANSLATION - K & 1 use The Jesus Storybook Bible and Every Story Whispers His Name. 2nd/3rd grade students use the NIRV Adventure Bible for Early Readers. In the 4th through 6th grades, students use the NIV Jesus Bible.

If you as a parent wish to preview any of our curriculum please set up a time with the classroom teacher.

Electronic Devices (Smart Watches/Cell Phones)

Cell phones are **not** encouraged to be sent to school with elementary age students. If the family and school deem there is reason for a phone then **cell phones/watches must be kept in backpacks and set to "silent" during the school day. Students will not be allowed to check their phones between the hours of 8-3. Any cell phone/apple watch use during school hours without permission is prohibited.** If a parent needs to contact a child they may call the office and we will happily get a message to the student. If a child needs to call their parents they can use our phones in the office or make a plan with the teacher to use the one in the classroom.

- The first time this expectation is not met a reminder will be given to the student.
- The second time the phone/watch will be held by the teacher and may be picked up by the child at the end of the day with a phone call home from the student and principal.
- If there is another offense the phone/watch will remain with the principal until the parent comes to pick it up.

Cameras: Pictures should not be taken or distributed without permission from the people being photographed.

Emergency Closure Procedures

The decision to cancel school or to delay its opening during unusual weather conditions is generally made between 6:00 - 6:30 a.m. School closures will be reported through FACTS Parent Alert. Emergency messages will simultaneously be delivered to home phone numbers, cell numbers, text messaging, and email, and will also be posted on the school's website www.santiamchristian.org . If, because of our large geographic area, the public school in a student's area is delayed or canceled, the student should follow the decision of that local school district regarding their attendance at Santiam Christian on that day.

Emergency Drills

Drills (fire, earthquake, lockdown, etc.) will be conducted throughout the year.

Events

EAGLE'S CHALLENGE

In October, Santiam Christian Schools hosts our annual Eagle's Challenge. This exciting "jog-a-thon" style fundraiser challenges our students as they race through a variety of physical fitness obstacles (including giant inflatables) with a chance to raise money for Santiam Christian and win prizes for themselves!

HARVEST CELEBRATION

Early in the fall there is a Harvest Celebration held on the school campus.

CHRISTMAS PROGRAM

An annual Christmas program is presented to glorify Christ and sing His praises. The program is open to the whole family and primarily features preschool - 5th grade and 6th grade band students.

ACADEMIC COMPETITIONS

Students will have the opportunity to compete in our spelling bee, math olympics, Bible bowl, SALT literary book battle and speech meet. Each competition includes different grade levels.

6TH GRADE OUTDOOR SCHOOL

As a culmination of their elementary school years, sixth graders along with parent chaperones, sixth grade teachers, and school principal take part in a week-long Christian Outdoor School with an emphasis on learning about God's creation. If you want to volunteer to chaperone you will need to submit an application and those who are qualified will be placed in a drawing to choose adult chaperones.

GRANDPARENTS' DAY

One morning each year in the spring is set aside for grandparents to visit school with their grandchild. This is a wonderful time to show our appreciation for grandparents (or special friends). This day is always a half day allowing students to go to lunch with their guests.

ANNUAL PARENT MEETING

The Annual Parent Meeting, held each spring, is a time for the "owners" to receive the various board reports and to hear the "State of the School" address from the Administrative Staff. Board members are elected at the spring meeting. Other business items are also discussed. **All parents should attend.**

TRACK and FIELD DAY

As a grand finale to our school year we host a day of fun which includes bounce houses, field games, picnics, and track and field events. This is a wonderful day for families to come together and cheer for students. **This event is for 1st-6th graders.**

SPRING AUCTION

Santiam is committed to keeping the cost of Christian education affordable. Our annual auction raises funds for scholarships. The Auction is an adult event with dinner, silent and oral auction. If you have items or services to donate please let us know.

Field Trips

Parents will be notified by the teacher when a field trip will occur. On your parent covenant you signed off on our one time permission form for all activities that take place during the context of the academic program which includes field trips. Participation by students in field trips will be contingent upon their ability to behave appropriately and meet classroom and schoolwide behavior expectations. Fees for field trips will be charged directly to your FACTS account.

If you want to volunteer to chaperone you must have an active volunteer background check on file before the event. You may check with the school office to see if you have been cleared to volunteer.

Grading

Students in K-4 grade are marked based on progression towards grade level standards.

Students in 5th are given a letter grade A-F in main academic areas as well as a marking of progression toward key grade level standards

6th graders earn an A-F grade based on percentage.

Quality

Excellence will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best (I Cor. 10:31). On the other hand, let us strive to have "excellence in humility" so that we may give Him the glory for anything we are able to achieve (Romans 12:3).

INCOMPLETES (Missing Work) (5th-6th grade)

In 5th grade - any work turned in over 15 days late is a 10% deduction.
In 6th grade -Any work turned in from one day late to fourteen days late receives a penalty of 10%. In addition any work turned in over 15 days is a 20% deduction.
*Students in 6th grade who are not current on missing assignments may be required to attend mandatory study halls until work is completed. Students in 6th grade who play sports also follow the JH academic eligibility guidelines.

Absent work

Absent work is work that is turned in after the due date because an excused absence has occurred.

- Students have an equal number of class days to make up missing classwork and homework as the number of days they miss
- Work previously assigned and due on a day of absence must be turned in upon return to class (no extra time is granted due to the absence).

Academic Probation

Academic probation is a plan designed in collaboration with the principal, student and parents when circumstances warrant intervention.

- Academic probation may be applied by the school if one or more of the following circumstances are true:
    - A student earns one or more failing quarter grades,
    - A student earns three or more *D* grades for a quarter
- Academic probation formalizes measures taken to intervene on the student's behalf in an effort to ensure greater academic success.

USE OF AI

Using A.I. to write reports or complete assignments is considered cheating and will receive an academic penalty. Students need to use their mind to create original and independent work at the elementary level.

HOMEWORK

Homework will be given consistent with the student's ability and placement. Expect 10 minutes of homework per grade each night (ex. 2nd grade - 20 minutes, etc.). Time is often given during class to complete homework assignments.

PROGRESS REPORTS:

Parents of 5th grade students - Students will receive printed copies of missing assignment sheets weekly from their teacher typically starting later in quarter one.
Parents of 6th grade students will receive an email each Sunday evening with their child's grade progress report . If you do not receive an email from ***RenWeb Support Titled Confidential: Gradebook Progress Report***, please email your child's teacher.

Illness or Injury

- **Parents will be notified in the event of illness or injury at school** (Please keep your contact information up to date with the school and make sure your voicemail is set up and not full so we can leave a message)
- Students will be sent home when their temperature is 100 degrees or greater
- In the event that a parent/guardian cannot be reached, we will call the emergency contact list in order on the student's emergency medical list in FACTS until we reach an individual. Students may remain in the Health Room until picked up.
- **Students must be fever free for 24 hours (without fever reducing medication) to return to school or school functions**
- **Children with a fever, cold/flu like symptoms, vomiting, diarrhea, etc shall NOT come to school till they are 24 hours symptom free**
- A child can be dismissed from PE or recess if recovering from an illness or injury with a written note or email to the teacher
- A child who can not participate in normal activities should remain at home

Invitations

- Everybody loves a birthday party, and no one likes to be left out. Please do not hand out invitations at school unless the whole class is invited. Consult your school directory online (FACTS) for addresses.

- For any community event (whether hosted by your church or other nonprofits) Please seek Administrative approval for posting on our community bulletin board. Do not send it home with classmates.

Lost and Found

Clothing and other items lost by a student will be held in the "Lost and Found" area in the Entry near the Elementary office. Please label your child's clothing with their initials to help us identify the owner. Items unclaimed by the end of each quarter will be donated to a charity.

Lunch Program

- Each child should bring a sack/box lunch or plan for hot lunch each day.
- A nutritious snack packed in a lunch box is recommended for all children.
- When a student orders hot lunch, the charge is immediately applied to their family account. FACTS should be checked on a regular basis to keep accounts current. Students will be charged for a second serving.
- **We have microwaves for use by students in grades 3rd-6th for reheating food.** We request no mac and cheese bowls as these take too long to cook during lunch time.

Medication at School

- Campus Nurse and trained office personnel can provide regular strength Acetaminophen, Ibuprofen, or Children's Tylenol Junior Strength, and over-the-counter (OTC) allergy medication using the manufacturer's label dosing. These are distributed on an emergency basis. If your child needs regular allergy medication or pain killers please send those in to the school nurse. All parents will be notified though FACTS when medication of this nature is distributed. In the online enrollment/re-enrollment process, the parent/guardian can permit the school to give OTC medication. If the parent/guardian changes their permission regarding OTC, please contact the Campus Nurse.

- Campus Nurse and trained office personnel can administer cough drops and Neosporin on cuts/scrapes indicated by parent permission filled out in the enrollment/re-enrollment process.

- **Prescription medications must arrive in a prescription bottle or box with the original prescription label attached and turned into the Campus Nurse.** (Office located next to the main elementary office. A Medication Disbursement Permission Sheet must be on file before the nurse or school personnel can administer any medication/inhalers. Any medication should have proper identification, dosage, and expiration dates relevant to the student. The prescription should indicate the exact time the medication is to be given.

- **If a child wants to self-carry inhalers, Epi-pens, or medication, a form needs to be filled out and signed by the parent, nurse, and administrator.**

- Students with special medical needs will need to **bring orders from their doctor** and set up a time to meet with the school nurse to create an Individual Health Plan. If your child has a health plan the nurse will contact you to review the plan and make updates at the beginning of the year.

Newsletter

Look for important school information to come home weekly in the ***Santiam Christian Elementary Weekly Update*** email that comes out on Mondays. Important dates and events can also be read and downloaded from the school website at www.santiamchristian.org or on the Resources Page in FACTS.

Parent-Teacher Conferences

Mandatory conferences are scheduled after the first grading period. A spring communication day is set to connect with some families after the third grading period. A parent may schedule appointments at any time by calling the office.

Personal Items Brought to School

Please consider carefully and be aware of the items your child takes to school from home. Expensive items, toys, keepsakes of sentimental value and trading cards are best left at home. The school is not responsible for any lost items.

PRE-SCHOOL/Preschool Extended Care

- Visitors must sign in through our main office before coming into preschool.
- To pick up a child early please work with our front office staff.
- Medications must be given to the school nurse

Toileting Habits:

- All students in our preschool must independently use the restroom
- Students must be fully toilet trained as we do not allow for pull ups
- Accidents happen that is why you will send a pair of clothes to be utilized during the year in the event of an emergency

Behavior:

- Most disciplinary situations will be handled at the level where the offense occurs.
- Offenses may result in loss of privileges, Reset - by heading home for the remainder of the day,
- Parent-teacher conference, parent/teacher and principal conference.

The Santiam Christian Preschool/Extended Care is a hurt-free zone. Our policy ensures positive steps for a safe and loving environment. ANY hurtful behavior (biting, hitting) is cause for a reset for the day.

Report Cards

Report cards are issued each nine-week quarter. The first grading period report card will be given directly to the parents at the parent–teacher conference. After that, the report card will

be sent home via email following each nine-week grading period. Please print your report card as the link expires after two weeks.

Schedule

7:00 -8:00 Morning Early Bird Care Available in the Gym (fee)
7:50 - Classroom doors open
8:00 - School Starts
8:05 - Students are Tardy/ Doors Lock/ All students must check in at the office
9:00-11:00 All Students have a morning break (staggered)
11:00-1:00 All students have lunch and a lunch break (staggered)
12:00 Preschool regular day released
2:55 - Dismissal Kindergarten/Extended Day Preschool
3:00 - Dismissal (1st-6th)

Special Services

Santiam Christian works with families who have students with specific needs. Please contact the Classroom Teacher or Principal for more information.
Services Include:

- Success plans (Our version of support similar to an IEP/504 in public schools)
- Cognitive Testing (completed in partnership with Corvallis School District)
- Speech/Language Services -testing and direct instruction (completed in partnership with Corvallis School District)
- Health Plans (designed with parents, campus nurse and input from local provider)

Student Records

Access to a student's records, by law, must be granted upon written request. Available records include grades, evaluations, formal disciplinary actions, attendance data, and standardized test results. Internal emails, informal notes, and casual correspondence are transitory communications. They are not part of the permanent student file, are not managed by a central records custodian, and are not subject to parental review or electronic discovery. A parent may challenge the content of the records by submitting a written statement, and that written statement shall be inserted in the student's records.

Teacher Preparation Time

- Parents often wonder when and how to best contact teachers. Notes, emails, voice mails and personal contacts are all welcome. However, before school (7:30-7:50) is a busy time for teachers, and we ask that you do not interrupt their preparation time.

- If you would like to meet with a teacher, we suggest you catch them after pick-up or schedule a time after school between 3:10-3:45 to visit with them. You can schedule times during the school day with a teacher through the front office.

- Email addresses can be found on the website or can be directed in the following way lastnamefirstinitial@santiam.org. School office personnel can help facilitate getting written messages, phone messages, and meeting requests to teachers.

- Teachers will respond to your emails within 24 hours when they have an opportunity. If the issue is urgent, please contact the elementary front office and they will get a message to your teacher.

Volunteers (Volunteer Handbook)

- **All volunteers MUST have a background check for field trips or regular interactions with students**
- Adults who volunteer at school are under the direct supervision of a staff member shall be answerable directly to that staff member.
- Volunteers should conduct themselves as role models for all students. While assisting at SC Elementary, volunteers should adhere to SC standards in dress, speech, and conduct.
- Volunteers that have younger children (under school age) need to check with the teacher and administrator to ensure minimal disruption during class time. As a general rule, if you are going to be in the classroom, please find an alternate place for the younger child(ren); if you will be working outside of the classroom please make sure to check with appropriate faculty/staff to ensure minimal disruption.

SERVICE HOURS REQUIREMENT (30 hours per family) Because Santiam Christian Schools is a parent society school, it is dependent upon each family's participation and assistance. Each family is expected to give of their time and involvement (i.e., repairs, coaching, fund-raising, painting, helping in the classroom, etc.) with a minimum of thirty (30) hours per year. Each family may keep track of their own hours on the honor system and record it in the FACTS system under their parent portal.