

# THREE RIVERS SCHOOL HANDBOOK



## ***Home of the Otters***

*Tim Broadbent, Principal*  
56900 Enterprise Drive  
Sunriver, OR 97707

Phone (541) 355-3000  
Fax (541) 355-3010

[www.bend.k12.or.us/threerivers](http://www.bend.k12.or.us/threerivers)

# **WELCOME TO THREE RIVERS SCHOOL!**

*A place of hope, opportunity and growth.*

## **We are committed to . . .**

- ATTENDING to each student's academic, social, physical and emotional needs, focusing on lifelong skills
- CREATING a school community that is safe, loving and challenging
- DEVELOPING mutual respect and communication among students, parents and staff

## **We Offer . . .**

**All Day Kindergarten** - Three Rivers offers two sessions of all-day kindergarten.

**Athletics** - in-district competitive sports for middle school athletes.

**Computer Lab** - students learn basic keyboarding, word processing and how to research information on the Internet.

**FAN (Family Access Network) Coordinator** - helps students and families access community services.

**Library/Media Center** - open throughout the day with a computerized checkout system, books and resource materials to encourage reading and learning.

**Literature-based Language Arts** - encompasses reading, writing, spelling and language skills. We also emphasize technical reading and writing.

**Music Program** - variety of activities including vocal, instrumental and movement skills. Several performance scheduled throughout the year.

**Parent-Teacher Association (PTA)** - committed to improving opportunities for our students and bringing parents, staff and students together as a working whole. Their website: <http://threeriverspta.org/>

**PE** - includes fitness, health, conditioning and other organized activities.

**Reading is Fundamental (RIF)** - encourages reading by providing free books to ALL students- sponsors motivational activities.

**Safe School Management** - program based on the University of Oregon's PBS model.

**School Psychologist** - available to help meet individual student needs.

**Site Council** - parents, staff and community members who oversee and guide the direction of the school.

**S.M.A.R.T. - Start Making A Reader Today** - program in which community volunteers spend 30 to 60 minutes per week listening and reading to individual primary children. Contact: Judy Lauder milk 541-593-0234

**Special Education** - services to meet individual needs and develop life-long relevant skills.

**Speech and Language** - assistance provided to students who have specific speech and language needs stipulated by an IEP.

**Student Services Coordinator** - works with students needing additional support to succeed.

**Talented and Gifted (TAG)** - opportunities for students who qualify, including personal educational plans (PEPs).

**Title I/Math & Reading** - for students needing a boost in reading, literacy and math. Qualifying students receive additional small group and/or individual instruction to help them compete academically with their peers.

# ***Student Behavior***

*Be safe*

*Be respectful*

*Be responsible*

## ***Universal Expectations***

- Be on time and ready to learn
- Follow the directions of all school adults
- Keep hands, feet, body and objects to yourself
- Take proper care of all property, belongings of others, the school and yourself
- Use appropriate and kind language
- Use an “inside” or “6-inch” voice
- Help others if they are in trouble
- Walk on the right hand side of the hallways

## ***Report to a supervising adult when . . .***

Students are to report to the NEAREST SUPERVISING ADULT when a conflict they cannot handle arises. Examples:

- Someone is doing something dangerous that may harm themselves or others
- Someone gets hurt
- Someone is being mean to you or another student (bullying, teasing or threatening)
- Someone steals or vandalizes school property or the property of others
- There is a fight
- You see a stranger on or around school grounds
- You see or find something dangerous like a fire or broken school equipment
- You see or find something that doesn’t belong at school or on school property (broken bottle, knife or other weapon, beer can, sharp object like a nail or needle, cigarette lighter, etc.)

## ***Before and After School***

- **ARRIVAL** – School opens to students at 7:55 a.m. Students and visitors enter through the front door of the school only with the exception of middle school students – they may enter through the middle school doors for arrival only. Students should not arrive before 7:55 a.m. as there is no supervision. K-5 students may go to the gym or the playground (depending on weather) before their classes begin at 8:20 a.m. Middle school students (grades 6 through 8) go directly to class for the start of first period. Breakfast is served in classrooms for all students. Late arriving students must check in at the office and get a note before going to their classroom.
- **DURING THE DAY** - Once at school, students must remain on campus unless they are accompanied by an adult or checked out at the school office by a parent or guardian. Any changes to after school routines are best communicated by a note to the student’s teacher.
- **DISMISSAL** - School ends at 3:00 p.m. Monday, Tuesday, Thursday and Friday and at 1:30 p.m. on Wednesday. Students riding the bus should go with their teacher directly to the bus loading area. While waiting for the bus, students are to behave responsibly and safely. Students being picked up by car go with their teacher to the front of the school and meet their parent or guardian there. Use cross walks and caution at all times.
- **AFTER SCHOOL ACTIVITIES** - Students participating in after school sports or activities should go directly to the appropriate area and be prepared to go directly home following the activity (school halls will be closed). All school rules and expectations apply during after school activities. When students are waiting to be picked up, they should follow these guidelines:

- Wait in front of the school, be seated and use quiet voices and appropriate language
- Bikes, scooters, skates and skateboards are not to be ridden on campus
- Horseplay on school property, including rolling down the front hills, is not allowed

## **ATTENDANCE**

Regular attendance in school is essential for a quality education. Students who miss school find their learning suffers because many learning experiences – science labs, class discussions, teacher explanations, simulations, audiovisual presentations, etc. – are often impossible to recreate in the form of homework.

The State of Oregon recognizes the important role of attendance in student success by including it as an integral part of every school's yearly Oregon Department of Education Report Card rating.

- 96% and above = exceptional
- 94% - 95.9% = strong
- 92% - 93.9% = satisfactory
- 89% - 91.9% = unsatisfactory

Both excused and unexcused absences are recorded in the student's official attendance record. Authorized school absences for field trips, in-school events and school athletics are not counted as absences. Students must be in attendance for the full day in order to participate in extracurricular activities (athletics, musical performances, socials, etc.)

### ***Attendance reminders:***

- If a student is absent, parents or guardians are asked to call the office by 8 a.m. on the day of the absence.
- Students need to present a written excuse to their classroom teacher when they return to school. The note should include the days/dates of the absence, the reason for the absence and the parent/guardian signature.
- If absent more than three days, a doctor's note may be required.
- If absent more than ten days, the State of Oregon requires the student be dropped from enrollment on the eleventh day.
- Students must be in attendance all day to participate in any school sponsored activity – athletics, musical performances, school socials, etc.
- For planned absences, notify the office and classroom teacher(s) well before departure to collect assignments.

## **BUSES**

Your child is expected to follow the rules for bus safety as identified in the Student Code of Conduct found in the District Family Handbook and Calendar. To locate your bus stop and times, use the Bus Look Up Tool at <http://bus.bend.k12.or.us>. Further information is available on the Parent tab of the Bend La Pine Schools website at [www.bend.k12.or.us](http://www.bend.k12.or.us). Please call the South County Transportation Office at (541) 355-5750 if you have busing questions.

## **COMMUNICATING WITH YOUR CHILD DURING THE DAY**

We strive to minimize classroom interruptions and, therefore, do not call classrooms during the day unless it is an emergency. You may call the office and we will get a note to your child. Please help us maximize classroom time by sending notes with your child to give to his or her teacher regarding any changes to the normal after-school plan. If you need to check your child out early, you must come to the office and sign them out. We will call their classroom once you arrive.

## **COMMUNICATING WITH TEACHERS**

Email is a great way to communicate with your child's teacher – the email address format is noted on the phone list included in this packet. Phone calls are best made before and after school hours. Calls placed to teacher's direct lines will go into voice mail during school hours.

## **DRESS CODE**

These guidelines apply to all regular school activities:

- Hats and other head coverings will be worn outdoors only.
- Closed toed shoes are the standard for grades K-5. Students will not wear open toed shoes, flip flops or wheeled shoes. (Shoes with wheels can be worn but wheels must be removed). Students in grades 6-8 may wear open toed shoes.
- Students will not reveal undergarments (boys or girls). Outside clothing (athletic shorts, etc.) worn as underwear counts as underwear. No sagging of pants or shorts.
- No bare midriffs or spaghetti strap tops.
- Shorts/skirts are to reach mid-thigh.
- No student shall wear any article of clothing, jewelry or accessory which, in the opinion of the school building administrator, poses a threat to the physical well-being and safety of the student or others.

Inappropriately dressed students will be given a choice of properly wearing loaner clothes (if available) or calling home for different clothes. Students who wear inappropriate clothing repeatedly may receive further consequences. For hygiene reasons and to avoid disputes, students may not trade, borrow, sell or lend clothes or shoes at school.

For winter weather conditions, we recommend snow pants, boots, coats, hats and gloves. If you need assistance with winter clothing, contact our FAN Advocate, Jenn Reuter @ 541-355-3067.

## **ELECTRONIC DEVICES**

I Pods, Game Boys and handheld video games are allowed on the bus when used in a safe manner. Once at school, electronic devices are to be kept in backpacks. After school and once students have boarded the bus, devices may be removed from backpacks for the ride home.

## **EMERGENCY PREPAREDNESS**

Drills are practiced throughout the school year to ensure that staff and students are prepared to respond appropriately in the event of an emergency. Two fire drills take place in September and one per month for the remainder of the school year. Lockdown and earthquake drills are also practiced during the year.

## **FAMILY SUPPORT**

Three Rivers has a Family Access Network (FAN) Coordinator, Jenn Reuter, to assist families with social service needs and community connections. Contact Jenn at (541) 355-3067.

## **FOOD PRODUCTS FOR THE CLASSROOM**

Food for classroom functions must be prepared by a licensed production kitchen or bakery and should be brought to school in sealed containers. Gum is not allowed at school.

## **HEALTH POLICIES**

If your child has had a fever or has been ill the night before or the morning of school, he/she should stay home. Children are expected to be outside before school and at recesses. When the wind chill factor drops below 10°F the students are kept indoors. If your child needs to take medicine (cough drops/syrup, children's aspirin, etc.) to be at school and/or is not well enough to go outside for recess, please keep him/her at home.

The First Day Packet includes an information sheet noting the district policy pertaining to students taking medications at school. Children are not allowed to transport any medication to school. Parents must come in to fill out permission forms for all medications and deliver those medications to office staff.

## **HOMEWORK**

Specific assignments will be given by classroom teachers to reinforce and support instruction. Parents are encouraged to provide a quiet student area, give assistance when necessary, be positive and praise often. As a rule, elementary school homework assignments do not exceed 30 minutes in grades 1-3, 45 minutes in grades 4-5 and 90 minutes in grades 6-8. However, children work at different speeds. If you have concerns, please contact your child's teacher.

## **LOCKERS – GRADE 6, 7 & 8 STUDENTS**

Lockers are provided for the convenience of middle school students. Students should be sure that clothing and other valuables are securely locked in their lockers when not in use. Combinations may not be shared. The school cannot guarantee the security of the lockers nor is it responsible for items left in lockers. Lockers are considered school property and, should the need arise, they may be searched at any time by the school administration.

## **LOST AND FOUND**

Located in the lobby are between Otter Hall and the gym. Unclaimed items are donated to a local charity at the end of each month. PLEASE label your child's clothing, coats, lunch boxes, backpacks, etc. with a permanent marker. We also have a lost and found in the office for small items.

## **MEAL PROGRAM**

Universal breakfast is served to all students at Three Rivers at no charge. All students will have computerized meal accounts and will be charged according to their household meal benefit qualification. Applications for Free and/or Reduced meal benefits were mailed home with our Principal's welcome letter. Extra forms are available in the office. Parents may add money to their child's meal account by going to <https://blpay.bend.k12.or.us>. There is a \$1.50 fee per transaction. All families regardless of income are asked to apply for the Free/Reduced Breakfast Lunch Program. Your participation supports additional federal academic funding for our school.

### ***Meal Prices:***

Breakfast (Universal Breakfast)	Free	Adult Breakfast	\$2.00
Lunch (All Day K-Gr 5)	\$2.25	Adult Lunch	\$3.00
Lunch (Gr 6 thru Gr 8)	\$2.50		

*(Lunch is free if student qualifies for free or reduced benefits)*

## **MONITORING STUDENT PROGRESS**

Three Rivers School continuously reviews information about student progress to make sure each child is making significant academic, emotional and social progress. Grade level teams and support staff use short assessments given regularly to monitor learning in Reading and Math. Other indicators are used to track attendance, behavior and socio-emotional growth. Teams use the data to determine which students are doing well in core classroom instruction and educational programming and which

## **PARENT TEACHER ASSOCIATION (PTA) - <http://threeriverspta.org>**

Our active PTA organizes several events throughout the year and welcomes your participation. Meetings are held monthly at school.

## **PARKING LOT PROTOCOL**

The safety of our students is of primary concern. Help keep our children safe and follow our loading zone rules. The loading zone is the access route that passes in front of the school.

### **RIGHT HAND SIDE OF THE LOADING ZONE**

Drop off and Pick up ONLY – do not leave your vehicle unattended in this area.

### **LEFT HAND SIDE OF THE LOADING ZONE**

Drive through only with caution – no parking and no stopping

### **PARKING LOT**

Parents and visitors needing to come into the school must use the parking lot.

### **BUS LOADING AREA IN FRONT OF THE MIDDLE SCHOOL**

NOT for through traffic or student drop off. Bus loading and staff parking only.

Please avoid blocking the handicapped parking places, use the cross walks and be on the lookout for children at all times!

## **SCHOOL IMPROVEMENT WEDNESDAYS – EARLY RELEASE**

Students will be dismissed at 1:30 pm on Wednesdays. This provides critical collaborative time for teachers to work on school improvement and contact parents about their child's progress.

## **SNOW RULES**

These rules are to help keep students dry and safe. Students may not throw, kick or toss snow or ice. Students not wearing snow boots, snow pants and snow coats must remain on the playground blacktop. Any student wearing snow boots, snow pants and a snow coat may:

- Roll around in the snow, make snow angels and have safe fun
- Slide down snow hills or mounds on their bottom, feet first
- Create snowballs of various sizes, snow forts or any structure they choose made of snow

## **STUDENT AND FAMILY INFORMATION**

It is critical that the school knows how to reach parents and guardians. Keep your address and all phone numbers up to date, including emergency contacts and daycare provider numbers – either call or stop by the office to make any changes as soon as they occur. Your emergency contacts are the only people we may contact if your child is ill and we are unable to reach you. Keep us informed regarding any custody matters including custody orders, restraining orders, etc. This information is kept in a confidential file. We must have copies of any legal documents that affect your child's custody and safety.

## **TELEPHONE CALLS**

Students are to use the office phone if they need to call home. They must have written permission from their teacher when they come to the office.

## **VISITORS**

ALL visitors must sign in at the front desk and wear a visitor badge. Please remember to turn in your badge as you leave and sign out noting your time of departure. In accordance with District policy, except for lunch and volunteering, visits from siblings, friends or relatives other than parents are not allowed.

## **VOLUNTEERS**

Be part of our school! We have opportunities in a variety of roles, such as working in the classroom, listening to children read and assisting with special projects. You must complete a Volunteer Application online ([www.volunteer.bend.k12.or.us/](http://www.volunteer.bend.k12.or.us/)) and be cleared prior to working with any students. Your approval is good for two years. Allow two to three days after completing your application then call the school office to see if you have been approved to volunteer. Please check with the office to verify whether your volunteer status is up to date.

## **WEAPONS**

Bend La Pine schools have a zero tolerance policy regarding students possessing, concealing or using weapons or look-alikes on school grounds or at school activities. Any items such as guns, knives, brass knuckles (or replicas) or any other item having the ability to cause injury or death is not allowed at school. Students found with any dangerous item will be suspended immediately, turned over to law enforcement and possibly expelled.



## **WEATHER DELAYS / CLOSURES OR EMERGENCY CLOSURE**

If school is to be closed due to inclement weather or an emergency situation, the school district will notify the local radio and TV stations. Information is released by 6:00 AM and repeated approximately every 15 minutes. You may call **541-323-SNOW** for updated information. In the event of a school evacuation, local media will make announcements. Parents can contact the District Office (541-355-1000) to confirm evacuations and locations for student pick up. A new text messaging alert option is available to parents and students to provide immediate and reliable information in the event of school closure or delays due to weather. Go to <http://connect.bend.k12.or.us> to sign up.

## **2015-2016 Major Dates**

September 7 .....	Labor Day
September 9 .....	First day Grades 1-8; K Staggered Start
September 10 .....	Staggered start for Kindergarten
September 11 .....	First Day All Kindergarten
September 16 .....	School Improvement Wednesdays Begin-dismissed at 1:30
November 11 .....	Veteran's Day Holiday
November 23-27 .....	Thanksgiving Break
December 21 – Jan 4 .....	Winter Break
January 18.....	Martin Luther King, Jr. Holiday
February 15.....	Presidents' Day Holiday
February 24.....	Early Dismissal at Noon – Conference Prep
March 2.....	Parent-Teachers Conferences 4 to 8.m.
March 3.....	No School / Parent-Teacher Conferences
March 4.....	No School
March 21-25.....	Spring Break – No School
May 30 .....	Memorial Day Holiday – No School
June 16.....	Last day of school

## **Three Rivers School Parent Involvement**

Parents are their children's first teachers. Research tells us that parent involvement makes a big difference. When schools welcome families, establish personal relationships with families, help parents understand how the system works, and encourage collaboration, students do better in school.

Three Rivers School is committed to being family-friendly and to working as partners with our families to help ALL students reach their academic and personal potential.

Every effort will be made to communicate with parents in a format and language that is free of education jargon and easily understandable by all. Parents and community members are always welcome at Three Rivers School.

Three Rivers School encourages families to be:

- Teachers of their children at home
- Supporters of our school and of public education
- Advocates for their own and other children, and
- Decision-makers in school policy and practice

In order to build an effective home-school partnership, Three Rivers School has developed the following Parent Involvement Plan:

<b>Parenting</b> <ul style="list-style-type: none"> <li>• Parent Resource Library—Parent Check-out</li> <li>• FAN Advocate—Family Assistance</li> <li>• School Nurse—Health needs, hearing, scoliosis and vision screening</li> <li>• Home Visits—TBD: SPED, counselor, administration, and various classrooms</li> <li>• Parent Compact/PEP Plans (October Conferences)</li> <li>• Counseling Services—Marty Gillette</li> </ul>	<b>Decision Making</b> <ul style="list-style-type: none"> <li>• Active PTA--monthly meetings and regularly scheduled activities</li> <li>• Site Council</li> <li>• School-Wide Title I parent information and annual updates published in the newsletter and on the school website</li> <li>• Parent participation in trainings and school projects</li> </ul>
<b>Communicating</b> <ul style="list-style-type: none"> <li>• Three Rivers Parent Handbook</li> <li>• School Newsletter—published biweekly</li> <li>• Parent-Teacher-Student Conferences</li> <li>• ParentVUE (student information software)</li> <li>• Language translators to assist families as needed</li> <li>• Weekly folders/student assignment notebooks including student work and notices sent home for review/comments</li> <li>• Notices, memos, school and classroom newsletters sent home regularly</li> <li>• School website updated regularly</li> <li>• Clear information on all school policies, programs, reforms and transitions</li> <li>• Parent Compact/PEP Plans (October Conferences)</li> <li>• Kindergarten orientation activities (Spring &amp; Fall)</li> <li>• PTA and Site Council</li> <li>• School Directory of families</li> <li>• Special Populations (Title I, Special Education, ELL and TAG/Highly Capable)</li> <li>• Parent Group Meetings/Workshops</li> </ul>	<b>Collaborating with Community</b> <ul style="list-style-type: none"> <li>• Information for students and families on community health, cultural, recreational and social support</li> <li>• FAN services (agency integration and coordination)</li> <li>• School-based satellite health clinic</li> <li>• OSU Nutrition Education Program</li> <li>• Administrative participation in community groups</li> <li>• Community service by students (recycling, clean-up, tree planting)</li> <li>• Staff training and collaboration with community agencies (i.e. FAST Camp, SROA – SHARC, Sunriver Public Library)</li> <li>• Grants and Foundation work for support of school programs</li> <li>• Reading is Fundamental (RIF)</li> <li>• School facilities used afternoons, evenings and weekends by community groups</li> <li>• Battle of the Books</li> <li>• Parent and Community Bulletin Board</li> <li>• Staff participation in “Healthy Beginnings” clinics</li> <li>• Assistance with needs for school programs and family events</li> </ul>
<b>Volunteering</b> <ul style="list-style-type: none"> <li>• School and classroom volunteer program to help with school activities</li> <li>• Volunteer background check procedure in place</li> <li>• PTA opportunities</li> <li>• SMART Program</li> <li>• Pet Partners</li> <li>• Collaboration with various agencies for classroom programs and service options.</li> </ul>	<b>Learning at Home</b> <ul style="list-style-type: none"> <li>• Pocket Curriculums updated and published annually for parents (translated)</li> <li>• Homework policies and how to help with homework information shared with parents</li> <li>• Fall Open House, Book Fair, Carnival, Dr. Seuss Parent Reading Night</li> <li>• Summer learning packets</li> <li>• Parent-Teacher-Student Goal Setting Conferences—October</li> <li>• Parent-Teacher-Student Conferences (March)</li> <li>• Parent Compact/PEP Plans (October)</li> <li>• ELL outreach and instruction</li> <li>• Reading is Fundamental (RIF) book distribution</li> </ul>

# Student Technology Use Guidelines

Bend-La Pine Schools provides students with access to technology resources for educational use. Technology resources include computer equipment and programs, telecommunication devices and services, Internet access, smart boards, projection equipment, etc. Any computing or electronic device or internet connection used on school district premises, even if personally owned, is subject to the following:

When using technology resources, the student should:

- Keep password and personal information private to prevent unauthorized use.
- Use computer equipment appropriately, for school-related purposes only.
- Navigate to Internet sites that are relevant to the topic being researched and are school-related and teacher authorized.
- Communicate with others via email or social network services only when doing so is relevant to, or part of, the classroom activity and authorized by the teacher.
- Inform a teacher if District computer settings or equipment have been altered.
- Follow copyright laws and restrictions and always cite research sources when using information from the Internet.
- Keep food and drink away from computers and electronic devices.
- Take care to avoid damaging/modifying technology tools (e.g., computers, projectors, document cameras, smart boards, printers, phones, fax, etc.).
- Avoid wasting resources (i.e., printing unnecessary information).
- Use technology tools with teacher/staff supervision.

Students may not use technology resources, including those that are personally owned, for:

- Personal mail, gaming, or social networking services not related to completion of a classroom assignment.
- Accessing sites or services blocked by the District, even if doing so on a personally owned device or connection.
- Accessing inappropriate sites (if accessed by mistake, inform teacher immediately).
- Capturing passwords or login information from others or using any device or technology to intercept or modify electronic communications or files.
- Downloading copyrighted software and programs, graphics, music, etc. without proper license or payment.
- Commercial/business purposes.
- Cyber bullying, illegal or malicious purposes.
- Disclosing contact or personal information about other students
- Accessing other student's or staff's files/data without permission.
- Publicly posting or reviewing publicly posted information that defames or degrades other students or staff or that might reasonably be considered offensive by another student or staff member. Leave such sites immediately.
- Intentionally modifying or disrupting any District service or communication including web services, telephone and calling services, and student grade records.

Violations: The information contained in this handbook is expected behavior regarding the appropriate use of technology. Violations may result in disciplinary action up to and including expulsion. In situations where violations of state and/or federal laws pertaining to the use of the computer and other telecommunications devices or services occur, the appropriate enforcement agencies will be contacted and offenses will be prosecuted as a felony.

# THREE RIVERS SCHOOL HOURS 2015-2016

56900 Enterprise Drive, Sunriver OR (541) 355-3000

Office Hours Monday through Friday 7:30 am to 3:30 pm

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## REGULAR SCHEDULE - Mon/Tues/Thur/Fri

### Elementary – Grades K through 5

	START	END
School Day	8:20 a.m.	3:00 p.m.
Morning Recess Gr K, 1, 2, 2/3 & 3	9:45 a.m.	10:00 a.m.
<b>Lunch - Grades K, 1, 2 &amp; 2/3</b>	<b>11:15 a.m.</b>	<b>12:00 p.m.</b>
<b>Lunch - Grades 3, 4 &amp; 5</b>	<b>12:00 p.m.</b>	<b>12:45 p.m.</b>
Afternoon Recess Gr K, 1, 2, 2/3 & 3	1:30 p.m.	1:45 p.m.
Afternoon Recess - Gr 4 & 5	1:45 p.m.	2:00 p.m.

### Middle School – Grades 6, 7 & 8

	START	END
Period 1	8:00 a.m.	8:57 a.m.
Period 2	9:00 a.m.	9:52 a.m.
Period 3	9:55 a.m.	10:47 a.m.
Period 4	10:50 a.m.	11:42 a.m.
Period 5	11:45 a.m.	12:37 p.m.
<b>LUNCH</b>	<b>12:40 p.m.</b>	<b>1:12 p.m.</b>
Period 6	1:15 p.m.	2:06 p.m.
Period 7	2:09 p.m.	3:00 p.m.

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## EARLY RELEASE SCHEDULE - Wednesdays (School Imp)

### Elementary – Grades K through 5

	START	END
School Day	8:20 a.m.	1:30 p.m.
Morning Recess Gr 1 thru 5	9:45 a.m.	10:00 a.m.
<b>Lunch - Grades K, 1, 2 &amp; 2/3</b>	<b>11:00 a.m.</b>	<b>11:30 p.m.</b>
<b>Lunch - Grades 3, 4 &amp; 5</b>	<b>11:15 a.m.</b>	<b>11:45 p.m.</b>

### Middle School – Grades 6, 7 & 8

	START	END
Period 1	8:00 a.m.	8:40 a.m.
Period 2	8:43 a.m.	9:23 a.m.
Period 3	9:26 a.m.	10:06 a.m.
Period 4	10:09 a.m.	10:49 a.m.
Period 5	10:52 a.m.	11:32 a.m.
<b>LUNCH</b>	<b>11:35 p.m.</b>	<b>12:05 p.m.</b>
Period 6	12:08 p.m.	12:45 p.m.
Period 7	12:48 p.m.	1:30 p.m.

# THREE RIVERS SCHOOL 2015-2016 CONTACT INFORMATION

56900 Enterprise Drive, Sunriver, OR 97707

Phone (541)355-3000 Fax (541) 355-3010

Website [www.bend.k12.or.us](http://www.bend.k12.or.us)

**EMAIL** - addresses for all staff are in this format: first name.last name@bend.k12.or.us

Example: [tim.broadbent@bend.k12.or.us](mailto:tim.broadbent@bend.k12.or.us)

**Phone numbers are (541) 355-XXXX. The X's are the 4-digit numbers below.**

Calls to classrooms go directly into voice mail during school hours

## **Office & Administration**

Principal – Tim Broadbent..... 3002  
Student Services – Mary Doyle..... 3006  
Office Manager – Beth Faulkenberry.... 3001  
Secretary – Jill James ..... 3003

## **Elementary Teachers**

Kindergarten – Danielle White..... 3073  
Kindergarten – Carol Foisset ..... 3066  
Grade 1 – Janet McLain ..... 3061  
Grade 1 – Jill Walker ..... 3065  
Grade 2 – Maria Zink ..... 3078  
Grade 2 - Jennifer Bradley ..... 3090  
Grade 3 – Devon DeGarmo..... 3072  
Grade 3 – Rebecca Fender..... 3080  
Grade 4 - Steven Gleason ..... 3081  
Grade 4 - Brett Jantze ..... 3083  
Grade 5 – Jaime Kinsella ..... 3075  
Grade 5 - Kacie Pitner ..... 3082

## **Middle School Teachers**

Language Arts – Nicole Macht..... 3092  
Math – Courtney Winter ..... 3093  
Science – Mark Alvarado..... 3095  
Social Studies – Michelle Johnson..... 3094

## **Specialists**

Music – Rebekka Nores ..... 3086  
PE – Button Gaviglio..... 3049  
Speech – Shannon Poe..... 6949  
Title I – Tara Wydra..... 3071

## **Special Education**

ERC-Kelly McKinney ..... 3074  
SRC-Sherry Brooke..... 3076

## **Athletics**

Mary Doyle ..... 3006  
Beth Faulkenberry ..... 3001

## **Custodians** ..... 3046

Jeff Sawyers, Harlan Roth, Jeremiah Ecker

## **Educational Assistants** ..... 3000

Penny Marks, Leslie Orlich, Suzanne Holman,  
Teresa Blakinger, Tamber Cardwell-West

## **Family Access Network – FAN**

Jenn Reuter ..... 3067

## **Library**

Media Manager - Lori Gascon..... 3034

## **Nurse**

Kevin Collins ..... 6927

## **Nutrition Services** ..... 3040

Larissa Beck & Susan Ossana

## **School Psychologist**

Shalea Zepeda ..... 6903

## **OTHER FREQUENTLY CALLED NUMBERS**

Bus Barn – Transportation ..... 5750  
Kids Inc Classroom..... 3805  
Kids Inc Cell..... 541-797-3725  
Kids Inc Registration ..... 541-389-7275  
SMART ..... 541-593-0234  
Sunriver Library ..... 541-593-9285  
Weather Delays/Closures..... 541-323-snow