

Glencoe Family Reference Guide for the 2023-2024 School Year

When does my child start school?

- **Kindergarten:** If you are a family of a kindergartner, your child will experience their first day of school with half of their classmates on **either August 31 or September 1**. You should have received a letter with your child's teacher assignment and start date. (If you did not receive a letter, please call the office at 503-916-6207.) On **September 5**, all kindergarten students will come to school with their full class in attendance.
- **1st - 5th Graders:** All 1st - 5th graders will begin school on **August 29**.

What time does school start?

Glencoe's official start time is 8:00 am. We have three entry doors that will open at staggered times - 7:53 am, 7:54 am, and 7:55 am. [Please click here for specific arrival door assignments](#). The doors will be locked at 8:00 am. After 8:00 am, students, families, and visitors will enter the building by ringing the "video doorbell" located to the right of the front doors. One of the office staff will buzz you in. **All students entering the building after 8:00 am are considered tardy and must check in with the office for attendance.**

What time does school end and what are dismissal procedures?

The dismissal time is 2:15 pm. This change to our dismissal time was made for contractual reasons. [Please click here for specific dismissal spots and procedures](#). You will need to fill out a [dismissal form](#) so that we know how your child is getting home from school. Copies will be kept in the office & with your child's teacher. Students not picked up by 2:22 pm will be brought to the office by their teacher to wait for parent or guardian pick up. We appreciate you calling to let us know you are safe and on your way.

What is the Lunch/Recess schedule and location?

Recess is held on the back playground rain or shine, so make sure you send your child with rain gear if rain is in the forecast. Recess is 22 minutes long with a three minute transition and a 20 minute lunch in the cafeteria.

Kinder & 3rd	10:45 am Recess	11:07 am Transition	11:10 am Lunch
1st & 4th	11:15 am Recess	11:37 am Transition	11:40 am Lunch
2nd & 5th	11:45 am Recess	12:07 pm Transition	12:10 pm Lunch

When should I keep my child home if they are feeling sick?

[Please refer to this document for guidance on when to keep your child home if they are feeling sick.](#)

What school supplies are needed?

Students need to bring a **full water bottle** with them every day. Please plan to bring a set of **wired headphones** as well. We suggest every student use a **backpack**. Please identify your student's water bottle, headphones, and backpack with their name. Glencoe teachers provide all other school supplies for students. If families are able, supply donations of \$40.00 per student are suggested. You may pay by check made out to Glencoe School (with your child's name in the memo section), cash or credit card using **School Pay**: pps.schoolpay.com. It is ideal if supply donations can be returned with your other items from the Back to School packet, but they can also be turned in to the office at any time during the school year. If this is a hardship for your family, please know that we understand and that our priority is to support your child's education, regardless of ability to donate. If you are a family that would like to help support other families, we appreciate any additional donations for school supply fees.

Does my child need to bring their PPS device assigned to them last year?

If your fourth or fifth grade student kept their device over the summer, please send it with them on the first day of school. If something has happened to the chromebook and it is no longer working, please reach out to [Sara Gardner](#) to get it sent in for repair. If your student is a third, fourth or fifth grader that is new to Glencoe this year, they will be assigned a chromebook to borrow for the 2023-2024 school year.

There is a Parent/Student Technology Agreement for students in grades 3-5. Parents and students who have not already done so will sign the [PPS 1:1 Parent/Student Agreement form](#) in order to receive or continue to use their student chromebook.

How much does school lunch cost?

Breakfast will cost \$1.60, and lunch will cost \$3.00. Breakfast is served at 7:45 am. Your child may bring lunch from home or get lunch from the Glencoe Cafeteria. The district lunch menus are currently being prepared for publication. You will be able to find copies of the lunch menus on our website once they are ready. [At this link, you can put money in your child's lunch SchoolCafe' account, or apply for free or reduced lunch.](#) **Free and reduced lunch applications need to be submitted annually.**

Will my child bring home an opening day packet?

Your child will bring home a packet the first week of school with hard copies of forms, flyers, and important information. Additional information (handbooks, etc.) can be found on the Glencoe website once they have been updated.

[How can I update my child's current registration information?](#)

Please verify your student's registration information online via ParentVue. We appreciate you reviewing your child's information, even if you are newly registered, to check for accuracy. It is important for us to have the most current information. Please follow this link to confirm your child's information: [ParentVue](#). Please advise the office at any time during the school year if you have any changes to phone numbers, addresses or other important information. A change of address requires submission of 2 verification documents.

[What if my child rides the bus?](#)

Staff will be outside to greet the bus and direct students when they arrive. After school, Kinder and 1st grade bus riders will be escorted to the bus from their classrooms for the first week of school. Every Kindergarten bus rider must wear a bus tag for the entire school year. Every 1st-5th grade bus rider must wear a bus tag for the first 3 weeks of school; however, we strongly recommend that you keep your child's bus tag on their backpack for the entire school year. We will have bus duty staff outside checking off student names as they board the bus at dismissal.

[Can I walk my child to their class?](#)

1st through 5th grade students will be dropped off by families outside the school building. Kindergarten families are welcome to walk their student to their classroom on their first day of school, which is either August 31 or September 1. *(Note: 1st through 5th grade students who are new to Glencoe and have never attended before can be walked to class by their family on the first day.)*

[Will students use lockers this year?](#)

All students will use lockers or cubbies (based on their classroom assignment). Based on class size, we usually have two students assigned to one locker. Students store their coats, lunches, and backpacks in their lockers. We ask that students do not bring toys or other valuable items to school, as the lockers do not include locks. [PPS cell phone guidelines can be found here, and generally they should be kept silent and put away.](#) **Please identify coats, lunch boxes and backpacks with your student's name or initials in an inside label so we can return lost & found items to you.** All lost & found is cleaned out monthly by our PTA, and items left are sent to the PPS Clothes Closet.

[Can I volunteer in my child's classroom?](#)

We will release information about volunteering after the school year begins. All volunteers need to submit an application, provide proof of COVID-19 vaccination, and have a

background check. You can register here: <https://www.pps.net/volunteer>. Once approved, background checks are good for three years at any PPS school. We suggest you submit your application as soon as possible in anticipation of a return to more traditional field trips & volunteer opportunities this year.

[What does building access look like this year?](#)

There is limited building access to visitors, families and volunteers. If you need to deliver something for your child (something they forgot, medications, message to the teacher, etc.) or have school business of some kind, you may come into the office and one of our office staff will assist you.

[Will Glencoe have any before/after school childcare or activities on site?](#)

Glencoe has a partnership with Portland Jewish Academy, who runs a before/after school care on site called KidZone. This childcare is by paid registration: [KidZone @ Glencoe](#). Some community programs are requesting space for after school clubs/activities at Glencoe. These will be approved on an individual basis, based on space availability. The programs are not sponsored, run or supervised by Glencoe staff, although they will be asked to follow the district's protocols. Families work directly with the programs for registration and any issues that may arise. More information will be published on our website or via our PTA regarding how to register.

[How does Glencoe communicate with families?](#)

Glencoe sends weekly family newsletters through email on Fridays. Some staff members use the Remind program or teacher websites to communicate with families. **If you wish to receive PPS text alerts about school closures, delays, emergencies, and school events, text YES to 68453.** The Glencoe PTA uses the program Konstella to communicate PTA messages.

[What is the status of the roof?](#)

Our team has been hard at work on Glencoe's roof this summer, and they are wrapping up final details. We expect that most of this work will be done by the time students arrive in the building.

[Where can I find additional information about Glencoe?](#)

[You can find additional information about Glencoe on our school website.](#)