

Glencoe Family Reference Guide for the 2025-2026 School Year

When does my child start school?

- **Kindergarten:** If you have a kindergartner, your child will spend their first day of school with half of their classmates on **either August 28 or August 29**. 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 Tuesday, **September 2**, all kindergarten students will come to school for a full day with their whole class in attendance.
- **1st - 5th Grades:** All 1st - 5th graders will begin school on Tuesday, **August 26**.

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 see [this map](#) for specific arrival door assignments. The doors will be closed at 8:00 AM. After that time, 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 elementary dismissal time is 2:30 PM. Please see [this map](#) 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 2:37 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 and lunch combined last for 45 minutes.

Kinder, 2nd & 4th	11:05 AM - Recess	11:22 AM - Lunch
1st, 3rd & 5th	11:30 AM - Recess	11:47 AM - 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 at their expense. If families are able, supply donations of \$30.00 per student are suggested and greatly appreciated. You may pay by check made out to Glencoe School (with your child's name in the memo section), cash or credit card using [SchoolPay](#). It is ideal if supply donations are returned with your other items from the Back to School packet, but they can also be turned in to the office or made on SchoolPay 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 2025-2026 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.

What does school lunch look like?

Glencoe provides free breakfast and lunch to each child every day. Milk is no longer available for purchase, but students will receive a regular or chocolate milk when they choose a fruit and vegetable from the lunch line.

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 two 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 three 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 the first day of school, which is either August 28 or August 29.

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

All students will use lockers or cubbies (based on their classroom assignment). Depending on class size, we usually have two students assigned to one locker. Students store their coats, lunches, and backpacks in their lockers. Students are not permitted to bring toys or other valuable items to school, as the lockers do not include locks. PPS cell phone guidelines can be found [here](#), and devices such as smart watches and phones must be both off and away (meaning in backpacks in lockers) if they are brought to school. **Please identify coats, lunch boxes and backpacks with your student's name or initials on 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 Clothing 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 and have a background check. You can [register here](#). Once approved, background checks are good for three years at any PPS school. We suggest you submit your application as soon as possible to ensure it is processed before the first volunteer opportunities.

What does building access look like this year?

Due to loss of office staff FTE, the Glencoe office will be open from 8:00 AM - 3:30 PM on school days. If you are trying to call or get into the building outside of these hours, please use the custodian cell phone number posted by the bell. When ringing the bell, please be prepared to share your name, student's name, and reason for visiting. Building access is limited to visitors, families and volunteers. We ask that each individual checks in with the office and gives this information. Please do not hold the door open to let people in that have not spoken with office staff. In consideration of our office staff and their limited hours, please try to send everything your child needs with them in the morning. We have less capacity to deliver forgotten items to students during the day. It is also less disruptive for teachers and students.

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](#).

Some community programs request 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 via email on Fridays. Some staff members use the Parent Square program or teacher websites to communicate with families. The Glencoe PTA uses the platform "Konstella" to communicate PTA messages.

Where can I find additional information about Glencoe?

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