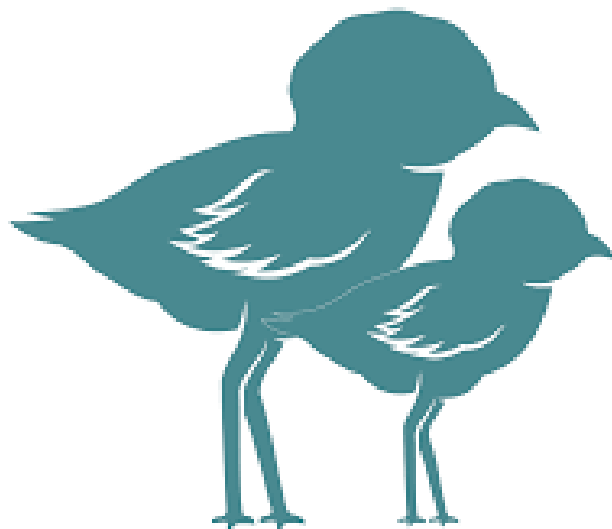


# Glencoe Elementary School

## FAMILY HANDBOOK



*Glencoe is an inclusive community  
that cares, collaborates and perseveres.*

2019 - 2020

## TABLE OF CONTENTS

THE STAFF AT GLENCOE SCHOOL.....	1
START / END OF SCHOOL DAY.....	2
ON SITE DAYCARE / KIDZONE.....	3
ABSENCE, TARDY AND CHECK OUT PROCEDURES.....	3
ACCIDENT / ILLNESS / MEDICATIONS.....	4
ARTS.....	4
BEFORE AND AFTER SCHOOL ACTIVITIES.....	5
BIKES/ SCOOTERS/ SKATEBOARDS.....	5
BIRTHDAYS.....	5
BUSES / TRANSPORTATION & Behavior.....	5
CLASS PLACEMENT POLICY.....	6
CONTACTING YOUR CHILD'S TEACHER.....	6
CURRICULUM.....	7
DOGS (ALL ANIMALS).....	7
DRESS CODE.....	7
FIELD TRIPS.....	8
GRADING PERIODS.....	8
HARASSMENT & BULLYING.....	8
IMMUNIZATIONS.....	8
LICE.....	9
LOST AND FOUND.....	9
MOVING.....	9
NEWSLETTER.....	9
PARENT/TEACHER CONFERENCES.....	10
PARTNERSHIP BETWEEN HOME AND SCHOOL.....	10
PARENT PATROLLED CROSSWALK.....	10
RESPECT FOR SCHOOL grounds.....	10
SCHOOL MEAL PRICES.....	11
SAFETY – Drills/Procedures/Protocols.....	12-14
SCHOOL VISITATIONS.....	14
TAG & ESL.....	14
USE OF THE TELEPHONE.....	14
VALUABLES AT SCHOOL.....	14

VOLUNTEERS.....	15
WEB PAGE.....	15
SCHOOL EVENTS .....	16 & 17
GLENCOE'S COMMITTEES AND ORGANIZATIONS .....	17

## Glencoe Elementary School

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## START / END OF SCHOOL DAY

### STUDENT DROP-OFF

School begins promptly at 8:00 am. Students and family members are welcome to wait outside until the first bell rings at 7:55. Students who are eating breakfast at school may enter the cafeteria at 7:45. Preserving clear and quiet hallways before the start of the school day assists teachers in their morning preparations. **All children should be in the classroom and ready to learn by 8:05.** Students arriving after 8:05 will be required to sign in at the office and get a pass before entering class. This helps to maintain accurate attendance records for the school.

**For your child's safety, please do not leave children unattended at school before 7:45 a.m. as there is no plan for supervision prior to 7:45.** We appreciate your cooperation with this.

To avoid traffic hazards around the building, students arriving by car must be dropped off from a parking space along Morrison Street or directly in front of Glencoe, not in the middle of the street or in the school parking lot. Curb drop off should be quick in order to keep congestion to a minimum. ***The driver must remain at the wheel in front of the school at ALL times.*** Help keep all of our students and families safe by observing the traffic signs and using the designated crosswalks. **Please adhere to the NO PARKING signs and be respectful of the School Bus Zone.** Individuals who park in this area will be asked to move immediately.

### STUDENT PICK-UP

School ends at 2:20 pm. **ALL children should be picked-up by their family members no later than 2:25** unless s/her is part of KidZone (onsite after-school care) and/or participate in an afterschool activity. Out of respect for our neighbors and the environment vehicle engines should be turned off when waiting for students. **Please adhere to the NO PARKING signs and be respectful of the School Bus Zone. The front curb is NOT a parking area and all will be asked to move their cars parked in the bus zone.**

Family members and caregivers are also expected to abide by the same driver expectations stated above during pick-up time. Front curb pick up of your student should be quick in order to keep congestion to a minimum.

### DISMISSAL PROCEDURES

Rain or shine, students not involved in afterschool day care or activities will be escorted outside by their teacher at 2:20. Therefore, all family members and caregivers wishing to pick children up at the end of the day will be expected to wait outside to meet their children.

A building map is provided to Glencoe families inside the Opening Day/1<sup>st</sup> Day of School Packet that shows where each class exits the building and waits during the dismissal period. Please refer to the map to identify your child's dismissal spot. K-1<sup>st</sup> grade teachers will release students directly to a parent, caregiver or designated older sibling, unless stated differently on the Family Dismissal Plan. If you have a child in grades 2<sup>nd</sup> – 5<sup>th</sup> we recommend you meet your child near their classroom's assigned dismissal spot or establish a family meeting space on campus. **If your child is in grades 2<sup>nd</sup> - 5<sup>th</sup> and you do not want your child released on their own, please communicate that to your child's teacher directly using the dismissal form.**

Parents must provide written notice, prior to the day's dismissal bell, informing us that their child's typical after school plan has changed. Please understand for your child's safety we do not allow a child to differ from their typical family afterschool plan without prior written notice. As much as we would like to accommodate families

and students making different arrangements near the end of the day, the school office is a very busy place and we are often unable to get messages to students at the end of the day.

Teachers will remain outside, at their assigned dismissal spot to supervise students until the second dismissal bell rings at 2:27. Students may not wait on the playground, in wildlife habitat, or the rain garden for someone to pick them up. There is no outside supervision after the second bell so **please pick children up promptly after school and do not allow them to be unattended on the school grounds directly after dismissal time.** All students still waiting for an adult at 2:27 will be brought into the building and signed in at the office for safety. Families arriving to pick up a child after the second dismissal bell will need to come to the main office to pick up their child.

**Students who walk or bike home** are expected to go directly home and not remain on Glencoe's campus. We appreciate your cooperation with timely pick up and supervision of your children during dismissal time.

**Families who bring their dogs during dismissal time** will need to establish a meeting spot off campus. We want families to enjoy an afternoon walk with their family pet but according to PPS policy animals are not allowed on any school campus during school hours without prior approval, this includes small dogs and pets that can be carried. Dogs must not be left unattended or tied up while outside the school building. The lawn just north of the staff parking lot is not considered "on campus" so we recommend identifying that as a family gathering spot if you bring your dog at the end of the day. If you do bring your pet, please keep him/her leashed at all times in accordance with Multnomah County Leash Compliance Law and pick up after them for sanitary purposes.

## **BUS RIDERS AND STUDENTS PARTICIPATING IN AFTER SCHOOL ACTIVITIES**

**All bus riders** will be released from their class (within the building), walk to the main hall and exit through the front doors. **Students attending KidZone** will be released from their class (within the building) to meet Kidzone staff in the cafeteria. **Students registered for an afterschool class** will be released from their class (within the building) to meet their afterschool instructor in the playcourt.

## **ON SITE DAYCARE / KIDZONE**

Glencoe has a partnership with the Portland Jewish Academy to provide before and after school day care at our school. The program is called KidZone. For more information about the program, enrollment openings, tuition, etc. please go to: [www.portlandjewishacademy.org](http://www.portlandjewishacademy.org), or call (503) 535-3546.

## **ABSENCE, TARDY AND CHECK OUT PROCEDURES**

As a way for us to track the safe arrival of all children, please call the school if you know your child will be absent. When we hear from you we record your child's absence in the system. If we do not hear from you the District's automated system will call your home after 10 AM to report your child as absent from school. If a parent or guardian has called the school to report the absence, they do not receive a phone call. If students arrive after 8:05 AM they must sign in at the office and receive a tardy slip before going to their classroom. Teachers complete attendance by 8:05 so checking in at the office helps keep accurate records and avoids unnecessary calls home.

Please try to schedule family vacations during school holidays. If your family elects to go on vacation during the school year, teachers will not be required to provide homework. Much of the school day cannot be

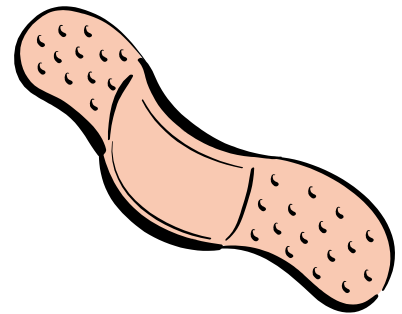
replicated for your student to take the lessons with them on vacation. **When you return from vacation** your student will get any work they missed that can be completed at home.

If students leave before the end of the school day, a parent or guardian must check them out from the office. Please make sure to include on the registration form any and all people who may check your child out during the school day. We will **NOT** release a student to anyone who is not listed as an emergency contact on the registration form. Let us know as soon as possible if there is any change in your home, work, or emergency numbers. It is important that the school has accurate records for illnesses and emergencies. Please keep your registration/emergency information updated for the safety of your child.

## ACCIDENT / ILLNESS / MEDICATIONS

Only basic first aid care may be given at school. In case of serious accident or illness, we will:

1. Contact parent(s) or legal guardian,
2. Contact the given emergency contact(s),
3. Take child to the hospital or call 911 depending on the need.
4. Submit an accident report when applicable.



District policy states in order for schools to administer any medication, which includes prescription and over-the-counter medication (cough drops, antacids, ointments, lotions, aspirins, etc.) the following procedures are required:

1. The parent must bring in the medication and sign an [authorization form](#) allowing school personnel to dispense. The medication must be in the original container, with the appropriate dosage.
2. All medication, including over-the-counter medications, must be in the original containers.
3. Students are not allowed to carry medication to or from school or on school grounds, this includes cough drops, medicated lotions and any over-the-counter products.

A school nurse is at Glencoe one day a week. A nursing assistant is here daily from 8:00-1:00. PLEASE SEE THE OFFICE FOR PROPER MEDICATION PROTOCOL and any other questions about illness/first-aid/medical care at school.

## ARTS

Glencoe has a full-time music program consisting of 60 minutes of music instruction per class each week. Instruction in our music classes is provided by a certified teacher. In addition to our core programming, students participate in one to two Art Residencies and experience three to four Performances taught/led by local artists through an organization called Young Audiences each year. The type of residency or art experience at each grade level is chosen by the grade level teachers and may change from year to year. Students are also fortunate to receive 5-6 additional quality art lessons during the school year through a parent-run program called Art Infusion.

Funds for our music classes, Art Infusion lessons, scheduled Art Residencies and Performances are raised through an annual jog-a-thon called Run for the Arts. More information about Art Infusion and Run for the Arts can be found under the “Committees and Organizations” and “School Events” sections of this handbook.

## AFTER SCHOOL ACTIVITIES

Most after-school activities held at Glencoe are run by private providers who rent our space and offer classes for a fee. Glencoe School is NOT responsible for after school programs offered by external organizations. Registration for after school classes are handled by individual companies, not the school office. Organizations holding classes at Glencoe are responsible for students from the end of the school day until the after school activity ends. For their own safety, students are not allowed to be unsupervised, nor wait in other areas of the building before, during or after these classes.

Students who do not comply with Glencoe's school rules and the expectations of the after-school program during the activities may be dismissed from the after-school class/activity without a refund. Please remind students of this important expectation. PPS policy is that schools may only advertise district-sponsored activities and events. A list of all after school activities at Glencoe can be found at this [afterschool activities link](#).

## BIKES/ SCOOTERS/ SKATEBOARDS

Students ride bikes, scooters and skateboards to and from school. For safety reasons, they should not ride them on school property during arrival and dismissal times. Students and parents are expected to walk bikes, scooters and skateboards from the KidZone portable onto the bike rack, and on 51<sup>st</sup> street and Morrison, from the pedestrian sign onto the bike rack to prevent accidents. Scooters that can't be folded up and stored easily in a locker must be locked up outside at the bike racks. If your student's scooter or skateboard cannot be easily stored in the locker or locked up outside, please leave it at home. **The school is not responsible for lost or stolen property.**

## BIRTHDAYS

Please do not send food treats to celebrate your child's birthday at school. If you wish to share something with the class in honor of your child's birthday, consider stickers, pencils or a book for the classroom. Please refer to your child's teacher for clarification. Please do not send birthday party invitations with your child to be distributed at school. Hurt feelings and feelings of exclusion can occur during this process and disrupt the school environment.

## BUSES / TRANSPORTATION & BEHAVIOR

For the most updated bus information please go to the PPS Student Transportation webpage. On this site you'll be able to access important information such as bus stops, transportation schedules, and times. Please go to <http://www.pps.net/Page/141> to find and print the most current bus schedule for your child. An updated copy of this schedule will also be available in the school office. In case of a particular problem at a bus stop, or for general transportation questions, please call the Transportation Department directly at 503-916-6901. All students riding a bus must have a bus tag including bus # and exact bus stop. K-2 students must wear those tags for three weeks. We encourage you to teach your children their school bus number and stop. The PPS Transportation Department website is [www.pps.k12.or.us](http://www.pps.k12.or.us) (Departments, Transportation).

Students should be at designated bus stops at least 5 minutes prior to the scheduled bus arrival. School buses may not wait more than one minute past the scheduled stop time for late students. Students needing to get off at a stop other than their regular-scheduled am or pm stops must have written permission by a school



official. Drivers will honor authorized requests for specific dates only. If a student wishes to ride the bus home with a friend, ride a different bus, or get off at a different stop other than his/her assigned stop, the student must bring a note from their parent to the main office in the morning. The note should authorize the student to board the different bus or get off at a different stop. A Temporary Bus Tag must be made in the office to accompany the student. Afternoon buses will not be delayed in order for staff to write out an authorization request at the end of the day.

Students are required to conduct themselves in an orderly manner while waiting for, riding, loading and unloading the bus. Positive conduct and respect for school transportation and private property are essential to maintain community support at designated bus stops. Issues related to the expectations and guidelines listed below can result in assigned consequences.

Below are Glencoe's Bus Expectations. Please talk to your child about these expectations so they can be a successful bus rider:

- Stay seated at all times
- Keep hands, feet and objects to yourself
- Use voice levels 0-2 (no talking to conversation voice)
- Electronics, food and toys stay in backpacks or pockets.
- Follow bus driver's directions the first time.

For more detailed bus regulations (OAR 581-053-0010, "Rules Governing Pupils Riding School Buses" refer to the PPS Transportation Department website.

## CLASS PLACEMENT POLICY

Glencoe Elementary School's class placement process is one of the most important tasks school staff perform each spring. Glencoe utilizes a team approach to provide well-balanced, supportive instructional cohorts in all classrooms. To achieve this balance, teacher teams create learning cohorts based on the following criteria: gender, achievement level, social-emotional skills, leadership skills, learning needs, support services and student combinations.

Glencoe teachers know their students very well and are committed to creating effective cohorts for all children. Numerous hours are spent carefully placing each child into a cohort to create balanced, heterogeneous groups. The administration then assigns a teacher to each completed cohort. We believe this class placement process creates fair and equitable learning communities for all students. As part of the process parents are welcome to provide information to the administration regarding their child's learning styles and, if appropriate, special needs. **In honoring this sensitive and professional process, in only the rarest of circumstances are class changes made.**

## CONTACTING YOUR CHILD'S TEACHER

Open and positive communication between home and school is a necessary component to a child's school success. It is best to set up an appointment in advance to ensure a dedicated time to talk with your child's teacher. When attempting to schedule an appointment you can leave a message in the office or on the teacher's voicemail or contact the teacher directly through email and the teacher will get back to you. You can also share your desire for an appointment during the after-school dismissal period. Teachers welcome the opportunity to connect with families and are more than willing to meet with families when time allows. If you prefer to connect by email you can find staff email addresses in the front of this handbook or on the school website.

## CURRICULUM

Portland Public Schools provides adopted core curriculum materials to be used in all classrooms. For more information on the Common Core Standards, District expectations, curriculum adoption processes, core curriculum, and required minutes for each curricular area see the Curriculum Department [www.pps.k12.or.us/departments/curriculum/](http://www.pps.k12.or.us/departments/curriculum/)

## DOGS (ALL ANIMALS)

According to PPS policy, animals are not allowed in any school facilities during school hours **without** prior permission, this includes opportunities of show & tell and dismissal time. No dogs are allowed on walking field trips or at school events. In the event permission is granted by the school administration, all dogs must be kept on a leash and must not be left tied up and/or unattended outside the school building.

## DRESS CODE

Glencoe follows the PPS dress code described in the *PPS Student Rights and Responsibilities Handbook*. Specific to Glencoe, students should not wear flip-flops, due to the predictability of injury while running/playing on the playground and during PE.

**The PPS Dress Code States** - The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances. Clothing may not depict pornography, nudity, or sexual acts. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. Clothing, including gang identifiers, must not pose a threat to the health or safety of any other student or staff.

Enforcement must accommodate clothing worn by students as expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example). A student's attire or grooming should not be grounds for exclusion from their participation in school classes or programs or in school-related activities. If the student's attire or grooming pose a threat to the health or safety of any other person, then discipline for the dress or grooming violations should be consistent with the discipline policies for comparable violations.

The dress code policy means the following items are allowed, as long as undergarments are covered (excluding waistbands and straps):

- Short/skirt/dress lengths that may be shorter than finger length
- Spaghetti straps for shirts and dresses
- Hats and other head-ware, as long as the face is visible and does not interfere with the line of sight to any student or staff.
- Hoodies, as long as the face and ears are visible to staff.

## FIELD TRIPS

Permission slips are sent home in advance for school-sponsored field trips. We must have a signed permission slip by a parent/guardian to allow a child to leave school. **We cannot accept phone calls in place of the field trip permission slip.** This is Portland Public School policy and no exceptions will be made.

All chaperones on a school-sponsored field trip must have a completed and current criminal background check on file in the school office. Children (other than participating students), additional family members, friends or pets may not attend field trips.

No child will be denied a fieldtrip because a family is unable to pay. Please let the classroom teacher, school counselor or administration know if you need a scholarship.

## GRADING PERIODS

PPS is on a quarterly school calendar. Please see the school calendar for end of grading period dates. This information can also be found on the district's website. Parents receive information regarding their child's progress during the 1<sup>st</sup> Quarter by attending Fall Parent/Teacher Conferences. Report cards are completed for the remaining three quarters and are sent home with students one week after the last day of the grading period. Students receiving specially designed instruction based on their IEP goals or for English Language Development will receive a progress report in addition to their report card each quarter.

## HARASSMENT AND BULLYING

Sometimes people don't get along. This is not always bullying. Bullying and harassment are behaviors that make someone feel intimidated or offended. Bullying and harassment are unfair, one-sided, repeated and one person may be using their power over another person. This district has no tolerance for harassment and bullying. It is the responsibility of every employee to stop the action as soon as it is seen, identify that it is harassment and bullying, and follow the appropriate school response based on the school climate plan that aligns with district policies and administrative directives. PPS policies and administrative directives pertaining to harassment and bullying can be found on the Student Success and Health webpage under the [pages](#) tab.

All students are to be treated, and are to treat each other, with respect and dignity. Be aware and sensitive to disability, ethnic, racial, and homophobic harassment. These can range from abusive jokes, crude name-calling, threats, and bullying to sexual and physical assault. Staff members must take all reports and complaints of harassment and bullying seriously, reporting them to the administration. In some cases, staff members will need to work with students to assist them in recognizing what is considered harassment and bullying. The Department of [Student Success and Health](#) provides curriculum resources and staff training in identifying and dealing with harassment and bullying.

## IMMUNIZATIONS

Immunizations are required by Oregon State Law. More information is available in the office or at the [MESD Website](#)

## LICE INFORMATION – PPS POLICY

- Students found with nits may remain at school.
- Students with live lice are sent home at the time discovered.
- Students with lice and/or nits receive treatment information.
- Whole school and/or classroom screenings are discouraged in all schools.

The PPS lice policy reflects recommendations from national experts such as Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Current research describes that classroom or school-wide screening and parent notifications about known cases of lice are not good use of resources--academic and staff time. Neither of these activities diminishes the incidence of lice and can give parents a false sense of security if they are not receiving notification.

Again, in accordance with PPS policy, **there are no classroom screenings that take place**. All schools must comply with the PPS policy. It is not to the discretion of the schools to create a unique policy and practice.

## LOST AND FOUND

A large quantity of jackets, sweatshirts, sweaters, water bottles, lunch boxes and other items accumulate at school. Lost and found articles will be kept on a rack in the hall near the Library. Small items such as jewelry and eyeglasses are kept in the main office. At the seasonal breaks, unclaimed articles are donated to the PPS Clothing Center. Glencoe sends thousands of dollars worth of unclaimed clothing and items to the PPS Clothing Center and other donation centers each year. If these items are labeled, we have a good chance of returning them to the owner. Feel free to check-in at the office to scan the lost and found for any of your child's missing items.



## MOVING

Sometimes families move during the school year. Often they elect to go to their new neighborhood school as it is convenient, develops a sense of community and is a good way for the student to meet other children in the neighborhood. However, if you move but are still in the Portland Public School District your student may attend Glencoe through the 5th grade if they attend school regularly and on-time. To learn more about this process you can visit PPS enrollment and Transfer webpage at: <http://www.pps.net/enrollment-transfer>, call: (503) 916-3205, and/or contact Glencoe's office for more information.

## NEWSLETTER

The Glencoe Newsletter is a key source for staying up to date on what's happening at Glencoe. It is produced each week, sent to all families electronically and posted on our school website. Additional hard copies are available by request and the current copy is posted on the bulletin board across from the office. The newsletter contains important announcements, which includes current and upcoming activities at the school,

lists a calendar of important dates and provides information about how to get involved. We also send weekly school-wide emails for upcoming events and important information.

## **PARENT/TEACHER CONFERENCES**

Parents can sign-up for a parent-teacher conference by attending our Back to School Night/ Open House in September. Sign-up sheets are located in the cafeteria at the beginning of the evening and collected at the end. If you are unable to attend Back to School Night, you may schedule a conference by contacting your child's teacher or calling the main office after the event. Specific dates for Parent/Teacher conferences are updated yearly and can be found on Glencoe's website.

## **PARTNERSHIP BETWEEN HOME AND SCHOOL**

Our belief is that students benefit from collaborative relationships with the adults in their lives. Positive relationships between home and school can make the most of a student's educational program. Open and honest communication with your child's teacher leads to a positive school experience for all involved. There are several general guidelines we utilize to maximize communication between home and school. If a problem arises, families are first referred to the teacher. If this process is not successful the administration can assist with communication and problem solving. The administration will serve as a facilitator/coordinator between families and staff so that communication is clear, problems are resolved and effective partnerships are developed/maintained.

## **PARENT PATROLLED CROSSWALK**

Every year we need parent volunteers willing to patrol the crosswalk that connects the parking lot to the front sidewalk (corner of 51<sup>st</sup> & Morrison) at the opening and close of each school day: 7:45-8:05 and 2:20-2:35. If you can volunteer to help with this important duty, please sign up on the board across from the office. This is a very important safety zone and we appreciate our faithful parent crosswalk volunteers. Orange vest & flags are located in the workroom. Other school cross walks are patrolled by our faithful student safety patrollers.

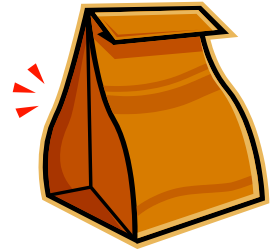
## **RESPECT FOR SCHOOL GROUNDS**

Glencoe takes pride in our school and surrounding grounds. We ask that parents/guardians directly supervise their children when playing in the Rain Garden/Wildlife Habitat so plants and vegetation are treated with care. Under no circumstances are students to climb the trees or building structures (such as bike rack awnings and storage pods) on the school campus. Parents are expected to monitor their own children at all times at the beginning and end of the day to ensure students' safety and respect of the school and surrounding property.

## SCHOOL MEAL PRICES

Portland Public Schools provides student meals at the following prices:

<b>Breakfast</b>	<b>Full Price</b> -\$1.50	<b>Milk: \$.50</b>
	Adults-\$2.25	
<b>Lunch</b>	<b>Full Price</b> -\$2.90 (incl. milk)	
	Adults-\$4.40	



Each student has a personal debit account linked to their PPS student identification (ID) number. A student's identification number can be found on their fall registration form. Students enter their ID number on a 10-digit keypad to purchase a meal. **You can find an image of an actual keypad, at the end of this handbook to assist your child in learning how to key in their ID number.** When students can key in their ID with automaticity the lunch line is fluid and all students have maximum time to eat. Any practice at home learning to enter their ID early in the school year is much appreciated.

It is the responsibility of the parent or guardian to PREPAY for school meals so lunch money is always available.

There are three prepayment options:

- Enroll in the online prepayment service [www.schoolcafe.com](http://www.schoolcafe.com). You will need your student's identification number and there is a 5% service fee for the total amount of your deposit on each transaction.
- Bring a check made payable to Portland Public Schools to the cafeteria, preferably before school. Write your student's first and last name on the check.
- Provide a cash prepayment to the cafeteria. Cash back is not provided; any remaining change will be added to the student's account balance.

Students may qualify for free or reduced priced meals depending on parent's income or status (Food Stamps or Aid to Dependent Children recipients, Foster Child Care provider, etc.). We urge you to complete a meal application form if you think you may qualify. Meal applications can be completed any time during the school year and are available in the office or on line at [www.pps.k12.or.us/departments/nutrition/](http://www.pps.k12.or.us/departments/nutrition/) or call Nutrition Services hot line at (503) 916-3399.

If you have questions or concerns about your child's lunch account a transaction report can be printed for your review. The following steps are taken to remind families when accounts are low or out of money:

### **Accounts with a negative balance:**

- Meal accounts with negative balances will receive automated reminders via phone through the Nutrition Services auto dialer.
- If an account remains unpaid and reaches a negative balance of \$14.00 or higher, the school administration will be notified and the student will be provided an alternate meal of milk, fruit and vegetables.

## SAFETY – DRILLS/PROCEDURES

By State Law (ORS 336.071), all schools in Oregon are expected and required to conduct safety drills on a monthly basis in order to prepare students to respond to an emergency without confusion and/or panic. In our continued effort to create a safe learning environment for Glencoe students, we have developed a comprehensive plan to respond to emergencies on or around the school campus, and conduct a variety of emergency drills to ensure that students are familiar with the school's emergency procedures. Although these drills are discussed thoroughly and children are reassured that they are safe, sometimes there are a few students who may find these practices frightening or stressful. For this reason, we encourage parents to further discuss drills with their children to reassure and comfort them and speak with their children at home to answer any questions they may have and/or to remind them of the importance of our drills.

**Portland Public School asks families** and visitors to become familiar with district procedures and protocols during an emergency situation. These are listed below:

1. Parents must insure that their child's emergency card information provided to the school is correct and updated regularly. We need to maintain accurate records so that we can ensure appropriate communication with parents/guardians. **ANYONE** not listed on a student emergency contact card will not be permitted to remove a student from school custody. There are no exceptions to this policy.
2. In the event of an evacuation and relocation to an alternate site, parents and guardians should not come to the school. It is vital that parents await communication as to where reunification will occur. The **ONLY exception** to this is in the event of a **major natural disaster where there is a citywide communication failure and the District is unable to communicate to families**. In this case, Parents/Guardians are expected to pick students up from school as soon as possible.
3. The District understands that this may be very difficult and stressful, however, in the best interest of students, staff, and emergency first responders it is important that this protocol be followed.
4. All individuals must be positively identified by our staff or provide valid identification. Student safety is our primary concern.
5. Parents should talk with their kids about safety and emergency preparedness at home. We encourage families to practice fire drills and earthquake drills at home. Families should develop an emergency communication and reunification plan (how and who will pick up students in the event of a large disaster) that includes a contact close to your students' schools and an out of state contact.
6. When a parent/guardian can't immediately get to the school site, the family plan should have pre-identified individuals who can pick up the student and those persons must be on the emergency contact list. Otherwise, the school will hold students until parents can pick up their child.
7. Student accountability is our top priority in a critical incident, in order to maintain that accountability before, during, and after an incident; we need families to follow the reunification protocol developed by Portland Public Schools.
8. Parents should encourage your students to report threats to their safety or the safety of others, to you, the school administrator and/or to law enforcement.
9. Safety is all of our responsibility; if you see something suspicious PLEASE say something.

## **OTHER SAFETY PROTOCOLS**

1. All parents, visitors, vendors and contractors are requested to sign in at the school's main office immediately upon entering the building.
2. All adults in the school during the school day must have a visible identifying badge. Visitor and volunteer badges are available in the school's main office.
3. Parents, visitors, vendors/contractors are requested to sign out at the school office prior to leaving the building. It is important that the school staff knows who is in the building at all times for safety reasons.
4. If parents, visitors, vendors/contractors happen to be in the building during a true emergency and/or an emergency drill practice they should evacuate along with the crowd and report to the center of the school field for further instructions.

## **FIRE DRILLS**

Students are taught drill procedures each year. Fire drills will be held regularly throughout the year. Fire drills ensure that students can exit the building in a safe & timely manner. An evacuation route with fire drill procedures is posted in each room. The signal for a fire drill is the fire alarm and/or verbal command.

## **EARTHQUAKE DRILLS**

Students are also trained in safety procedures in the event of an earthquake. The drill signal for an earthquake is a call over the intercom system. Students are taught to crouch (drop, cover and hold on position) under their desks or tables, hold on to furniture, and face away from windows during earthquake drills. In the event of a drill, or actual earthquake, staff, students, and visitors immediately assume their "drop, cover and hold on" positions until the signal is given to evacuate the building. The evacuation signal, when and if appropriate, will be given according to specific building conditions; these could be a fire alarm, a call over the intercom system, and/or verbal command. Evacuation procedures are then followed. This type of drill is practiced at least once per semester.

## **LOCK DOWNS/LOCK OUTS**

Students and staff must also be prepared in the event of Lock Downs/Lock Outs. These drills will be held once or twice per semester in order to practice the procedures needed if the safety of people is at risk due to police activity in the neighborhood, park, and/or school grounds. The signal for Lock Downs/Lock-Outs is a call over the intercom and/or verbal command. When the signal is heard, staff gather students into the nearest classroom, lock doors, pull shades down, and get children on the floor near an inside wall. The teacher will talk calmly to the children and assure them of their safety. If students are in the halls or outside when the Lock Down/Lock Out occurs, they should enter the nearest classroom and join the group. Depending of the type of Lock Down/Lock Out communication could be done face-to-face, radio, phone, and/or through the intercom system.

## **SHELTER-IN-PLACE**

During this drill the emergency signal will be given through verbal command. Students and staff are expected to remain indoors as there is air contaminate or threat requiring staff and community to remain inside. All outside activities are cancelled and students are expected to follow teacher instructions and be ready to move to interior rooms. If and when necessary windows and doors are sealed.

All staff is expected to take attendance during **ALL** emergency drills in order to account for all students.



To learn more about Safety and Emergency Procedures please go to:

<http://www.pps.net/cms/lib8/OR01913224/Centricity/Domain/70/pareninfo.pdf> and

<http://www.pps.net/Page/844> (click on [PS Parents Guide to Emergency Preparedness](#)).

If you are interested in being part of a Neighborhood Emergency Team please go to <http://www.preporegon.org/NET> and/or <https://www.portlandoregon.gov/pbem> to learn more about this organization.

## **SCHOOL VISITATIONS**

Parents are welcome to visit our school. Arrangements to visit the classroom need to be made with the teacher 24 hours in advance. Students from other schools and family pets are not permitted to make classroom visitations during regular school hours. All visitors / volunteers must sign in and get a nametag at the office upon arrival. We appreciate your support with this request. We respectfully ask that parents volunteering for activities outside the classroom do not drop-in to their child's classroom unannounced. This, although well-intended, can cause a disruption to the flow or instruction throughout the day.

## **TAG**

PPS' Talented and Gifted website is at [www.pps.k12.or.us/departments/tag/](http://www.pps.k12.or.us/departments/tag/) and has many resources and lots of information for parents. The Glencoe Building TAG plan will be posted on our website and there will be a meeting for parents of identified TAG students each fall. Parents who wish to nominate their child for TAG may pick up a form in the school office. All TAG nominations are due prior to Thanksgiving break.

## **ESL**

Portland Public School's English as a Second Language website is at <https://www.pps.net/Page/866> and has many resources and lots of information for parents. There will be a meeting for parents of identified ESL students each fall during Welcome Back to School Night. The meeting will take place in the ESL classroom and interpretation services will be provided. If your family is in need of interpretation services, please contact the main office and they can connect you with the ESL teacher to get the services you need.

## **USE OF THE TELEPHONE**

The school telephone is for school business. Except in cases of emergency, we do not interrupt classrooms during the school day for students to talk on the telephone. The office will be glad to relay important messages to your child. Unless an emergency exists, we ask that parents avoid calling the school regarding baby-sitting, play dates, transportation or supervision changes. Written notes informing the office of changes to your families after school plan is expected.

## **VALUABLES AT SCHOOL**

Students are cautioned not to bring any electronic equipment/games, cell phones, toys or other costly items to school. If a parent feels strongly that their child needs to carry a cell phone, it should be turned off and not used during school hours. Glencoe student lockers do not lock and therefore are unsecure storage. Be sure your child can properly secure his/her bike and/or scooter to one of Glencoe's bike racks. The school will not be responsible for stolen property.

## VOLUNTEERS

As a school community we depend greatly on our volunteers. Volunteering is a great way to ensure the success of our students. Glencoe parents log many volunteer hours by tutoring students, helping in classrooms, assisting in the workroom, chaperoning field trips, fund raising, teaching Art Infusion, helping with art residencies, and after-school activities. Through the PTA, parents help plan and implement a variety of community building events and programs. If you are interested in volunteering there are plenty of opportunities, whether working at school or completing tasks from your home. Watch for information from your child's teacher, general requests in the Glencoe Newsletter and/or our school-wide emails for ways to get involved. You can also check the webpages of Glencoe's PTA and Foundation for opportunities.

When volunteering at Glencoe in any capacity, it is very important to adhere to the district policy of checking in at the office and following school expectations. As of 2019-20, Portland Public Schools is implementing a new procedure for visitor/volunteer sign-in/out at all PPS schools. Part of keeping students and staff safe is knowing who is in our buildings at all times. **If you are going beyond the front office, please be prepared to present a government-issued ID. The front office will scan the ID and issue you a name badge.**

Volunteers are important role models and can bring a positive experience to the school community. As a volunteer we ask the following of you:

- Keep to your commitments. Staff plan ahead in order for volunteers to be effectively utilized. Call the school office and leave a message for the teacher if unable to keep your commitment.
- Be Confidential. Confidentiality is crucial and is the cornerstone of a successful classroom volunteer program. Information about every child is confidential. Comments about a child's progress or behavior should be kept to yourself or shared privately with the teacher only. Give each child the same respect you would want shown to your child by others.
- Be Flexible. Be willing to do what the teacher asks of you. This may not be a time when you will be working with your child. In fact, there may be times that you will not directly work with the children. Sometimes jobs that seem tedious to you are a big timesaver for the teacher and allow the teacher to spend more time implementing solid instruction.
- Refrain from using cell phones or taking pictures. Put your cell phone on vibrate or turn it off all together. Phone calls, rings and text tones can be disruptive to the teaching/learning environment. We have many great activities and events that seem "picture perfect" at Glencoe. We ask that volunteers refrain from posting children's pictures, other than their own, on Facebook or other social media sites unless permission is given from the child's family. Some families have requested that their child's picture not be shared through school or media postings.

All volunteers are required to pass a criminal background check. This may be completed online at: <https://apps.pps.net/volunteermanagement> . Background checks last for 3 years.

## WEB PAGE

Valuable information can be found on our school web page. Information includes, but is not limited to staff email addresses, parent organization information, our parent/student handbook and school calendar, the Glencoe Flyer (school newsletter), links to library resources, home/school support tips, curriculum websites, achievement data and various school facts. You can find us at [www.pps.k12.or.us/schools/glencoe](http://www.pps.k12.or.us/schools/glencoe)

## SCHOOL EVENTS

*Glencoe's school events may change yearly. Check the school calendar and website for specific events, dates and times. Below you will find a list of a few of the events for this school year.*



### **Back to School Night – school sponsored**

This evening operates like an Open House. It provides families with an opportunity to meet teachers, view their child's classroom, sign up for a fall Parent/Teacher conference, collect information about our PTA, Glencoe's Foundation, volunteer opportunities. It is also a great opportunity to visit with other Glencoe families and meet some of your child's classmates. Students are included in this evening and may serve as a tour guide for their family – showing off their classrooms, their work and the school. Unfortunately, this is not a time for parents to have informal conferences with their child's teacher. Appointments for future, extended conversations can be made at a different time.

### **HARVEST FESTIVAL – hosted by our PTA**

This is an evening event for families hosted by our PTA. Families are invited to bring their children (usually in costume) to enjoy games and home-made carnival type activities. PTA collects donations for entry at the door. No family will be denied entrance because of financial hardship. If you wish to attend please let the classroom teacher, school counselor or administration know if financial support is needed.

### **CONNECT TO KINDERGARTEN – hosted by school staff, Winter & Spring**

Each year incoming Kindergarten parents are invited to learn more about our school and Kindergarten program. This is an excellent opportunity to meet our Kindergarten staff. Please encourage your neighbors and friends to attend these events. If you plan to register your child on this evening, please bring a birth certificate, proof of address (2) and your child's immunization records. The Connect to Kindergarten held in the winter is an information night for parents and not intended for children. No childcare will be provided. The Connect to Kindergarten held in the spring is an opportunity for parents and students to get to meet each other, engage in an activity or two, ask those burning questions and meet the teachers one more time.

### **GLENCOE AUCTION – hosted by Glencoe's Foundation Committee**

Mark your calendars and join us for the Glencoe Auction. Each year the Auction Committee plans a grand affair for friends and family to mingle, eat, have lots of fun and of course raise money for our school. As the Foundation's largest fundraiser of the year, proceeds of the auction are devoted to supporting staffing. Visit [www.glencoe.foundation.com](http://www.glencoe.foundation.com) for more details.

### **RUN FOR THE ARTS – school sponsored/parent led**

Students and staff participate in Young Audiences' "Run for the Arts", a simple and effective fundraising jog-a-thon that helps schools raise money for arts programming. This jog-a-thon raises money for the Artists-In-Residence experiences and performances, Art Infusion supplies and materials for our music classroom. Please plan to join us for this very fun day.

## **VOLUNTEER APPRECIATION/CELEBRATION – staff sponsored**

Glencoe depends greatly on our parent and community volunteers. So much happens thanks to our strong volunteer base. This event is a small token of appreciation in which we honor our volunteers for their contributions to the school community with delicious food, beverages, and sometimes student entertainment.

## **STORYBOOK PARADE – school & volunteer sponsored**

This long-time Glencoe tradition occurs during one of the last few weeks of each school year. Rain or shine students and staff dress as their favorite storybook character and carry their favorite children's book as they parade through the streets near Glencoe. Family and community members line the streets to catch a view their favorite storybook characters.

## **GLENCOE'S COMMITTEES AND ORGANIZATIONS**

### **ART INFUSION**

Art Infusion is an art literacy program run by parents for all Glencoe students. Parent volunteers from each classroom attend a prepared monthly art lesson provided by experienced trainers. At this meeting parents learn the lesson, create their own art, and get the necessary training to teach the lesson to students in their classroom. Materials are organized and provided for each lesson. The trainings are scheduled in the evening for about 1-1/2 hours and free childcare is provided. **Check the school calendar or Glencoe's website for scheduled times.** Art Infusion is a fun way to get involved in your child's classroom. Please consider volunteering for this very important and rewarding program. No previous teaching or art experience is necessary. Come to an Art Infusion training or contact the Art Infusion Coordinator, for more details.

### **GLENCOE SCHOOL FOUNDATION**

The Glencoe School Foundation (GSF) works to maintain Glencoe's status as a truly exceptional school. We meet once a month to plan and coordinate fundraising efforts that enhance Glencoe's academic program and benefit all the children who attend our school, as well as their parents. This, in turn, strengthens our community. GSF is one of many individual school foundations operating under the umbrella of the Portland Schools Foundation, All Hands Raised.

The Glencoe School Foundation is run entirely by volunteers. The money raised pays for additional staffing not provided to the school by state and district funding. In the past, the Foundation has financially supported a variety of staffing needs. For example, in the past funds were allocated for library support, maintenance of reasonable class sizes, funding for a part-time Reading Specialist & a part time Technology Support. Staffing decisions are made each spring based on school need by the administration.

For more information about the Glencoe School Foundation, and to find out how you can get involved, please visit [www.glencoe.foundation.com](http://www.glencoe.foundation.com).

## **PARENT/TEACHER ASSOCIATION**

The Glencoe PTA strives to strengthen the family-school-community partnership by providing opportunities to be involved in the education, health, and well being of children in our community. Studies show that parent and public involvement are essential to the successful education of our children. A first step in this involvement can be joining the PTA - it's a great place to share ideas, enthusiasm and expertise. The PTA organizes many fun and enriching events at Glencoe. We have PTA meetings once a month, alternating between mornings and evening meeting times. The dates and times of these meetings are on the calendar and published in our weekly Glencoe Flyer. Please attend our monthly PTA meetings – we'd love to see you there! The PTA also had a bulletin board in the main hallway where you can find current information.

## **SITE COUNCIL**

In compliance with the Oregon Educational Act for the 21st Century, the purpose of the Site Council is to work in collaboration with the school district, school staff and community toward the improvement of student performance at the school site. PPS Board policy and state law requires each school to have a Site Council. Site Council's must be composed of teachers, a classified staff member, principal, parents, and possibly community members. Periodic meetings are noted on the school calendar. Members are elected by constituency groups. Site Councils do not have the authority to override contractual agreements, administrative rules or regulations or board policy without the approval of the superintendent and the board respectively. No council shall have the authority to expend funds other than Professional Growth funds, 21<sup>st</sup> Century school grant monies or other grants unless given board approval.

According to the Oregon Educational Act for the 21<sup>st</sup> Century, the responsibilities of the Site Council are to:

- Aid in the development of annual School Improvement Plans (now referred to as the CAP)
- Aid in the planning to improve professional growth of the staff
- Support dispensation of professional growth & grant funds provided to the building
- Oversee the improvement of the school's instructional program

# LUNCH KEY PAD

