

Woodstock Elementary School

Student and Parent/Guardian Handbook

2019-2020



Woodstock Elementary School
5601 SE 50th Avenue, Portland, OR 97206
503.916.6380

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Immersion/Building Secretary, Selena Leininger - sleininger@pps.net
Building Secretary, Tabitha Rhodes - trhodes1@pps.net

Mission Statement:

The Woodstock school community will work together to provide a safe environment contributing to the development of all students to their fullest potential; fostering compassion, curiosity, integrity, and perseverance to create successful citizens in a global society.

Welcome

At Woodstock Elementary School, we believe all students should be provided a nurturing and safe environment in which to learn every day. We are committed to providing quality educational programs targeting your child's academic, social, and emotional needs.

Our goal is to create an atmosphere for students at Woodstock that supports a positive self-concept, respect for one's self and others, a self-directed desire to learn, and a sense of physical and emotional balance. While valuing individual differences, we believe in self-discipline and responsibility.

Through our expectations of Safety, Respect, and Responsibility, we will promote our school and family values of compassion, curiosity, integrity, and perseverance.

We know the education of a child is a collaborative effort including families, school personnel, and the community. This partnership is vital in the education process and we invite, and encourage, you to be actively involved in the activities in which your child will participate.

Woodstock Elementary School is a learning community steeped in the traditions of academic excellence and personal achievement. We look forward to the learning opportunities ahead of us this school year and partnering with you as create an educational experience filled with knowledge, excitement, and growth.

Handbook Purpose

The purpose of this handbook is to communicate general information, rules, and procedures to students and parents/guardians. It is not intended to either enlarge or diminish school board policy, administrative regulations, or collective bargaining agreements. Materials in this handbook may be superseded by board policy, administrative regulations, or collective bargaining agreements. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

Administration

Principal:
Seth Johnson - sjohnson5@pps.net

Assistant Principal:
Cindi Swingen - cswingen@pps.net

Counselor:
Ponny Kosmas - pkosmas@pps.net

Counselor:
Shannon Nicolas - snicolas@pps.net

Admission and Registration

Students registering at Woodstock Elementary need the following information:

- Completed Portland Public Schools Registration Form
- Proof of Age (Birth Certificate or Passport)
 - A child must be five years old, on or before September 1, to enter Kindergarten. A child must be six years old, on or before September 1, to enter first grade.
- Proof of Residency (Two current documents are required.)
- Immunization Records
- For students age seven and younger: Dental and Vision Screening Form

Students registering after the start of the school year will begin one school day following the completion of their registration.

Please be sure to complete all the information on the registration form. Emergency contact information is essential. Please be certain that this information is kept current throughout the year. Inform the office of changes in address, phone numbers, email addresses, and emergency contact names and numbers.

Woodstock Elementary Arrivals and Dismissals

Office Hours: 7:00 AM to 4:00 PM

Teacher Hours: 8:00 AM to 3:45 PM

Instructional Hours: 8:15 AM to 2:30 PM

Arrivals:

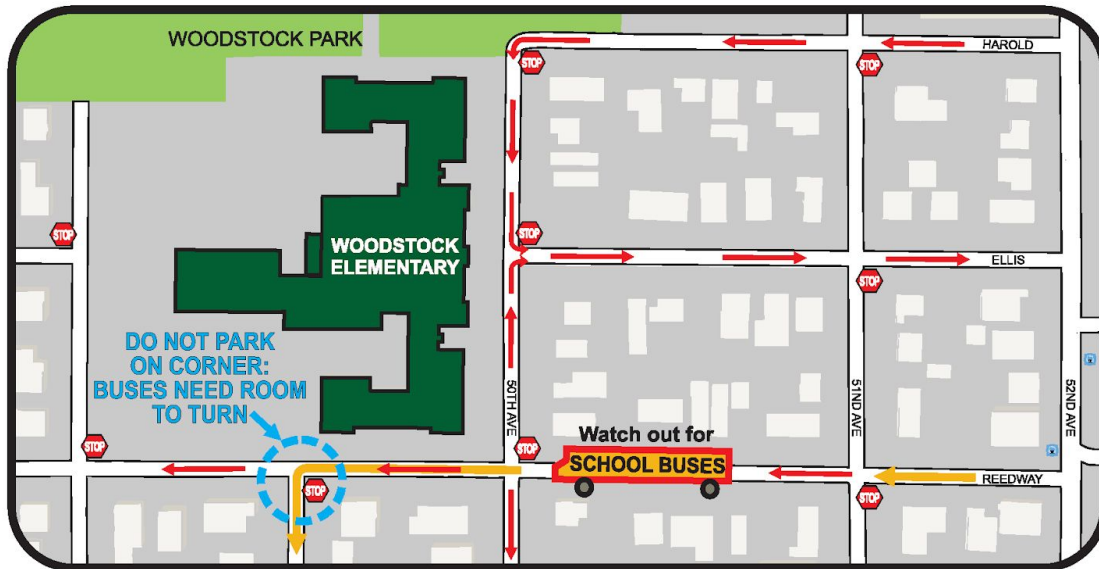
- Students may arrive and enter the school between 8:00 and 8:15 AM.
- Breakfast is served from 8:00 to 8:08 AM. Students eating breakfast should first go to the cafeteria to eat, then join their classes in their designated areas.
- Starting at 8:00 AM, students may enter the building through the front doors only.
 - Kindergarten students will sit at tables in the cafeteria. Parents/guardians may accompany them.
 - 1st-3rd students will sit in designated areas in gymnasium.
 - 4th-5th students will sit in designated areas in the play court.
- At 8:08 AM, teachers will come to meet students and escort them to class.
 - Parents/guardians who wish to stay in the building past 8:08 AM will need to check-in at the main office and get a visitor/volunteer badge. **Please do not walk with your child to class unless you have checked in to the office and gotten a visitor badge.**

- Students arriving from 8:08-8:15 AM will need to enter through the main front doors and walk directly to class. **Please do not walk with your child to class unless you have a visitor badge.**
- At 8:15 AM, classroom instruction begins.
 - Students arriving after 8:15 AM need to check-in at the office and get a tardy slip to be admitted to class.

Transportation to School:

- Walkers - Students walking to school should use the crosswalks and be aware of traffic. There are School Safety Patrol crossing areas located at the 50th and Ellis Intersection and the 50th and Reedway Intersection. Walkers are encouraged to use those crossing areas.
- Riders (Including Bikes, Skateboards, Scooters, Skates, etc.) - Bicycle safety rules should be observed. Helmets must be worn. Students should walk their bicycles while on school grounds, including sidewalks. Bicycles should be securely locked to the bicycle rack during the school day to help prevent theft.
- Auto Vehicle Commuters - Please remember to follow the voluntary traffic pattern that has been established for Woodstock "Rush Hour" from 7:45 to 8:15 AM (see Woodstock "Rush Hour" Map). Please follow all traffic laws and regulations, including parking correctly and following parking and traffic signs. Be on the lookout for pedestrians!

"RUSH HOUR" AROUND WOODSTOCK ELEMENTARY



Stop! Check for Kids 

Cars 

Buses 

Heavy Traffic Times:

- Mornings - 7:50 to 8:25 am
- Afternoons - 2:20 to 2:45 pm

It only takes a moment to...

**SLOW DOWN AND WATCH OUT FOR
KIDS – BIKES – SPEEDERS!**

Dismissals:

- At the end of the instructional day, teachers will dismiss students from an exterior door at or near their classroom at 2:30 PM. Please check with your child's teacher for the specific dismissal location or see the dismissal map.
 - Students who have not been picked up by 2:40 PM will be escorted to the office.
- With written notice, students in grades 3rd-5th may be released to meet younger siblings at the younger sibling's dismissal door via a route approved by the parent/guardian and school.
- Students attending after-school classes will be escorted to the gymnasium to meet the facilitator for their after-school programs.
- Students riding buses will be escorted to the bus loading area by their teachers or a grade level partner teacher.
- Students who check-out early will need to be signed out by a parent/guardian (or someone on the emergency contact list) in the school office. For an early check-out, students will come to the office to meet parents/guardians.

- Students being checked-out by someone other than identified on the emergency contact sheet will need to have prior approval from the parent/guardian and must show ID.
- **Change of destinations need to be submitted in writing (email, handwritten note, fax) by 1:00 PM. Email messages can be sent to WoodstockAttend@pps.net.**

Visitors Between 8:10 AM and 2:45 PM:

(This includes parents/guardians, visitors/volunteers, older siblings/relatives, etc.)

- Upon arrival, sign-in at office.
- Wear a visitor badge during the stay.
- When leaving, sign-out and leave the badge in the office.

Before and After School:

Woodstock Elementary personnel do not provide supervision for children prior to 8:00 AM or after 2:45 PM. Please do not send children to school earlier than 8:00 AM or allow children to remain after 2:45 PM without adult supervision. Parents/guardians are responsible for providing supervision outside the regular school hours. The Portland Public Schools District is not responsible for incidents, accidents, or injuries during these unsupervised times.

There is an onsite before and after school child care option. Please contact the office for more information.

Attendance

Absences

Regular attendance is an important factor in ensuring successful achievement in school. As you know, students have a greater opportunity to succeed if they attend school all day, every day. Please see the guidelines and expectations below:

- Students are expected to attend each day school is in session unless they are ill, have a medical or dental appointment, are participating in a religious holiday, or if there is a family emergency.
 - When possible, parents/guardians are encouraged to schedule appointments and vacations outside of regular school hours and days.
- If your child is going to be absent from school, please notify the office prior to the start of the day that they will be absent.
 - Office Phone: 503.916.6380
 - Attendance Email: WoodstockAttend@pps.net
- For long-term absences, please notify the school in advance when possible.
 - Upon request, during a long-term absence other than illness, teachers will provide instructional goals that will be covered during the absences. Homework may not be provided.
 - If a long-term absence is due to illness, please contact the office.

- If an absence has not been reported by a parent or guardian, the district's automated calling system will contact the numbers listed on the registration forms.

Tardies and Early Releases

As with attendance, arriving on time and being in class all day has a significant impact on a student's successful achievement in school. Please see the guidelines and expectations below:

- Students are expected to be on time every day. Starting at 8:00 AM, students may arrive. The first bell rings at 8:08 AM and students are escorted to class at that time. Students arriving after 8:15 AM are considered tardy.
- Students arriving after 8:15 AM will need to check-in at the office.
- Students who accumulate two or more tardies during a grading period may have their parents/guardians notified.
- Students leaving school prior to the regular dismissal time need a signed note stating the time and purpose. Students will need to come to the office where they will be released to a parent/guardian.
 - Students will only be released to individuals whose names appear on the registration form.
 - If someone other than the primary parent/guardian is taking the student from the school, that needs to be indicated in writing in the note.

Dismissal Destination

At the start of every year, parents/guardians will be asked to complete an "Individual Dismissal Procedures" form that identifies where their child(ren) are supposed to go at the end of each day. Please complete this as soon as possible and, if there are changes during the school year, update the form immediately. In the case that there are temporary changes of destination, please see the guidelines and expectations below:

- Students need permission to vary from their "Individual Dismissal Procedures" form. This includes going home with another adult, friend, and taking a different bus.
- With the exception for emergencies, alternate plans need to be submitted prior to 1:00 PM.
- An alternate plan or change in destination needs to be submitted in writing (email, handwritten note, fax) to WoodstockAttend@pps.net.
- If a student does not have written permission, the student will be sent to their normal destination.

If we work together to emphasize the importance of attending school every day, we will minimize lost learning time and see students reach their full academic potential.

Withdrawal of Students

Please notify the school and complete the necessary transfer paperwork if you will be moving and withdrawing your child from Woodstock Elementary.

Health

A Registered Nurse (RN) will be assisting Woodstock Elementary on a part-time schedule. The RN assigned to our school will plan and conduct vision screenings (Grades K, 1, 3, 5) and hearing screenings (Grades K and 1). The RN will also assist with communicable disease control, chronic health problems, pediculosis (head lice), and provide direct nursing care to students who become injured or ill at school. Please contact the RN if you have questions regarding the specifics of any of these areas.

Oregon State Law requires parents/guardians of all students entering Oregon schools for the first time to provide proof of immunization status before attending school. The deadline for immunization records to be submitted to the school is typically mid-February. Students without the required immunization documents will be excluded from school.

Immunization Verification

Oregon State Law requires all students entering public schools for the first time to be fully immunized for polio, measles, rubella, mumps, diphtheria/tetanus, and hepatitis B. Students who do not meet the immunization requirements and have not filed medical or religious exemption statements will receive an Exclusion Notice from the Multnomah County Health Department and will not be allowed to attend school until the verification of the immunizations or exclusion documents are complete.

Exemption from immunization is allowed for medical or religious reasons. A physician's signed statement that the immunization would endanger the child's health must be provided for medical exemption. A written statement signed by the parents/guardians to the effect that their religious teachings are opposed to immunization must be provided for religious exemption. Space is provided on the Immunization History Form for this purpose.

For more information and location of free clinics, call the Multnomah County Health Department Information and Referral line at 503.998.3816.

Illness

Students who have a well-balanced diet and get sufficient sleep and exercise generally have more positive school experiences. We request that parents keep children home when they are ill. This will speed recovery and prevent the spread of illness to others. Please consider the following guidelines regarding illness:

- Students with a temperature of 100 degrees or higher should be kept at home and should not return to school until the fever is gone for 24 hours.

- Students with a severe stomach ache, diarrhea, or cannot keep food down should be kept at home.
- Student with a rash should be kept at home. If the rash persists or if there is a fever with the rash, it is recommended that the parents/guardians contact a healthcare provider.
- Common cold symptoms (cough, runny nose, sore throat) are best treated by providing rest at home.

The school is not staffed to care for ill children at school. If your child arrives at school showing signs of illness, you will be contacted to come and pick up your child.

Accidents

In the event that a child is injured at school, the student should notify their teacher or supervising adult immediately of the incident. This will allow our school team to respond to the issue and notify you as soon as possible.

Emergencies

In the event of a serious accident, illness, or other emergency, the school will attempt to contact the parent/guardian first. If the parent/guardian is not available, the school will attempt to reach emergency contacts. In the case that no one on the registration form can be contacted, the principal or designee is authorized to send your child to the hospital.

Hepatitis and Allergy Precautions

Due to the State Health Division's concern about the spread of hepatitis, any food sent to the school for special occasions must be store bought and individually packaged. We are unable to allow home prepared foods at school.

Also, please consult with your child's teacher regarding and food, treats, or other items brought into the school or classroom. There may be other students who have allergies to particular foods or items.

Administration of Medication

The RN provides appropriate guidance in the administration of medication by school personnel to students in the school setting.

Oregon State Law requires that all medication administered at school, prescription as well as over-the-counter medication, be dispensed from an original labeled container and be accompanied by written consent from the parent/guardian as well as written instructions from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. Aspirin, acetaminophen, throat lozenges, cough drops, etc. are not available from school personnel.

Properly labeled and approved medications must be kept in the office. Students who take medication at school must do so under the supervision of a staff member.

Building Security

All parents, guardians, visitors, and volunteers are required to check-in at the office upon arrival and wear identification badges while on the premises. For security purposes, all exterior doors will be locked during the school day. Please assist us in keeping the building secure by not propping open doors and ensuring doors close securely when you leave. When in the building, do not open locked exterior doors to let non-students or non-staff in the building; direct them to the front office to check-in. If you are in the building and notice non-students without an identification badge, please ask them to sign-in at the office.

Inclement Weather School Closures

Please be aware that we may experience school closures, late openings, and early dismissals due to inclement weather. The Portland Public Schools (PPS) website and local news websites, television stations, and radio stations will carry any general emergency information. You can also sign up for text alerts by texting "YES" to 68453.

Inclement Weather Procedures

In the event of inclement weather, check the PPS website and local news websites, television stations, and radio stations for late opening or school closure announcements. The district will also send messages via email and/or phone. One or more of the following messages will be announced:

- "PPS Two-Hour Late Opening & Buses on Snow Routes" (Schools will begin two hours after the regular starting time and buses will be on snow routes.)
- "PPS Regular Opening and Buses on Snow Routes" (Schools will start at the regular time and buses will be on snow routes.)
- "PPS Open, Except for Named Schools" (School will be open and start at the normal time unless Woodstock is named as a school.)
- "PPS Two-Hour Late Opening, Except Westside Elementary and Middle Schools Closed" (Woodstock will begin two hours late and no bus service from the Westside.)

Unforeseen Inclement Weather Response

For unforeseen inclement weather that arrives during the school day, the district may respond in the following ways:

- In the event a severe storm strikes with little warning, students will be kept inside the building for safety.
- In the event a severe storm threatens, but there is sufficient time for students to go home, they will be dismissed from school based on a decision from the district office.

- If school is dismissed early and there is phone and internet access, families will be contacted via the automated caller, the district email system, and text alerts.
- Please be sure your contact information is current in your registration paperwork.

It is also important to discuss a plan for your family in the event that students are dismissed from school early.

Alternate Emergency Snow Route

The student transportation department distributes “Snow Route” booklets to students on the PM busses during the fall of each year. You can also contact the Transportation Department for more information.

Behavior Expectations and Values

Woodstock Elementary Expectations

Our school supports consistent, positive messages about behavior expectations at Woodstock Elementary which are identified as the following school wide expectations:

- Be Safe
- Be Respectful
- Be Responsible

All Areas	Be Safe! Be Respectful! Be Responsible!
Hallway	Walking feet and keep to the right Hands and feet to self Voices and sounds are off
Bathrooms	Go, flush, wash, leave Respect privacy Voice Level 2
Recess to Lunch Transition	One Long Whistle - Freeze, Three Short Whistles - Line Up Return playground equipment properly Line up in your class line and be hallway ready
Hot Lunch Line	Keep doorways clear Hands and feet to self Quiet and calm conversation Voice Level 2
Cafeteria	Eat, clean up your area, visit with classmates

	<p>Raise hand and wait to be called upon to get up Voice Level 2, until you hear three microphone taps, then zero</p>
Playground	<p>Hands and feet to self and use equipment properly Use kind language and Be a Good Sport Get a clip for the bathroom</p>
Office	<p>Say "excuse me" and wait for help Kindly state your purpose Use polite manners, say "Please" and "Thank you"</p>
Arrivals	<p>Walk to your teacher area Sit or kneel until your teacher arrives Food stays in cafeteria or backpack Voice Level 2</p>
Assemblies & Morning Meetings	<p>Sit correctly on floor (Sit on your behind) Applaud politely Follow "Give Me Five"</p>

Woodstock Elementary Values

The following school values are important for the Woodstock Elementary Community because they were developed with student, parent, guardian, community, and staff input:

- Compassion
- Curiosity
- Integrity
- Perseverance

The Woodstock Elementary stakeholders believe these values are four things that help students be successful in life. We believe we need to support students as they learn to understand these values and exercise them on a regular basis. These skills will help students become college and career ready.

These values are woven into our regular teaching practices in every lesson and in every class throughout the grade levels, identifying them with consistency, and strategically teaching and reviewing them throughout the school year.

Positive Behavior Recognition

Celebrating positive student behavior and achievement is very important. Students will be recognized on an individual basis for academic and attendance achievements. However, at Woodstock Elementary, we strive to recognize positive student behavior on a regular basis through our "Pride Inside" tickets. Students may receive Pride Insides for demonstrating positive behavior.

Pride Insides come in duplicate form. Students will keep the top copy to take home and the bottom copy is entered into the classroom collection bin.

In addition to individual recognition, positive behaviors are also recognized at the classroom level and building level.

Behavior, Discipline, and Supporting Desired Behaviors

We believe all students can learn and thrive in a nurturing and safe environment. In order to promote and maintain a positive school setting, children are taught the expectations and values of our school community.

With the above in mind, classroom teachers develop classroom management plans, teach expected behaviors, identify and reward positive behaviors, and provide corrective action for students that exhibit undesired behaviors.

Providing corrective action begins with a common understanding of school expectations and values. At Woodstock Elementary, staff participate in regular behavior level calibration training in order to properly reflect the evolving needs of our community and to accommodate the diverse racial, cultural, linguistic, and developmental needs of our school.

Students who make inappropriate choices may receive a “Classroom Managed” or an “Office Managed Referral” depending on the severity of their behavior. Below is a matrix that helps guide the process for identifying the appropriate response:

Problem Behavior	Classroom Managed Stage 1	Office Managed Stage 2/3
Inappropriate Language or Verbal Abuse	Mild Cursing <ul style="list-style-type: none"> Name calling Swearing not directed at anyone 	Abusive or profane language, Indecent (Obscene) Gesture <ul style="list-style-type: none"> Abusive language or swearing directed toward another student or adult (to include vulgarity & hand gestures.)
Physical Aggression	Play Fighting, Pushing or Shoving <ul style="list-style-type: none"> Pushing, poking, pinching, jostling Retaliating as above Play wrestling or body holds Rough play that continues after warnings 	Assault/Menacing, Fighting <ul style="list-style-type: none"> Hitting, kicking, punching, shoving, or spitting toward another Grabbing, biting, pulling Intent to harm
Property Damage	Damaging Property <ul style="list-style-type: none"> Improper use of equipment Damage to small or insignificant items 	Deliberate Misuse of Property, Vandalism Minor, Major <ul style="list-style-type: none"> Serious or costly damage Intentional damage or misuse of substantial items
Defiance	Mild Defiance, Not Following Directions <ul style="list-style-type: none"> Initial refusal to obey staff 	Open Defiance, Willful Disobedience, Insubordination

		<ul style="list-style-type: none"> • Repeated/continuous refusal to follow directions • Defiance combined with inappropriate language
Theft/Forgery	Taking Another's Property <ul style="list-style-type: none"> • Taking small or insignificant items 	Forgery, Theft: Minor, Minor <ul style="list-style-type: none"> • Repeated minor thefts • Theft of other's items, money, or school equipment • Forging another person's signature
Disrupting (Learning or Individuals)	Bothering/Pestering, Excessive Talking, Talking Too Loud <ul style="list-style-type: none"> • Making inappropriate noise • Talk outs/silly answers • Disruption to class after warning • Distractions to class 	Disruptive Conduct <ul style="list-style-type: none"> • Major interference with learning process • Continual/ongoing disruption to learning environment
Harassment/Bullying	Teasing/Putdowns <ul style="list-style-type: none"> • Altering names • Teasing • Hurting feelings/thoughtlessness 	Harassment: Bullying <ul style="list-style-type: none"> • Repetitive antagonizing • Repeated teasing or threats • Unwanted comments with intent to embarrass or make others feel unwelcome
Other	Getting Out of Line, Running (in an unsafe place) Cheating	Plagiarism/Cheating False Fire Alarm (Class Cutting) Leaving w/o Permission Inappropriate use of Technology <i>Display of Patently Offensive Material, Gambling, Inappropriate Dress, Loitering, Possession of Prohibited Item, Possession/Use of Stolen Property, Reckless Vehicle Use, Threat of Violence, Trespassing, Truancy, Alcohol/Drug, Arson/Attempted Arson, Battery, Bomb Threat, Burglary, Extortion, Firecrackers/Explosives, Gang Identifier, Harassment: Sexual, Indecent Exposure, Robbery, Tobacco Use and/or Possession, Weapon</i>

Woodstock Elementary Staff will emphasize proactive, instructive, and restorative approaches to student behavior that are implemented consistently and reflect the community values and practices.

All staff and students will receive training in the agreed upon School Wide Expectations at the start of the year and mid-year. Appropriate and expected behaviors will be recognized and acknowledged throughout the school year. In an instance when a student exhibits a behavior that does not align with the school expectations or values, staff will provide opportunities for instruction, reteaching and restorative practices. The school counselor(s) and building administrator(s) will support efforts for pre-teaching and restorative practices.

In the event a student does receive a referral, a building administrator or school counselor will utilize proactive, instructive, and restorative practices to provide

support for the student, parents/guardians, teachers, and others impacted by the behavior or incident.

The following chart outlines the Woodstock Elementary Discipline Process:

<p style="text-align: center;"><u>Classroom Managed*</u></p> <ul style="list-style-type: none"> ★ Any staff member can document the behavior ★ Certified staff member contacts parents ★ Follow-through by certified staff 	<p style="text-align: center;"><u>Office Managed</u></p> <ul style="list-style-type: none"> ★ Any staff member can document the behavior ★ Certified staff member initiates parent contact ★ Follow-through by administrator or designee
<ol style="list-style-type: none"> 1. When a student misbehaves, provide a warning and a quick reteach of expectations. 2. If behavior continues, student will take a break, confer with staff member, and rejoin when ready. 3. If the behavior still continues, the observer will then complete a “Stage 1 Behavior Report” and submit the form to the administration. Classroom teacher is required to contact parent or guardian. 4. Administration will document the incident and send a report to family. <p><i>*One or more of these steps may be skipped if the behavior warrants.</i></p>	<ol style="list-style-type: none"> 1. Talk with student and identify problem behavior. 2. Send student to the office. (Call the office.)* 3. Complete “Stage 2/3 Behavior Report” and deliver it to the administration as soon as possible. 4. Classroom teacher contacts the student’s family, unless building administrator instructs otherwise. 5. Building Administrator or designee calls parent or guardian to follow-up and address the behavior. 6. Administration will document the incident, send a report to the family, and follow up with the referring staff member. <p><i>* If there was a professional educator directed removal from the classroom, the administrator or designee will confer with the professional educator. This shall generally occur before the student returns to class.</i></p>

In the event the building administrator(s) is(are) out of the building, a professional educator will be designated to address office managed discipline incidents.

Nutrition Services

Each school day, the cafeteria offers breakfast and lunch. Breakfast is \$1.50 and lunch is \$2.90. Students may qualify for free breakfast and lunch. Free lunch application forms are available at www.pps.net/nutrition. Applications must be completed each school year, but students who were receiving free lunch the previous year will continue in the program during the first week of school so forms can be completed for the current year. Parents/guardians may purchase an adult lunch for \$4.40.

Students pay for lunches using their student meal account. Money is paid to the nutrition services staff in the cafeteria and credited toward an account. Checks should be made to "Portland Public Schools Nutrition Services." Parents/guardians can also pay online at www.schoolcafe.com. Meal costs are deducted as students use their account for meals. Student meal accounts cannot be used for purchasing milk or snacks.

Students with school meals or home-prepared lunches eat in the cafeteria. Due to health guidelines and the threat of hepatitis, food should not be exchanged or shared. The school is unable to provide meals to students without money or funds on their account.

For questions about meal payment procedures, please contact the Nutrition Services Department at 503.916.3399.

Lunch and Recess Schedule

Grade	Recess	Lunch
Kindergarten	11:40-12:00	12:00-12:25
First Grade	11:10-11:30	11:30-11:55
Second Grade	10:40-11:00	11:00-11:25
Third Grade	11:20-11:40	10:55-11:20
Fourth Grade	11:50-12:10	11:25-11:50
Fifth Grade	12:20-12:40	11:55-12:20

Students will also have an additional 15 minute recess during the day. As often as possible, recess will be held outdoors. Please dress your child appropriately for the weather. Students will need a water-resistant jacket with a hood. If you need assistance acquiring a water-resistant jacket, please contact the office. Also, please dress your child in layers. The weather can fluctuate greatly within the day and we want to make sure children are dressed safely and comfortably.

Conferences

Portland Public Schools schedules one parent-teacher conference each year. Conferences are scheduled in early fall. Prior to the conferences, you will receive a confirmation of your appointment. If you wish to meet either before or after the district scheduled conferences, please contact your child's teacher. Parents/guardians are encouraged to communicate with their child's teachers early and often.

Classroom Visits

Parents/guardians are welcome as school visitors. Please contact your child's teacher and the office to arrange a time to visit your child's classroom. For the protection of students, all visitors are required to sign-in at the school office before going into classrooms or other areas of the building. When visiting, please be respectful of the learning environment.

Complaint Process

Parents/guardians who have concerns or complaints about a classroom occurrence or activity are encouraged to communicate their concern with the classroom teacher or involved staff member. If this doesn't resolve the issue, or there are other concerns, the parent/guardian can discuss the concern with the school principal or designee.

If a student or parent/guardian believes a school staff member has not followed specific laws or policy, a conference may be requested with the principal or designee. A full description of the district's formal complaint process can be found in the Portland Public Schools Guide to Policies, Rules and Procedures on Student Responsibilities, Rights, and Discipline.

Special Services

Special Education Services

The Education Resource Center provides support in the basic academic areas for students who have been identified as having a learning disability. Students may be referred for a learning disability evaluation through the Student Intervention Team.

Speech and language services provide support in the areas of articulation, fluency, voice, or language difficulties. The school Speech and Language Pathologist assesses and provides support for students who are eligible for service based on the State of Oregon's eligibility criteria.

504 Services

Students who suffer from major life function physical disabilities may qualify for 504 plans. If you have disability questions, please contact the school counselor.

Classroom Placement

Woodstock's class placement process represents our best effort to use a team approach in providing well-balanced, supportive instructional groups in all classrooms. To achieve this balance, staff grade level teams create class assignments based on a variety of factors. Parents may provide input through the school counselor regarding any special needs that should be considered for their children. This process allows us to create equitable classes and learning environments for all students.

Please be aware that due to enrollment fluctuations, classroom placements are subject to change. We will make every effort to avoid reassigning students, but it may be necessary on occasion.

Classroom Work

Woodstock Elementary believes in providing progress reports and report cards that accurately reflect your child's performance in school.

Grades should provide: 1.) An accurate reflection of your child's content knowledge and abilities; and, 2.) The progress your child has made since the previous reporting period on mastering required concepts, processes, skills, and applications.

Woodstock teachers believe that relevant, meaningful classroom assignments is an important component of every student's educational program. Students need to practice and reinforce skills and content; they need to do long-term and independent projects; and, they need to apply problem-solving strategies in a variety of situations.

Woodstock teachers make every effort to ensure that students are given appropriate assignments that are relative, engaging, and meaningful. Teachers may provide homework practice opportunities to deepen understanding of a topic or skill.

Although homework can serve as good practice, as preparation, and as a study tool, homework is not graded. However, teachers will provide feedback that takes many shapes and forms. Students may receive feedback individually, in a small group, or as a whole class.

Homework reinforces concepts presented in class and, generally, students should be able to complete assignments independently. If children consistently take longer than the recommended time or have a great deal of difficulty, contact your child's teacher, as accommodations may be necessary. Parents/guardians are also encouraged to

work directly with their child's teacher anytime there are questions about a student's academic growth or progress.

Students, teachers, and parents/guardians all have important roles and responsibilities in the teaching and learning process:

- **Student Responsibilities:**
 - Complete assignments to the best of their ability.
 - Communicate lack of understanding to parents/guardians and teachers.
 - Return completed assignments.
- **Teacher Responsibilities:**
 - Provide suitable instruction that enables students to master skills and concepts.
 - Assign developmentally appropriate tasks that can be completed in a reasonable length of time.
 - Differentiate assignments based on individual student needs and interests.
 - Develop procedures to monitor work completion.
 - Give timely and meaningful feedback.
- **Parent/Guardian Responsibilities:**
 - Take an interest in child's work.
 - Offer encouragement and motivation to children in order to promote independence and support learning goals and objectives.

At the beginning of the school year, parents/guardians will receive information from their child's teacher regarding the classroom learning goals. If you have questions or concerns about classroom tasks or homework practice, please consult your child's teacher.

Building Use

Woodstock Elementary is publicly owned and the community is invited to utilize it for events outside of the school day. To use the building or grounds, a "Civic Use of Buildings" (CUB) Permit must be obtained and filed with the school/district. Registrations can be made online through Facilities & Asset Management on the Portland Public Schools website. The CUB Permit applies to all youth groups, parent groups, and sporting events. There is also an applicable fee.

Classroom Celebrations and Events

If you wish to celebrate your child's birthday, a holiday, or another event, please communicate directly with your child's teacher. To ensure instructional time is not interrupted and to protect students with food allergies, classrooms should not have celebrations for individual students.

Food and treats should only be brought to the classroom when initiated by the classroom teacher.

If you are planning a birthday or other type of celebration outside of school, invitations may only be distributed at school if every student in the classroom is invited. Please communicate with your child's teacher regarding a plan for distribution.

Lost and Found

Please be sure to label your child's jackets, layering clothing, lunch boxes/bags, and water bottles with their full name. If an article of clothing or other item is found and there is no name, it will be placed in a "Lost and Found" bin. At the end of grading periods, unclaimed clothing and items will be donated to the PTA Clothing Closet.

Books

Textbooks and library books are loaned to students, free-of-charge. If books are lost or damaged, the parents/guardians are responsible and will be required to pay for replacement or repair costs. At the end of the school year, if your child owes a fee, you will be notified prior to dismissal of school to allow time to submit the necessary fines.

Items to Be Left at Home

Money and valuables should be kept at home. Students may bring money for book fairs, field trips, and other events, but are discouraged from bringing large amounts of cash. If a student is bringing a valuable to school for a legitimate reason, be sure to communicate with the school office and classroom teacher.

For meal accounts, fees should be paid to the cafeteria before school starts.

Electronics (mobile phones, games, music players, tablets, etc.) can be brought to school only with the permission of the classroom teacher and school administration. Phones should be kept in student backpacks or in the school office. They must be turned off during school hours.

Animals/Pets

With the exception of certified service animals, individuals interested in having animals/pets in the school building or on school grounds during school hours must have the permission from the building principal or designee.

Requests should be made in writing and should include the following information:

- Purpose for bringing the animal on school grounds and educational benefit.
- The type of animal.
- The date and time the animal will be on school grounds.
- Plan for the care of the animal.

Prior to approving the request, the principal or designee will determine if any other student or staff member has a health condition or allergy that may be exacerbated by exposure to animals.

Clothing Guidelines

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians.

Allowable Dress and Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

- 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 groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Recess will be held outdoors as much as possible. Students should also dress appropriately for various weather conditions. Layers are always encouraged. Bring a water-resistant or waterproof jacket on days with the potential for rain.

On days that students have physical education, students should be prepared with appropriate shoes. Soft, rubber-soled shoes provide good traction and safety indoors and outdoors.

Field Trips

Woodstock Elementary students enjoy a variety of field trips during the school year that are scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be “in school” while participating in school sponsored field trips. This means students are subject to the school’s behavior expectations, applicable policies, and other rules as deemed appropriate by the field trip supervisor. All students who participate in a field trip must have a signed permission slip in order to leave the school. Your child’s teacher will send home a note with appropriate information prior to upcoming field trips.

Parent/Guardian Involvement

Woodstock Elementary offers a variety of opportunities for parents/guardians to be involved with the school and district. Your involvement and participation is welcomed and encouraged.

Equity Team

The Woodstock Equity Team focuses on providing an equitable learning experience for all students at Woodstock. The team applies culturally responsive approaches to build the capacity to deepen the collective staff understanding of the impact of race and culture in our school and larger educational system. The Woodstock Equity Team is comprised of teachers, administration, specialists, and parent/family representatives. Individuals interested in the school equity work or involvement opportunities should contact the school office.

Parent Teacher Association (PTA)

The Woodstock PTA offers an opportunity for parents, guardians, and community members to become involved in supporting Woodstock students and staff through participating in school related activities. The PTA Meeting schedule can be found on the school website and the PTA website at www.woodstock-pta.org. The PTA assists with organizing volunteers for classroom teachers, school event support, and helping with school wide activities. If you have a special skill or talent that you’d like to share, please contact the PTA to see how you can contribute.

Parent Volunteers

We welcome parent and community volunteers. Please contact the school office about volunteer opportunities. Volunteers must complete a background check prior to

working with students or in the school. Background checks can be completed online at <https://volunteer.pps.net> and are valid for 3 years. Please be aware the children not enrolled at Woodstock may not accompany volunteers in classrooms or on field trips. When volunteering, always sign-in at the office and obtain a volunteer badge to wear during the length of your stay.

Shu Ren

Shu Ren is a nonprofit organization that supports the Mandarin Immersion Program at Woodstock Elementary School, Hosford Middle School, and Cleveland High School. Shu Ren also provides information and resources for parents/guardians of students in the Mandarin Immersion Program. You can learn more about Shu Ren by visiting the website at www.shurenofportland.org.

Site Council

The purpose of the Site Council is to increase student achievement. It is the policy of the School Board to establish Site Councils in each of the district's schools. It is the Board's belief that when a group of people, who represent different parts of an educational community, come together to work in a collaborative manner to improve education, student achievement will increase. The Site Council should be composed of teachers, adult family members of students, the principal and classified district personnel. The council may also include persons identified by the school community as having particular benefit for council membership, such as business representatives, community members, students or other district staff.