

Parent and Student Handbook

2021-2022



Marysville Elementary School

Catherine Murray, Principal
Serene Bertram Assistant Principal
7733 SE Raymond Street, Portland, OR 97206
503-916-6363 | <https://www.pps.net/marysville>

Contents

Welcome to Marysville!

- Cathy Murray, Principal
- Serene Bertram, Assistant Principal

School Hours

- School Schedule
- Arrival
- Arrival and Dismissal Map
- Late Arrivals
- Afternoon Dismissal
- Office Hours

Attendance

- Absences
- Notifying Marysville of Absences
- Autodialer
- Early Release
- Temporary Changes or Alternate Pickup
- Withdrawal of Students

Calendar

- Grading periods and report cards
- District Calendar

Nutrition Services

- School meals
- Menus
- Pandemic EBT Benefits
- Applying Online

School and Family Communication

- Staff-Family
- Concerns and Problem Solving
- Parent Teacher Conferences
- PPS Communication Pathways
- Marysville Newsletter
- Weekly Marysville Message
- Email
- Remind
- Marysville Website

Student and Support Services

- Behavioral Expectations
- Communicating Concerns
- Schoolwide Expectations

Student Safety

- Before and after school guidelines
- Private transportation of students
- Automobile drop off and pick up guidelines
- Non-registered students
- Building security
- Weather emergencies
- School emergencies
- What families can do

Student health

- MESD school health
- Immunizations
- Medication
- Allergies
- Illness
- Accidents
- Emergencies
- Food from home

After School Activities

- YMCA Before and After School Child Care
- SUN Enrichment

Guidelines and Policies

- Textbooks and School Materials
- Digital Device and Internet Use
- Lost and Found
- Appropriate School Materials
- Student Money and Valuables
- Toys and Electronic Items from Home
- Marysville Cell Phone Policy
- Student Use of School Phone
- Message to Students
- Field Trips
- Classroom Conferences and Visits
- Volunteering with Portland public Schools

Welcome to Marysville!



Cathy Murray - Principal, cmurray2@pps.net

My name is Cathy Murray and I am your Principal. I am originally from the Chicago Area but love living here in the Pacific Northwest. I have been the Principal at Marysville for 2 years, but have been at Marysville for 15 years. I can't get enough of the wonderful staff, students and families that we have.

Currently at Marysville, we have a Mantra- **Relationships, Respect and Rigor**. Relationships are the foundation and serve as the guide for all that we do. We believe in the power of building strong relationships with all school stakeholders. Next, we treat each other with respect. This overall building tone of respect is critical for a healthy school. We attempt to be respectful in every single interaction. Our last piece of the Mantra is rigor. Rigor means being challenged and still doing your very best. We strive to have each assignment, each day, have a high degree of Rigor. This year as we transition to a K-5 Elementary School, we will be working as a community to solidify our vision and mission. We will be reaching out for input from all of our community members.

We believe at Marysville that we can live into our Mantra through our Racial Equity/Social Justice and Mindfulness practices. Mindfulness at Marysville is not about becoming calm, but is about developing present moment awareness, emotional understanding and creating a compassionate community focused on the wellbeing of all. We are committed to school-wide equity and social justice actions that will promote anti-racist education and lead to a school in which every student is thriving and has fully developed academic skills.



Serene Bertram, Assistant Principal, sbertram@pps.net

Hello Marysville families! My name is Serene Bertram and I have the honor of being your Assistant Principal here at Marysville. I started my career in the field of special education specializing in working with students who were blind and visually impaired. I often tell kids that I have a superpower: I can read and write in braille!

I began a career in school administration after years of watching our school system fail students of color. I felt strongly then, as I still do today, that I have a responsibility to dismantle the systematic racism that exists in educational structures and create a school where students of color feel welcome, wanted and academically successful. This path led me to work for 5 years as the Assistant Principal for a specialized school program serving students and families in day and residential treatment programs. It was through this experience that I began to incorporate critical race theory, trauma informed practices, and mindfulness through a special education lens into my professional practice.

This will be my third year at Marysville and there is no place I would rather be. As a graduate of Portland Public Schools, I'm honored to continue to serve my community and to have the opportunity to nurture the minds of the future leaders of our city. I believe wholeheartedly that all of our students deserve a rigorous, engaging, and culturally inclusive primary academic experience that encourages them to show up each day fully self expressed so that they may achieve their full potential.

School Hours

School Schedule

8:30 a.m.	Students may arrive at school for outdoor breakfast
8:40 a.m.	Doors open
8:50 a.m.	Tardy bell - ring the doorbell by the main entrance on SE Raymond and sign-in
11:50 a.m.	Lunch for grades 3-5
12:30 p.m.	Lunch for grades K-2
3:00 p.m.	Student Dismissal

Arrival

Students may arrive at school as early as 8:35 a.m. However, they *should not arrive at school or on school grounds before 8:35 a.m.* There is no provision for supervision of students before school hours so ***please do not send students to school earlier than the opening time.*** This procedure is to ensure the safety of students. The grade-level entrances open at 8:40 a.m.

Arrival and Dismissal Map

Please see the map below for the entrance locations for each grade level. Students use these entrances from 8:40 to 8:49 a.m. The late bell rings at 8:50 a.m. and these entrances will close.



Late Arrivals

Students should arrive at 8:40 a.m. prepared for the school day by 8:45 am. Any student arriving after 8:50 a.m. will be marked tardy. Tardy students **must** check in to the office if they are more than 10 minutes late to class. Students proceed to the main entrance on SE Raymond, ring the doorbell, and sign-in. They will receive a welcome slip prior to entering their classroom.

Afternoon Dismissal

The bell rings at 3:00 pm and all students are dismissed at this time. Your child's safety is very important to us. Students in grades K-3 will be dismissed only to people listed on the emergency contact list. Early pick-up is discouraged, as we strive to protect instructional time. At dismissal, students are expected to go directly home unless they are going to childcare or an after school activity in which the student is enrolled, such as the YMCA, SUN, or a supervised school-related activity. Parents/guardians must complete and submit a separate Marysville Student Dismissal Plan [dismissal plan link] for each child.

Office Hours

The school office will be open from 8:00 a.m. to 4:00 p.m. School staff are available to meet with families by appointment only. Please contact the school at 503-916-6363 or MarysvilleInfo@pps.net to schedule an appointment.

Attendance

Absences

Regular daily attendance is an important factor in ensuring successful achievement in school.

Attendance is taken twice per day in grades K-5.

Students are expected to be at school each day school is in session unless they are ill. Sick students should not be in school. We encourage parents to make medical or other such appointments for their children after school hours whenever possible.

Notifying Marysville of Absences

Parents must contact the Marysville office when a child will be absent from school. Report your student's absence using the [form](#) or email MarysvilleInfo@pps.net. Be sure to include your student's first and last names, and date and reason for the absence. Early morning is a very busy time at school. Completing the form is the best way to notify us of absences.

Please notify the school in writing of any long-term absences. We request that every effort be made to schedule vacations during regular school breaks to avoid unexcused absences. Students returning after an absence need to bring a note to the teacher stating the reason for the absence.

Autodialer

If a child's absence is not reported to the school by 9:55 a.m. that child will be marked "unexcused absent" and an auto-dialer call will be initiated. The auto-dialer call is meant to let you know that your child is not in school. If you receive an auto dialer call **please call the office or email MarysvilleInfo@pps.net** to inform us of the reason for your child's absence (**don't** leave a message on the auto-dialer).

Early Release

Students leaving school prior to dismissal will be called to the office and then released to the parent or authorized adult. Parents must sign their students out from the office. We ask that parents do not go to the classroom. Students will only be released to individuals listed on the registration form. Please be certain that this information is kept current throughout the year. Inform us of changes in mailing address, email address, phone numbers (home, cell, and work), as well as emergency contact phone numbers.

Temporary Changes or Alternate Pickup

On occasion, student's regular after school destinations or method of transportation changes. Students need written permission to go with another student/adult. With exceptions for emergencies, these alternate plans must be made at the start of the school day. It is important that any emergency changes be made by 2:00 p.m. in order to ensure that the message is able to be passed along to your child's teacher.

Withdrawal of Students

Please notify the school and complete the necessary transfer paper work if you will be moving and withdrawing your child from Marysville.

Calendar


Grading Periods and Report Cards

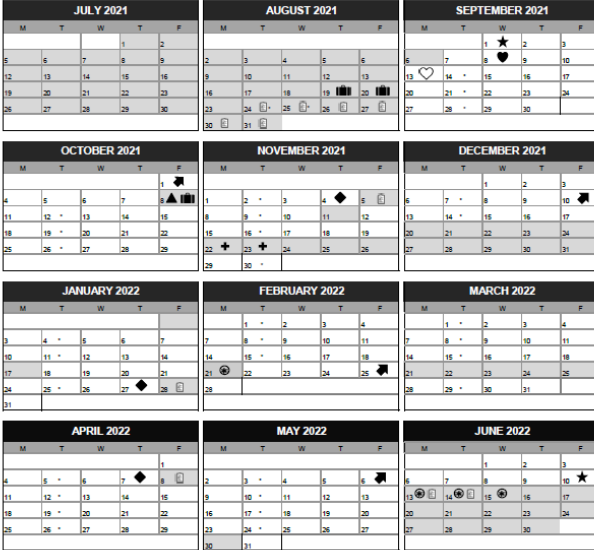
End of grading periods are listed below. Report cards will be distributed a week following the end of the grading periods, except for the first grading period when conferences with parents will be held. June's report cards will be mailed to students in June.

Quarter	Start and End Dates
First	September 1 – November 4
Second	November 8 – January 27
Third	January 31 – April 7
Fourth	April 11 – June 10

District Calendar

Visit the Portland Public Schools [website](#) for the school year [calendar](#).

 **PORTLAND PUBLIC SCHOOLS**
2021-22 District Calendar (subject to possible revision)



	Schools closed due to holiday or break period		High school transfer deadline
	First day of school for students: 1st Grade Ramp Up Sep. 1-2		End of quarter
	Day/evening conferences (no school for students)		Teacher Professional Development/planning day (no school for students)
	Statewide in-service (no school for students)		Possible snow make-up day
	Kindergarten first day: Kindergarten Ramp Up (Sep 1 - Sep 7)		Pre-Kindergarten/Head Start first day
	Mid-Term Progress Reports		Staff Meetings
	New Educator Orientation		Professional Development Day for CDE, Title, History, and Readers on Aug 21. Kindergarten will have PD Days on Aug. 24-25 (no school for students)

Nutrition Services

School Meals

IMPORTANT 2021-22 SCHOOL YEAR INFORMATION: Students are eligible for one breakfast and one lunch per school day at no cost. Therefore, a meal application does not need to be submitted this school year. However, if eligible families would like other benefits like a fee reduction or waiver for school related fees, child care discount and low cost internet, they can submit a meal application. If approved, the approval letter is proof of free or reduced eligibility.

Menus

Find breakfast and lunch menus on the Portland Public Schools website: <https://www.pps.net/Page/214>.

Pandemic EBT Benefits

Families eligible for Pandemic EBT benefits should receive them by the end of August. For questions, please review the following resources:

Website: <https://www.oregon.gov/dhs/ASSISTANCE/FOOD-BENEFITS/Pages/P-EBT.aspx>

Hotline at: 1-888-997-4447

Email ebt.schoolmeals@dhsosha.state.or.us.

Applying Online

Meal benefits expire at the end of each school year. A new application must be completed each year. For instructions to apply online or with a paper application, visit <https://www.pps.net/Page/2464>.

School and Family Communication

Communication is an important component in a successful school experience at Marysville School.

Staff-Family

The staff at Marysville strives for excellent relationships with our parents and community. In addition to class bulletins, notes, phone calls, and conferences, we encourage you to contact us whenever there are concerns or questions. It is difficult for teachers to return calls or meet with you during instructional hours (8:45 a.m. to 3:00 p.m.) but we will make every effort to address you and your child's needs at the earliest possible opportunity.

Concerns and Problem Solving

If there are concerns with child's academic performance or issues within the classroom, please do the following:

1. Arrange a meeting with your child's teacher to address the issue and/or devise a plan.
2. If the problem is not resolved at the level, seek the assistance of the Counselor or Assistant Principal.
3. If the issue is still not resolved, please bring the issue to the attention of the school Principal.
4. With concerns outside of the classroom or issues regarding safety of students, please bring it to the attention of the Assistant Principal or Principal.

Parent Teacher Conferences

Parents will meet with teachers to share information and to talk about the progress being made at Fall conferences.

- Conferences at Marysville will be held all day and in the evenings of Monday November 22nd and Tuesday November 23rd.
- During these conferences you will have the opportunity to discuss your child's academic gains and their special needs and hear more about what is happening in the classroom. Students will receive report cards at the end of each quarter.
- A progress report is given to parents at fall conferences.
- Report cards will be sent home in February, mid-April and Mid-June.

PPS Communication Pathways

- Text messages: Sign up for School Messenger by texting YES to 68453
- Alert pod on www.pps.net and all school websites
- Twitter: @PPSConnect
- Facebook
- Phone: Auto-dialer calls in supported languages

Marysville Newsletter

At Marysville Elementary School, we support our communication with families through the monthly newsletter, posted to the school website. The newsletter is an important source of communication as it updates our families on school events. It is distributed two ways -- posted on this web page each month, and printed for families who do not have computer access.

Weekly Marysville Message - Sent out on Remind using the Smore online newsletter. This allows families to choose languages for translation. This message gives weekly updates and shares current district information. The weekly principal messages are archived on the Marysville website <https://www.pps.net/domain/141>

Email

Email is a quick and easy way to keep in touch. The Marysville Newsletter and occasional emails are sent to our Marysville families to communicate events and general school information. If you would like to stay in touch via email, please update your email with our administrative assistant.

Remind

Portland Public Schools uses Remind for two-way communication between teachers and families. This allows for text, email, push notifications and phone calls. Visit the Portland Public School [Remind Page](#) for more information. **Remind** is a service Marysville will use to connect to parents via text messaging, email, and voice messages. Information is transmitted safely, securely, and automatically to the email and phone number you provide in your registration form. The system will allow our staff to instantly and efficiently connect you to school happenings or events. Please review and update your contact information in your "welcome back" packet to be sure we are able to connect with you.

Marysville Website

Please be sure and visit our [school website](#). You can find school and district information, including events, announcements, and resources.

Student Support and Services

Behavioral Expectations

Please assist us in reviewing the Marysville School Behavioral Expectations with your children. It is our hope that these expectations set high standards for our students and encourage a secure, supportive and respectful environment for our School.

Portland Public Schools publishes a detailed Student Rights and Responsibility Handbook, which can be found [here](#). Please familiarize yourself and your student with behavior guidelines in this manual.

Communicating Concerns

Each classroom teacher will communicate their classroom expectation plans to families as well as post expectations in the classroom. When reacting to unexpected behaviors the following will be considered:

- Teachers will communicate any serious concerns to the parents. If a behavior is a concern but considered to be minor and the situation is safe or has been repaired, parents may not be notified.
- If a behavior is harmful or of high risk and the student has not responded to classroom support, parents will be notified. Continued behavior concerns may involve parents, student, teacher and/or principal to implement a plan to provide student/staff interventions and supports.
- As part of teaching our students to take responsibility for their own actions and to work with others in appropriate ways, Marysville School staff work with students on teaching and re-teaching prosocial behaviors as necessary.
- Restorative Justice practices are implemented in all disciplinary situations.

A strong partnership of cooperation between school and home is important to help students toward positive decision-making. Please contact the office to speak with our Assistant Principal if you ever have any questions or concerns at sbertram@pps.net.

Schoolwide Expectations

At Maryville we have three primary expectations for student behavior:

Relationships: Do the right things to have positive relationships with other students and adults

Respect: Act in a manner that is safe and respectful in all areas of the school.

Rigor: Try your hardest, do your work and make your best effort to make positive choices.

These expectations provide the foundation for the guidelines and expectations in all areas of the school. Students will be taught these expectations for the classrooms they will be learning in as well as all of the common areas around the campus.

Student Safety

The safety of students before, during, and after school is a critical concern of Marysville staff. It has prompted us to establish guidelines that we believe will facilitate a safe situation for all children. Please read these guidelines and assist your child(ren) in understanding them.

Before and After School Guidelines

Marysville School is unable to provide supervision for children arriving on school grounds prior to 8:40 am or after 3:00 p.m. Please do not send students to school earlier than the 8:40 a.m. arrival time or leave children after the 3:00 p.m. dismissal time.

The Portland Public School District is not responsible for incidents, accidents or injuries during unsupervised times. This includes before and after school hours, weekends, holidays, and hours school is not in session. Thank you for your co- operation in this matter.

Children will not be released during the school day to anyone whose name does not appear on the registration form without written authorization from the parents.

Children riding bicycles, scooters, or skateboards to school must wear a helmet and have a lock and key to store their transportation at the bicycle rack.

Private Transportation of Students

Parents/Guardians are responsible for seeing that their children enter the building safely at 8:40 am and to leave the school grounds as soon as school is dismissed at 3:00 pm.

Automobile Drop Off and Pick Up Guidelines

The drop off/pickup procedure is meant to ensure the safety of our students.

Please help us keep the children safe by remembering the following:

- Do not park in any location other than parking spaces.
- Observe marked zones and curbs.
- Watch your speed. Please slow down and be safe.

Non-Registered Students

Unfortunately, due to liability, only students registered at Marysville may attend school. We cannot accommodate other students. Please call the office if you have any questions.

Building Security

All parents, visitors and volunteers are required to check-in at the office prior to entering any other portion of the building. Identification tags are to be worn by all adults in the building during school hours. For security purposes, all doors will be locked during school hours. Ring the doorbell by the main entrance to speak with administrative staff during school hours.

If you are picking up your child(ren) at dismissal time, please wait behind the marked area. This will assist us in avoiding distractions outside the classroom and provide a secure environment for student dismissal. We appreciate your cooperation in ensuring a safe and secure learning environment for all of our students.

Weather Emergencies

Please be aware that we may experience school closures, late openings, and early dismissals due to inclement weather.

What PPS does

When weather conditions make it hard to get to school safely, PPS chooses from:

- Buses on snow routes
- Two-hour late start
- Buses on snow routes *and* two-hour late start
- Schools closed
- Schools & offices closed
- School dismissed early

How you find out

PPS uses all pathways to communicate before 6:30 a.m., except when weather conditions are evolving. *Note: PPS will phase out auto-dialers over time as text messaging expands but will double up for now to meet our responsibility to inform all families. PPS does not have the ability to tailor messaging to individual families. Thanks for your understanding.*

How PPS decides

Our priority is safety. District officials consult meteorologists, transportation officials and PPS staff who test road conditions. Sometimes conditions change or vary by area of the city.

PDF: [中文](#) | [English](#) | [Русский](#) | [Soomaaliga](#) | [Español](#) | [Tiếng Việt](#)

School Emergencies

What PPS does

In consultation with police, schools use the following:

- **Lockout Secure the Perimeter:** A threat outside a school(s). Staff brings students inside, locks all entrances and proceeds with classes until threat is addressed.
- **Lockdown:** A threat inside a school. Staff locks all classroom doors and students take shelter in classrooms as necessary.
- **Team Response:** Medical emergency or other such incident where staff needs to assist while keeping students out of the halls. Classroom doors are locked and classes proceed.
- **Evacuation:** Students follow designated paths; attendance is taken.

How you find out

Communication varies by situation:

- **Brief incident:** School emails families or backpacks a message home at end of day.
- **Parent action required:** Text message and/or auto dialer call as soon as possible if the incident impacts school start or dismissal or if students need to be picked up.
- **Extended incident:** Text message and/or auto dialer call even if no action is required.

What families can do

Emergency contacts

- Make sure emergency contacts are up to date and share changes with the school office.
- List people likely to be near school who can pick up your child if you cannot.

Remember

- Make a plan for picking up your child in the event of an emergency, including a severe earthquake.
- Incidents are often resolved quickly with no actual threat to student safety. Please do not come to school amid an emergency unless instructed to do so.
- PPS recognizes the burden when school is delayed or canceled due to weather or other incidents while working to make the safest call.

Student Health

MESD School Health

A Registered Nurse assists our daily School Health Assistant at Marysville School one day per week. The RN assigned to our school will give direct nursing care to students who become ill or injured at school. In addition, the RN will plan and conduct Vision Screenings (Grades K,1,3,5,), Hearing Screenings (Grades K-1), assist with communicable disease control, and monitor chronic health problems. Please contact our SHA if you have any questions regarding the specifics of any of these areas.

Immunizations

Oregon State Law requires parents of all students entering Oregon schools for the first time to provide proof of immunization status before attending school. Children without the [required immunizations](#) will be excluded from school.

Medication

Students may not bring medications (prescribed or over the counter) to school unless parents have **completed and signed an Authorization for Administering or Assisting Student in Taking Medication at SchoolForm**. The form spells out specific procedures required by the MESD for students who need medication. If your child needs medication during school hours, please contact the school to set up a program for your child. All medications must be kept in the office. **A written note cannot take the place of the required form mentioned above.**

Allergies

It is extremely important to advise the office and school nurse of any severe allergies your child may have such as bee stings, peanuts, etc. This information can be shared with the rest of the care team for your student's safety.

Illness

We are unable to care for children at school when they are ill. If your child becomes ill during the school day, we will contact you or the individuals on your registration form to make appropriate arrangements. **We request parents to keep students at home when they are ill. This will speed recovery and prevent the spread of disease to others.**

Please consider these general guidelines when deciding if you should send your child to school: See the [Back to School PPS](#) for specific info.

- Children with temperatures over 100 degrees should not be in school and remain at home until he/she is free of fever for 24 hours.
- Any child with a STOMACH- ACHE, DIARRHEA, or who CANNOT KEEP FOOD DOWN should be kept home.
- Children with a RASH should be kept at home. Consult a health care provider if a rash persists

or if there is a fever with rash.

- Common COLD symptoms, COUGH, RUNNY NOSE, SORE THROAT, are best treated by keeping the child home and quiet if the child is uncomfortable or if the symptoms would interfere with classroom work.

Accidents

In the event your child is injured at school, it is our expectation that children notify their teacher or supervising adult immediately of the incident. This is essential in our efforts to provide adequate care for him or her and also advise parents of the situation.

Emergencies

In the event of a serious illness, accident or other emergency involving a student, the Principal is authorized to send your child to the hospital named on the registration form for immediate care.

Food From Home

Due to the State Health Division's concern about the spread of hepatitis, any food sent to school must be store bought and sealed packaging. We are unable to accept any "home prepared" foods. It is equally important that parents help us by instructing students to not share or exchange lunches or snacks.

After School Activities

YMCA

The YMCA will offer onsite before school and after school child care, Monday through Friday, September 1st - June 10th. You can find more information on the YMCA [website](#) and [register online](#). For general child care and registration related questions, visit the Portland Public Schools Child Care [webpage](#) or contact PPS at childcareservices@pps.net.

SUN

What is SUN? SUN stands for Schools Uniting Neighborhoods. A SUN Community School is a place and support hub where schools and communities work together to support the success of children and families by providing a comprehensive array of services. Impact NW is Marysville SUN's parent agency. Your full-time SUN Site Manager at Marysville is Audrey Rozell.

If you have any questions, comments, ideas, please feel free to contact your SUN Site Manager: Audrey Rozell, Room 150, 503-544-3380 (message or text), or arozell@impactnw.org

Guidelines and Policies

Textbooks and School Materials

We ask that students take good care of all textbooks and school materials assigned to them and any other books/magazines they may borrow from the library during the year. It is families' responsibility to cover the cost of lost or damaged textbooks and library books/magazines.

Digital Device and Internet Use

Students may have access to both digital devices and software, and the internet while at school. Digital Citizenship and appropriate online use are important both inside and outside the school day. Students must follow the rules and policies addressed in the PPS Acceptable Use Policy. Misuse of devices or internet access may result in the limit or loss of access.

PPS expects all students to be positive digital citizens who:

Do not:

- Share private information about yourself or others.
- Cause harm to others or damage to their property.
- Damage computer equipment, data or files.
- Pursue hacking.
- Copy or download copyrighted materials.
- Look at, send, copy or create material that is rude, inappropriate or meant to hurt someone's feelings.
- Plagiarize or steal information, music, videos, or other copy-protected digital artifacts.
- Buy, sell or advertise merchandise unless it's part of a project.
- Install applications on computers unless approved by teacher or District staff.

Understand: Only current students can use the District network. Your privilege of using technology can be taken away by staff or parents if you are engaging in inappropriate behavior. The choices you make while on a computer or the internet. Tell an adult if you see something threatening or inappropriate,

Do: Use only your account and not anyone else's and keep your account and password information private.

Lost and Found

Parents are requested to put their child's name or other identifiable mark on clothing items to assist us in locating the proper owner. Unclaimed items are donated to the P.T.A. Clothes Closet or Homeless Program.

Mask Policy

All PPS staff, visitors, volunteers and PreK-12 students will be required to wear masks. Masks will be required on school buses. Masks will be required on the playground unless the student is in a designated mask break area. Masks are not required if an individual is actively eating or drinking, playing an instrument that requires using the mouth, and in some athletics events and other instances. Students refusing to wear masks will be reminded of the expectations. Continued refusal may result in online school participation.

Appropriate School Materials

We ask that students only bring materials to school that are related to their class-work. Stuffed animals, headphones/earbuds, personal electronic devices (such as ipads), trading cards, toys, permanent markers, etc., can be disruptive to the learning process and are not allowed. Staff members may ask students to turn items over or keep them in a backpack (out of sight) and not bring items to school if it becomes a distraction.

Student Money and Valuables

To prevent loss and disappointment, students are asked not to bring to school large amounts of money or items of value. In the event this should occur, it is recommended that students give it to his/her teacher or office for safe keeping.

Toys and Electronic Items from Home

As with money and valuables, students should not bring toys and electronic items from home. The district does not provide payment for student property that is lost, stolen or damaged at school. All items are brought to school at the sole risk of the owner. The school will not spend time or energy in recovery of items.

Marysville Cell Phone Policy

Cell phone use is prohibited during class or program instruction. When staff members observe non instructional use of a cell phone the following policy will be enforced.

1st Time: The student will be reminded of the school instructional policy.

2nd Time: Device will be held by staff and returned to the student at the end of the day. Parents will be informed.

Student Use of School Phone

The office phone may be used by students in the event of an emergency.

Messages to Students

To eliminate interruptions to classroom instruction, we request that parents clarify after school plans

with children prior to arrival at school. If plans change please notify the school office to get a message to the student rather than calling or texting students during school hours.

Field Trips

A permission slip will be sent home for each school-sponsored field trip. We must have a signed permission slip by a parent or guardian to allow a child to leave school.

Classroom Conferences and Visits

The staff is very interested in partnering with you to jointly plan for your child's success and well-being. Please keep in mind that a note, e-mail or a call requesting a conference/visit will assure you that the teacher can plan a significant period of time to talk to you. We ask that you make these requests to teachers at least 24 hour in advance. Thank you for your understanding. Please contact MarysvilleInfo@pps.net for school office appointments.

Volunteering with Portland Public Schools

Thank you for your interest in volunteering for Portland Public Schools!

We believe that families and community members are important partners to support our students. To ensure a safe environment for our students, PPS requires volunteers to follow the steps below. Please review the Volunteer Code of Conduct (Step 1) and Mandatory Volunteer Training (Step 2) prior to completing the volunteer application (Step 3). In the online volunteer application, you will need to sign that you have reviewed these materials and agree to adhere to all of the requirements. A person is considered a volunteer if they have the potential for unsupervised contact with PPS students during school hours, including chaperones for field trips.

[Mandatory Training for PPS Volunteers](#)
[Visitor/Volunteer Sign In Procedures](#)

School Climate

Overview

Mindfulness is the lens in which we view all components of school climate. Each of Marysville's buckets of work fall within this vision and encompasses CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports), ILT (Instructional Leadership Team), Equity, Restorative Justice practices, and Wellbeing.

CR-PBIS

CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports) uses implementation science to help students to develop positive behaviors. At the most basic level, CR-PBIS can be described as a three-pronged approach:

1. Explicitly **teach** what is expected
2. Actively **acknowledge** kids when they are following the expectations
3. Instructionally **correct** kids when they are not following the expectations

Research shows that when school staff acknowledge positive behaviors at least three times more often than correcting behavioral mistakes, misbehaviors decrease significantly.

CR-PBIS uses disaggregated data to make decisions and to develop the systems and practices of a school. The unique racial, cultural and linguistic makeup of the school is explicitly addressed at every decision point.

More specifically:

- Accesses all stakeholders to develop and promote school values
- Develops common area expectations for all parts of the building
- Designs lesson plans and schedules to teach common area expectations throughout the year.
- Creates and maintains systems to acknowledge students who are following the school values and expectations. This may be acknowledgement tickets, regular assemblies, or awards for individuals, classes, grade levels, etc.
- Develops school wide policies that are proactive, preventative and restorative.
- Utilizes staff input to build corrective discipline systems (i.e. a flowchart) and calibrate clear definitions of student behaviors.

How do we make certain that PBIS is culturally responsive?

- We systematically assess and review student and family voices and adjust our practices to reflect the needs of our community (See *Tier I Evaluation*)

RESTORATIVE PRACTICES

Restorative Practices, also referred to as Restorative Justice, is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline.

Restorative Inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

EQUITY

This handbook is intended to inform Marysville School community of the processes that support the reduction of exclusionary discipline to provide our students with equitable access to education. Portland Public Schools' top priorities include eliminating racial disproportionality in exclusionary discipline..