

CHAPMAN ELEMENTARY SCHOOL 2018 – 2019 CALENDAR FAMILY & VOLUNTEER HANDBOOKS



Chapman Main Campus - 1st -5th Grades

1445 NW 26th Avenue, Portland, Oregon 97210

Phone: 503-916-6295; Fax: 503-916-2617

Bell Schedule:

7:45 a.m. – cafeteria opens for breakfast

7:54 – first bell, building opens

8:00 a.m. – tardy bell, school day begins

2:15 p.m. – dismissal

Chapman @ Ramona - Kindergarten

1545 NW 13th Avenue, Portland, Oregon 97209

Phone: 503-916-5360; Fax: 503-916-2717

Bell Schedule:

8:05 a.m. – breakfast service begins

– building opens

8:15 a.m. – school day begins

2:30 p.m. – dismissal

WWW.PPS.NET/CHAPMAN

PORTLAND PUBLIC SCHOOL DISTRICT



Staff Roster

Kindergarten Teachers	First Grade Teachers	Second Grade Teachers	Third Grade Teachers	Fourth Grade Teachers	Fifth Grade Teachers
Richard Melling rmelling@pps.net	Melissa Forst mforst@pps.net	Megan Clem mcllem@pps.net	Rochella Farnand rfarnand@pps.net	Judi Blackwell jblackwe@pps.net	Kevin Bush kbush@pps.net
Casey Rodhe crodhe@pps.net	Shalonda McGhee smcghee@pps.net	Hannah Delaney hdelaney@pps.net	Shannon McLaughlin shannon@pps.net	Leah Johnson ljohnso2@pps.net	Jim Hendrickson jhendric@pps.net
Chrishana Tucker cretherford1@pps.net	Hannah Sutton hmiljkov@pps.net	Allyson Sievers asievers@pps.net	Stacy Rosoff srosoff@pps.net	Gennie Keller gkeller@pps.net	Karen Ritzinger kritzinger@pps.net
				Liesl Schaedig lschaedi@pps.net	Zachary Schreib TBD
Office Staff			Specials Teachers & Staff		
Pamela Van Der Wolf Principal pvanderw@pps.net			Reed Clark, Music Teacher rclark@pps.net		
Katy Vawter Assistant Principal kvawter@pps.net			Ryan Studt Physical Education rstudt@pps.net		
Theresa Giambalvo Principal's Secretary tgiambalvo@pps.net			Scott DeMonte Part-time Phys. Ed. sdemonte@pps.net		
Leah Rich School Secretary Main Campus based lrich1@pps.net			Gwen Sullivan Media Specialist gsulliva@pps.net		
Heather Maharry School Secretary Ramona Campus based hmaharry@pps.net			Cynthia Stevens Library Assistant csteven1@pps.net		
			Lining Huang Mandarin Teacher lhuang@pps.net		
			Mark Reynolds ESL Teacher mreynold@pps.net		
			Ariel Frager, Counselor afrager@pps.net		
			Allie Penix Counselor apenix@pps.net		
			Tracy Bingham LRC Teacher tbingham@pps.net		
			Julianne Walrod Part-time LRC Teacher jwalrod2@pps.net		
			TBD School Psychologist ---		
			Rhonda Bahmanyar Speech Pathologist rbahmanyar@pps.net		

Chapman Elementary School



Chapman provides a learning environment where we all work together to reach our fullest potential.

We believe:

- ❖ All children can learn.
- ❖ Each child is a unique individual valued for his or her own abilities, talents, and learning.
- ❖ Each child deserves encouragement, support, and a sense of well-being.
- ❖ In a positive learning environment that sets high and individual expectations.
- ❖ Education is a partnership among community, home, school, and students.
- ❖ In mutual respect among students, staff, and families.
- ❖ In a safe, secure, and cooperative environment.
- ❖ Students have a responsibility for their learning, personal integrity, and commitment to their family, school, and community.

Successful Schools Framework

- ❖ Every 3rd grader reading at benchmark by end of 3rd grade
- ❖ 50% reduction of exclusionary discipline and 50% reduction of racial disproportionality in exclusion
- ❖ Accelerate trajectory of increase in our 4 year and 5 year graduation and completion rate

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
				Welcome Back Picnic		
26	27	28	29	30	31	
	First Day of School 1 st - 5 th grades & Principal's Coffee			First Day for Kindergarten & Principal's Coffee		



Vaux's Swifts



Chapman Elementary School's chimney hosts a famous colony of 30,000 to 40,000 Vaux's Swifts during the fall migration. Swifts use the chimney as a nighttime roost. The Swifts can be seen circling the school's chimney at dusk in late August and early September.

As recently as 2000, if the furnaces were turned on, the air vented up the chimney could kill the Swifts roosting inside. To accommodate the Swifts, students, teachers, and staff voluntarily went without heat in classrooms and donned sweaters until after the Vaux's Swifts migration in the fall.

The Audubon Society of Portland and other community partners worked collaboratively to make the necessary changes to the school's heating system to protect the Swifts and to allow Chapman students and staff to work in warm classrooms!

To learn more about the migration of the Swifts, you may contact the Audubon Society of Portland at 503-292-6855.

September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Labor Day No School	4 Dining for Dollar\$ Event	5	6	7 Color Day! Principal's Coffee – Main Campus	8
9	10	11 PTA Mtng, 6pm	12 Principal's Coffee @Ramona	13	14 Back to School forms due PTA Coffee	15
16	17	18 Back to School Night Kindergarten @Ramona	19	20 Back to School Night 1 st -5 th grades Main Campus	21 Mindfulness for Parents	22
23	24	25 Dining for Dollar\$ Event	26 Picture Day All grades	27	28 PTA Coffee	29



Parent & School Collaboration

Chapman Site Council

Chapman's Site Council provides leadership and direction to the instructional program. The primary purpose of school site councils is to improve student learning.

Council membership consists of parents, teachers, a classified employee, and the principal. Their respective peer groups elect parents, teachers, and a classified employee.

Chapman's Site Council meets the third Friday of every other month from 2:30 to 3:30 pm. The meetings are open to the public and all interested parties are welcome to attend.

2018-2019 Site Council Representatives

Principal: Pamela Van Der Wolf
Parent Representatives: TBD
Teacher Representatives: Karen Ritzinger
Meeting Facilitator: TBD
Classified Representative: TBD

PTA Outreach

Thanks to the hard work and generosity of many of our families, the PTA is able to provide some assistance to families in need. This assistance may include emergency food, clothing, school supplies, and holiday baskets.

Contact one of our counselors if you would like to be involved in supporting families. Contact the principal if you or someone you know is in need of this type of assistance. He will help connect you with PTA or community resources.



Chapman PTA

Chapman is a very special school, in part because of the fine group of hard-working parents and staff who are involved with the Parent Teacher Association. You will receive information about the PTA in the Back to School packet and in the weekly Chimney Flyer newsletter. The PTA sponsors educational programs, coordinates parent volunteers, and conducts fund raising events to benefit the school. For more information, visit them online at <http://www.friendsofchapman.org/>. The PTA Mission is threefold:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

2018-2019 PTA Board

President: Morgan Nystrom
Vice President: OPEN
Secretary: Ursula Lalovic
Treasurer: Devin Lorain
Treasurer Elect: OPEN
Membership: Natalie Maciukenas
Communications Chair: Helen Shum
Outreach: OPEN
Family Engagement Chairs: Molly Porter
Brenda Olbeter
Cari Schwerd
Ramona Representative:

Teacher Representative will rotate between 2nd grade teachers

Chapman Foundation

The Chapman Foundation was established in 1994 to generate resources urgently needed to restore and sustain high-quality education for the students of Chapman Elementary School. The Foundation each year strives to replace declining public revenues with contributions from Chapman families and other supporters. The Chapman Educational Foundation raises money to support the school's educational plan as developed by the principal in consultation with parents and teachers. Additional information about the Foundation is available at <http://www.friendsofchapman.org/>. School foundations are the only way a school can raise funds to pay for additional school personnel, or full-time equivalents (FTE).

2018-2019 Foundation Board

Chair: Nici Griffith
Vice Chair: Monica Geller
Treasurer: Anna Dvortcsak
Auction Chair: Sarah Groom
Emily Price
Dining for Dollar\$: Kelly Farrell
Grant Writing Coordinator: Trish Murley

Friends of Chapman

Friends of Chapman is a partnership between the Chapman Education Foundation and the Chapman PTA. As returning families know, and new families are soon to discover, Chapman is a very special school. A big part of our success is a supportive partnership between the staff, parents and community. We would like to build on this spirit of collaboration through Friends of Chapman. In addition to a closer partnership between the PTA and the Foundation, we will reach out to local businesses and, most importantly, call on Chapman families to participate in our fundraising at whatever level works for you.

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Color Day! Principal's Coffee – Main Campus	6
7	8	9 PTA Meeting, 6pm	10 Principal's Coffee @Ramona	11	12 Statewide Inservice Day No School	13
14	15 Dining for Dollar\$ Event	16	17	18	19 Mindfulness for Parents	20
21	22	23 Dining for Dollar\$ Event	24	25	26 PTA Coffee Grading Period Ends	27
28	29 Teacher Planning No School Scholastic Book Fair	30 Picture Retake Day - All Grades	31 Grandparents Day	<hr/> <hr/> <hr/> <hr/> <hr/>		



Student Enrollment & Daily Schedule

School Office

Main campus office hours are 7:30 am to 3:30 pm.
You may reach the office at 503-916-6295.

Ramona campus office hours are 7:45 am to 3:45 pm.
You may reach the office at 503-916-5360.

All visitors or volunteers must report to the office, check-in, and wear a name badge.

Occasionally it is necessary to get messages and materials to your child. The office staff will be glad to assist with the delivery of messages or packages. Parents are asked to not interrupt classes. A simple delivery or short conversation with the teacher, during class time, interrupts the instruction for the whole class.

Classroom Placement

Children receive the most benefit from their educational experience when they are in a setting representative of the greater community in which they live. For this reason, the class assignment of children takes into account many factors to assure that each class is organized in a way that maximizes the intellectual, emotional, and social development of each child. Each new school year gives children the opportunity to develop new friends. This is a life-long skill that is necessary for joining new groups, clubs, and teams, as well as for success in middle school, high school, and beyond.

School staff put a great deal of effort and energy into creating a smooth transition from one grade level to the next. Teachers provide information about each child's progress, skill levels, behavior, leadership skills, and special needs. This information, along with parental input shared on the Student Placement Questionnaire, and recommendations from specialists all help shape class rosters. The lists will be as balanced as possible for gender, ethnic groups, achievement levels, leadership qualities, behavior, and special needs.

Our objective is to find the best match so all children meet both academic and social goals. We understand the importance of class placement and strive to achieve that magical classroom chemistry where all children thrive.

Lincoln Cluster Schools

Chapman Elementary School is part of the Portland Public School system and the Lincoln Cluster. Ainsworth, Bridlemile, Chapman, Forest Park, and Skyline are the elementary schools in the Lincoln Cluster. East and West Sylvan Middle Schools, Lincoln High School, and the Metropolitan Learning Center are also part of the Lincoln Cluster.

All of the Lincoln Cluster elementary schools follow the PPS quarter calendar.

Student Visitors

Occasionally families have children from other schools, sometimes from out of town, visiting their homes. Often these children would like to visit Chapman. However, we are unable to accommodate student visitors during the school day.



November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Scholastic Book Fair	2 Principal's Coffee – Main Campus Color Day! →	3
4	5	6	7	8	9 PTA Coffee	10
11	12 Veterans' Day No School	13 PTA Meeting, 6pm	14 Principal's Coffee @Ramona	15	16 Mindfulness for Parents	17
18	19 Conferences No School	20 Conferences No School	21 No School	22 Thanksgiving No School	23 No School	24
25	26	27	28	29	30 Spirit Day!	



Daily Routine

Before & After Supervision

Student supervision is not available before or after school. Parents need to be mindful of school hours and make arrangements to ensure their child is appropriately supervised before and after school.

Before and After School Care

Friendly House provides before and after school care for many Chapman students. The Friendly House program is designed to provide a positive before and/or after school experience for children with opportunities for individual and group activities.

The Friendly House before school program operates from 7:00 to 7:50 am. The after-school program runs from 2:15 until 6:00 pm. Friendly House operates Monday through Friday and provides childcare services during most school vacations and inservice days.

Friendly House assesses fees using a sliding scale that is based upon income and family size. For more information contact Friendly House at 2617 NW Savier Street, or phone 503-228-4391. You may also visit them online at www.friendlyhouseinc.org.

Noon Supervision

Chapman Elementary School maintains a closed campus. Students may not leave the school grounds during the lunch period or at any other time during the school day. Students are supervised throughout the school day and are not to be out of sight of the playground supervisors or a teacher at any time.

Absences/Autodialer

Parents may call Chapman's Attendance line (503-916-3619) or email chapattend@pps.net to leave a message regarding the reason for a student's absence from school.

To avoid autodialer calls, notify the school office before 9:30am to excuse your student's absence. (Please note: teachers are unable to mark excused absences in our student information system.)

Mid-morning of each school day (approximately 10:00am) the autodialer will acquire a list of students marked absent-unexcused in our student database. The autodialer will then make phone calls to the primary phone number to notify parents of the absence and to remind them of the need to explain the absence.

Drop Off & Pick-Up Parking

Traffic and parking congestion around Chapman require parents to be particularly careful when bringing children to school and picking them up when school is dismissed. The following rules are essential for the safety of our students.

- Only park in designated parking spaces.
- Do not "double park" in the street.
- Do not block the driveways of neighbors.
- Do not stop or park in the bus loading area or in crosswalks.
- Beware of metered parking around our Ramona campus.

Dismissal Time

School is dismissed at 2:15 pm. If you are picking your student(s) up be sure to allow plenty of travel time to get to school by 2:15 pm. Supervision is not provided after school is dismissed. Students are expected to go directly home or to an after school program in which the student is enrolled.

Dismissal Plan

The school needs to know how and where your child goes after school. Please fill out and return the form provided in the Back to School packet. When there is a change in the routine (such as after school care or who picks up your child), please let your child's teacher know in advance by sending a note. If an unexpected change occurs during the day, call the school office *before 1:30pm*.

Withdrawal from School

State law requires schools to withdraw students who are absent ten (10) consecutive school days for any reason. A parent must review the registration form, sign and provide current proof of residency.

Change in School Bus or Bus Stop

Occasionally a parent needs their child to ride a different bus or get off the bus at a different stop for some special reason (i.e. change in child care arrangements). In these instances the parent must call the office before 1:30 p.m. and notify them of the bus number and stop name to request a bus tag be issued. There is not adequate time to process these requests after school before buses depart. This same procedure is followed when a student is to ride the school bus and disembark with a classmate.

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7 Color Day! Principal's Coffee – Main Campus	1
9	10	11 PTA Meeting, 6pm	12 Principal's Coffee @Ramona	13	14 PTA Coffee	15
16	17 WINTER BREAK	18	19	20	21	22
23	24 WINTER BREAK	25	26	27	28	29
30	31 WINTER BREAK	<hr/> <hr/> <hr/> <hr/> <hr/>				



School Meals

Microwave Not Available

The school does not have the ability to warm or heat foods brought from home. Parents should pack lunches that are ready to eat and do not require additional preparation at school.

Meal Program

Chapman uses a computerized ticket system to account for student lunch money. This system makes the purchase of meals quick and convenient. Each student uses their student ID number for purchasing school breakfast, lunch, or milk. Parents simply deposit money into their child's account and they key in their number to make a purchase. The cafeteria manager accepts cash or checks to credit student meal accounts before lunch service begins.

To pay and manage your student's meal account online visit www.schoolcafe.com. Your child's student ID# is required and can be found on report cards, school correspondence or by contacting the school office.

School Breakfast

Breakfast is served beginning at 7:45 a.m. in the cafeteria at the main campus, and at 8:05 a.m. at the Ramona campus. Students may eat their breakfast in the cafeteria between 7:45 and 7:54 am. At 7:54 the tables are put up and the cafeteria is converted into a gymnasium. Students are allowed to take their breakfast to their classrooms. The price for a student breakfast is \$1.50.

School Lunch

Hot lunches are served in the cafeteria beginning on the first day of school. The price for a student lunch, including milk, is \$2.80.

Milk

Students who bring sack lunches may also use their meal card or cash to purchase milk. The cost of milk is \$.50 for a half-pint.

Free Meal Program

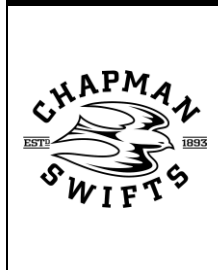
All students who were receiving free meal benefits at the end of last year must complete a NEW meal application for the new school year. If benefits are denied or reduced when the NEW application is approved, families will receive ten days notice before the change is made.

Chapman School provides a federally funded free or reduced price breakfast and lunch for children of families whose total income is at or below the guidelines established by the federal government. The Nutrition Services Department mails reminders to returning families. Applications are online at www.pps.net/nutrition and available in the school office. Parents should contact Nutrition Services at 503-916-3399 if their family circumstances and income change during the school year.

Family meals

School meals are available to visiting/volunteer family members. The cost for an adult breakfast is \$2.25 and adult lunch is \$4.30.

January 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day No School	2	3	4 Color Day! Principal's Coffee – Main Campus	5
6	7	8 PTA Meeting, 6pm	9 Principal's Coffee @Ramona	10	11 PTA Coffee	12
13	14 MLK Day No School	15 Teacher Planning Day No School	16	17	18 Mindfulness for Parents	19
20	21	22	23	24	25 Spirit Day! PTA Coffee PajamaRama @Ramona Grading Period Ends	26
27	28	29	30	31		

School Procedures & Communication

Quarter Grading Periods

Chapman Elementary School follows a quarterly schedule. The school year is divided into four equal grading periods of approximately twelve (12) weeks.

The first grading period ends on Friday, October 26th, with conferences held Monday, November 19th and Tuesday, November 20th.

Report Cards

Report cards are prepared for kindergarten through fifth grade students three times during the year beginning with the second grading period. These reports are aligned to State Standards.

The second grading period ends on Friday, January 18th, 2019.

The third grading period ends on Friday, April 5th, 2019.

The fourth quarter grading period ends on the last day of the school year and the final report card will be mailed home.

Parent Conferences

Parent-teacher conferences provide an important opportunity for conversations about student performance and the educational program. Fall conferences are scheduled for Monday, November 19th, and Tuesday, November 20th, from 8:00am – 8:00 pm. Teachers will schedule conference appointments in advance. If you cannot attend one of these dates we cannot guarantee another time for a full conference will be possible. *All parents are encouraged to make every effort to take advantage of this opportunity to collaborate with teachers about their child's progress.*

Supplies & School Materials

Most books and school materials are provided by Portland Public Schools. Teachers will advise parents and students concerning other supplies that may be needed. Families are expected to pay for the cost of school equipment, books, or materials that are lost or damaged.

District Dress Code Policy

The District Dress Code policy applies to all schools in Portland Public Schools grades PK-12, with the exception of schools with a Uniform Dress Code policy.

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

Allowable Dress & 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 & 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.

Distribution of Materials

PPS has policies and procedures for the distribution of materials. These policies applies to flyers and the community information table. To learn more about these policies and procedures visit <http://www.pps.net/Page/2588>.

As of July 1, 2006, all non-school group materials that are distributed through Portland Public Schools must display the non-discrimination statement of that non-school group. This statement is required regardless if a group is a non-profit, for-profit, PTA, school booster club, individual school foundation, or the Portland Schools Foundation.

Student Testing

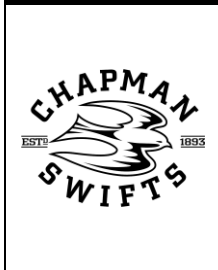
All Oregon students in the third, fourth, and fifth grades participate in the Oregon State Smarter Balanced Assessment Tests in reading and mathematics, and fifth grade students take a State science test.

Teachers also routinely assess student performance at regular intervals. These evaluations assist teachers in measuring individual mastery and reveal students needing additional support.

School Library

Children are encouraged to use Chapman's library. Parents are also welcome to use the school library free of charge. Families will be asked to pay for lost or damaged library books.

February 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Color Day! Principal's Coffee – Main Campus	2
3	4	5	6	7	8 PTA Coffee Parents' Night Out/Kids' Night In!	9
10	11	12 PTA Meeting, 6pm	13 Principal's Coffee @Ramona	14	15 Mindfulness for Parents	16
17	18 Presidents' Day No School	19	20 Immunization Exclusion Day	21	22 PTA Coffee	23
24	25 Dr. Seuss Read Across America Spirit Week!	26 Dining for Dollar\$ Event	27	28		

School Procedures & Communication

Electronic Communication

In addition to district correspondence, Chapman families will receive email communication about events and news from school. An electronic version of the Chimney Flyer as well as other announcements will be delivered to parents who have indicated an email address on the student verification registration form.

The Chimney Flyer Weekly Newsletter

The Chimney Flyer, Chapman's weekly electronic community newsletter, is sent out to the Chapman parent list serv. Your email must be on file with the office to receive this communication. This newsletter contains important information about upcoming events including changes to the school schedule and helpful information for families

Teacher Letters & Communication

Teachers periodically send home classroom newsletters. Most are delivered via email, paper copies will be sent home with students of parents who do not have an email address on file with us.

School Telephone

Children cannot be called from class to talk on the telephone. Such calls would disrupt classroom activities and are not permitted.

Students may use school telephones only with the permission of school staff and only to communicate about school business. The school has limited phone lines and telephones are not available for students to make social arrangements. Families are asked to plan after school activities prior to the beginning of the school day.

Chapman's Website

Chapman's website is a good source of information. www.pps.net/chapman

Questions and Parent Concerns

There are times when parents have questions about their child's program or an incident at school. Sometimes a problem or misunderstanding can be difficult to understand based upon the explanation of a young child. The best practice is to collect more information and to hear more about the situation before drawing a conclusion.

Parents are encouraged to begin by talking with the teacher. A quick phone call, email, or note to the teacher will often easily resolve a misunderstanding. Teachers work with your child every day; they know them as individuals and as members of a group. When there is a problem or question, the teacher is generally the best person to contact. Frequent communication between home and school is the only way to eliminate misinformation.

Principal Involvement

Teachers will sometimes involve the principal in cases involving serious peer conflicts, behavior problems, counseling needs, or special academic concerns. Parents may wish to contact the principal if they still have questions or concerns after consulting with their child's teacher or if they have an issue requiring immediate attention.

School & Classroom Visits

All visitors are required to report to the office, sign-in, and wear a badge. This PPS policy is designed to protect the safety of all children.

Parents are not permitted to visit classrooms for the purpose of delivering a message or to hold a conversation with their child or any other student. Emergency messages will be handled through the office. Every effort is made to limit interruptions to classroom activities.

The school administrator regularly conducts school tours and welcomes parents new to our community of learners. Classroom visits are limited in scope and under the direction of the principal who is able to describe the instructional program and answer questions.

Classroom teachers are directed not to release children to anyone or to permit them to talk to anyone unless they are listed on the student's registration form or have been granted permission by the principal or their designee. This procedure protects children and the rights of parents.

Parent & Community Volunteers

Chapman welcomes and appreciates the many hours parents and community volunteers contribute to enhance our educational program. There are a number of ways that parents can be involved at Chapman Elementary School. Volunteer job descriptions can be reviewed at the end of this handbook.

Individuals interested in volunteering their time and talents may contact the school office or the PTA Volunteer Coordinators. Volunteers must complete a *Criminal History Background Check* and sign a *Confidentiality Agreement*. Apply online at <https://apps.pps.net/volunteermanagement/> .

March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Color Day! Principal's Coffee – Main Campus	2
3	4 Dining for Dollar\$ Event	5	6	7 Testing Window Opens	8 PTA Coffee	9
10	11	12 PTA Meeting, 6pm	13 Principal's Coffee @Ramona	14	15 Mindfulness for Parents	16
17	18	19 Dining for Dollar\$ Event	20	21	22 PTA Coffee	23
24	25 SPRING BREAK	26	27	28	29	30
31						



School Procedures

School Volunteers

Criminal History Checks

Chapman School welcomes parent and community volunteers. We take every precaution to ensure the safety of our children. Portland Public School District requires all volunteers to complete a *Criminal History/Background Check*. These background checks need to be renewed every three years. The school office maintains a list of approved volunteers and will gladly check to see if your paperwork is current. Apply online at <https://apps.pps.net/volunteermanagement/>.

Volunteers make Chapman School a very special place and are a vital part of the educational program. Their support of Chapman children is very much appreciated.

Confidentiality Agreement

Volunteers are expected to respect student privacy. Under Federal law, state law and Portland Public Schools policy student information is confidential. School volunteers are expected to maintain these high standards and must agree to a *Confidentiality Statement*; which is included when you apply online for a background check.

Field Trips

Field trips enhance learning and extend the classroom studies into the real world. Most often teachers request parent chaperones to assist with field trips. Please let your child's teacher know if you are available and interested in supporting field trips.

Chapman's central location allows for easy access to many locations and events. Classes may take walking field trips, or access events by taking advantage of Portland's public transportation system by riding TriMet buses, the Streetcar, or the Max light rail system. Some trips will require the use of a school bus.

Occasionally, private cars will be used to transport students to special events. Parents or school personnel who transport students in private vehicles will be required to follow designated procedures.

1. Complete and submit to the teacher the necessary insurance and Statement of Qualification forms.
2. Have a valid Oregon driver's license.
3. Have a valid background check and be cleared as a school volunteer.
4. Have an operable seat belt for each child.
5. Have no student under the age of twelve (12) or less than five (5) feet tall seated in the front seat where there is an airbag for the passenger's seat.
6. Have child safety seats for small children.

Field Trip Permission Slips

Teachers will send home information about field trips along with permission slips. Parents are required to grant and sign permission for each specific trip. Parents grant permission for short "walking field trips" on a special form that is included in the first day packet.

Parents may be asked to contribute to offset the cost of field trips. Often, parents who have the means to do so may also contribute to assist families who may be unable to support the cost of field trips. No student will be excluded from participation on a field trip because he or she is unable to pay for expenses.

Lost and Found

Parents are encouraged to carefully label clothing and other personal items that children wear or bring to school.

Parents are also encouraged to frequently check the lost and found area to retrieve their child's belongings. Theft of these items is rarely a problem; most often they are absentmindedly left on the playground or in the cafeteria. Jackets, sweatshirts, caps, mittens, and boots often look alike and are difficult to return to the owner if they are not clearly labeled.

Each year many bags of clothing go unclaimed and are donated to the PTA Clothes Closet.

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Color Day! Principal's Coffee – Main Campus Grading Period Ends	6
7	8 Teacher Planning Day No School	9 PTA Meeting, 6pm	10 Principal's Coffee @Ramona	11	12 PTA Coffee	13
14	15 Dining for Dollar\$ Event	16	17	18	19 Mindfulness for Parents	20
21	22	23	24	25	26 Poem in Your Pocket Day Spirit Day! PTA Coffee	27
28	29	30 Dining for Dollar\$ Event	<hr/> <hr/> <hr/> <hr/> <hr/>			



Health & Safety

Illness During the School Day

A student who becomes ill during the school day should, with the teacher's permission, report to the office.

When children complain of being ill, continually cough, or exhibit signs of illness, they are sent to the office.

The school secretaries dispense band aids, ice, sympathy, and take temperatures. They are not trained medical professionals. When available, the school health assistant maybe be able to assess health symptoms, but cannot diagnose.

If a student's temperature is 100 degrees or above, or if the child does not seem to feel better in a short time, vomits, has an undiagnosed rash, etc., a parent is contacted to come and pick up their child.

Please be sure that the emergency phone numbers and contact information listed on the Registration Form is up-to-date. We must rely on school staff's good judgment and the ability of the child to share about his or her symptoms.

Inclement Weather

Information concerning school closures or late openings is broadcast on the radio and television at regular intervals. School days cancelled due to inclement weather may be made up at the end of the school year (June 13th-14th).

Building Security

Chapman is a safe and secure learning environment. Parent cooperation and compliance with these safety procedures is appreciated. Please be aware of the following safety procedures:

1. The front doors will remain open during the school day.
2. All other doors are locked after the school day begins (approximately 8:10am).
3. All visitors and volunteers are expected to immediately report to the office, sign-in, and wear a badge while at school.
4. Teachers and other school staff have been instructed to stop any adult who is not wearing a badge and to redirect them to the office.
5. Signs are posted on all doors directing visitors, including parents, to the office.

Safety Committee

Chapman, like all public schools, is required to have a safety committee that meets monthly to ensure the safety of everyone using our building and facilities. Any safety concerns should be immediately forwarded to the principal for the review of the safety committee.

Emergency Procedures & Drills

PPS works hard to ensure that all staff and students are trained to respond effectively and efficiently during an emergency at or near school. One of the many ways we accomplish this is through our mandatory drill requirements for schools. The following drills are conducted each school year:

- Monthly Fire Drills
- Two Earthquake Drills
- Two Lockdown Drills
- One Lockout Drill
- One Team Response Drill

For information on each drill and how your family can support students in preparation for drills view the district drill information at

www.pps.net/chapman, then navigate to

Our School > Emergency Drills

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Color Day! Principal's Coffee – Main Campus ART BALL	4
5	6	7 PTA Meeting, 6pm	8 Principal's Coffee @Ramona	9	10 PTA Coffee	11
12	13	14 Dining for Dollar\$ Event	15	16	17 Mindfulness for Parents	18
19	20 Scholastic Book Fair	21	22	23	24 PTA Coffee	25
26	27 Memorial Day No School	28 Volunteer Tea	29	30	31 Spirit Day!	



Fostering Positive Student Behavior and Learning

Personal Property & Toys

Students are discouraged from bringing personal property and toys to school. Even on the playground, these personal items may cause disagreements and problems. If these items are a disruption they will be confiscated and students may pick them up at the end of the day. If problems continue, items will be confiscated and parents may be asked to pick them up. Personal property may also be lost, damaged, or stolen, and the school cannot guarantee the item's safe return.

Cell Phones & Smart Watches

As cell phone use increases among students it often creates a disruption to the learning environment. Cell phones and smart watches are expected to be off and away. If a student or family is concerned about the safety of the device it can be turned in to the office in the morning and picked up at the end of the day. If not kept in the office, personal property may be lost, damaged, or stolen, and the school cannot guarantee the item's safe return.

Parent Contact

Parent assistance will sometimes be enlisted through a parent contact. This contact may be in the form of a phone call, email, or note home. Notes should be signed and returned to the teacher to ensure the communication has reached the parent. A strong parent and teacher partnership promotes responsible student behavior.

Classroom Rules and Procedures

Chapman teachers have developed their classroom rules and procedures consistent with PPS and school policies while accounting for the age and developmental needs of their students. All classroom management procedures are designed to teach appropriate behaviors and to assist students in solving problems.

Student-Teacher Conference

Teachers use student conferences as a way to teach and reinforce positive behaviors. Often times the teacher will request that the student complete a "Think Sheet" before they discuss the problem behavior.

A student-teacher conference may be held at the moment the problem behavior occurs, before or after school, or during another time selected by the teacher. The conference might be held with one student or a small group of students. During the conference the teacher will likely:

- Review the incident.
- Help the student(s) recognize the problem with their behavior.
- Work out a plan for improving the student's behavior.
- Secure the student's commitment that the behavior will change.
- Remind the student of consequences for unacceptable behavior.

Parental support and reinforcement of reasonable expectations is very much appreciated.

Student-Parent-Teacher Conference

These conferences are especially effective when the student sees that the teacher and parents are working together to teach and reinforce safe, responsible, and respectful behavior expectations. The student should leave this conference understanding what is expected of him or her and knowing that adults will help guide him to make responsible choices.

Principal Conference

In some instances the principal will conference with a student regarding poor behavior choices. They will also follow a problem-solving and teaching model when interacting with students.

Harassment and Bullying

Portland Public Schools is committed to maintaining a learning environment that is free of harassment and bullying. Students shall avoid any conduct or action that could be characterized as harassment or bullying. Students violating this policy will be subject to discipline, up to and including expulsion.

Consequences

Occasionally students must experience consequences for inappropriate behavior. These consequences may include recess time outs, loss of privileges, assignment to a "buddy" classroom, community service, behavior contracts, and special assignments. Teachers determine initial consequences to help teach and reinforce the desired behaviors.

The school principal, or their designee, may implement more formal interventions (i.e. minor or major suspensions from school) when the behavior is serious, repeated, or other interventions have not effectively addressed the unacceptable behavior.

Considerations

Consistency is our objective in the enforcement of school rules and procedures. Within this framework a variety of factors are considered regarding the assignment of consequences.

- Age and maturity of the student
- Emotional and physical health of the student
- Student's involvement and previous behavior problems
- Available resources

June 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

						1
2	3	4	5	6	7	8
				Field Day	Last Day of School 5 th Grade Promotion Grading Period Ends	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



Parents, don't let your child get left behind!

School Year 2018-2019



Oregon law requires the following shots for school and child care attendance*

<p>A child 2-17 months entering <u>Child Care or Early Education</u> needs*</p>	<p>Check with your child's program or healthcare provider for required vaccines</p>
<p>A child 18 months or older entering <u>Preschool, Child Care, or Head Start</u> needs*</p>	<p>4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib</p>
<p>A student entering <u>Kindergarten or Grades 1-6</u> needs*</p>	<p>5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A</p>
<p>A student entering <u>Grades 7-10</u> needs*</p>	<p>5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A</p>
<p>A student entering <u>Grades 11-12</u> needs*</p>	<p>5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B</p>

**At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details.*

July 2019

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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3

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6

Independence
Day

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STUDENT HEALTH SERVICES

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To provide for your child's special medical or mental health needs (for example diabetes, seizures or school anxiety) it is **important to promptly tell** the school:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect the immune system.
- When your child has a chronic health need that requires specialized care at school.

BEFORE AND AFTER SCHOOL PROGRAMS

If your child is enrolled in a "before or after school program" and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and /or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

CONTAGIOUS CONDITIONS

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting.
- *To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.*

EMERGENCY INFORMATION

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home with lice treatment information. The student will be readmitted to school after treatment and re-examination for live lice. Any student with nits only will be allowed in school and monitored for re-infestation of lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

- *Health information may be shared with school personnel on a "need to know" basis. This may include when this health information is necessary for school personnel to respond to your child's health/safety needs, or if needed by the school team to develop an individualized education plan.*
- *By allowing release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.*
- *When you do not authorize release of health information, it may limit the type of care your child is able to receive.*
- *Parents (and their eligible students) may generally access their own child's record and can submit an amendment if they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy.*

HEALTH SCREENINGS

Oregon Law says that vision and hearing screenings shall be done to help identify children's health concerns. The nurse oversees these screenings. The usual screening schedule is:

- Dental:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7
- Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1
- Vision:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

Screening results for dental, hearing and vision are all sent home to parents.

If you do not want your child included in these screenings you must submit a written request to the school each school year.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

SCHOOL NURSES

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will obtain necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

The nurse may:

- Talk with parents, students,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet with the nurse.

SCHOOL HEALTH ASSISTANTS:

In addition to the School Nurse, some schools have a School Health Assistant (SHA) on site to assist students. The SHA is not a nurse, but works under the direction of the nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school.** Remember **to ask your medical provider if your child's medication can be given outside school hours.** This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school, on the Chapman website under the "School Nurse" section, or on the MESD website under "School Health Services" and "Parent and School Staff Info"). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- **All medication must be delivered to school by the parent or responsible adult designated by the parent.** Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up by the end of the year will be destroyed.**

School Volunteer Program

Helping children is what teaching, parenting, and volunteering is all about – a shared venture, a cooperative undertaking, a labor of love.

Message from the Chapman PTA

Welcome to Chapman! You have made an excellent choice for your child(ren) in selecting our school. As a parent, you are joining a group of dedicated families who volunteer to support teachers, musical productions, sporting activities, and other enriching programs for our children. Excellent schools have parents and community members who are actively engaged, and that is why Chapman is such a great choice.

Spend a few minutes reading this handbook and researching the volunteer opportunities available. You will see there are many different ways to volunteer, some that may match your interests and skills perfectly.

Thank you for supporting our kids!

Message from Chapman Principal

Chapman Elementary School welcomes parent and community volunteers. **We need and want your involvement!**

Chapman has an excellent staff of dedicated teachers and staff. However, volunteers can bring in a variety of experiences and supports that we wouldn't have otherwise. Volunteering is a great way to become better acquainted while contributing valuable support to our students and programs. Please consider sharing yourself with us!

Goals of Volunteer Program

- To enlist and strengthen the cooperation of parents and the community in the education of children.
- To provide volunteer help to the school, staff, and classroom teacher to better meet the needs of individual children.
- To develop an environment that encourages friendly communication among the home, school, and community.

Keys to Success

Criminal History Background Checks

Portland Public Schools take every precaution to ensure the safety of our children. All school volunteers must complete a ***Criminal History Verification***. ***Please go to the following URL to submit an application:***

<https://apps.pps.net/volunteermanagement/>. Background checks need to be renewed every three years. To check your status, go to the website mentioned above.

Check-In Procedures & Name Badges

All Chapman volunteers are required to sign-in and pick-up their name badge before reporting to their volunteer assignment.

This is a safety precaution that is necessary for school staff and students to account for everyone who is in the building.

The Volunteer Log and name badges are stored in the office so volunteers are able to quickly and easily sign-in, sign-out, and pick up and return name badges. Your cooperation with this procedure is very much appreciated.

Regular volunteers can be photographed for a personal "Volunteer Badge." Please see the office or the school technology assistant for a digital photograph and new badge.

- **Dependability**

School volunteers are important and do make a difference. Volunteer time is most effective when the commitment is taken seriously and the school can count on the volunteer.

Occasionally a volunteer will be ill or not be available for their regularly scheduled time. In these situations a telephone message to the school is very much appreciated. Arriving punctually is essential for many classroom activities; the children and teacher are counting on you for a specific time.

- **Professionalism**

School volunteers serve as adult role models for the children at Chapman. Therefore the use of good judgment and professional attitude is very important.

- **Confidentiality**

As a matter of professional ethics, school volunteers need to be careful not to share information regarding individual students, staff members, or any school records, or files with unauthorized persons. It is extremely important that confidentiality be maintained at all times. Volunteers must sign a ***Confidentiality Agreement***.

- **Following Directions & Asking Questions**

School staff members should provide the volunteer with clear directions for all tasks. The school volunteer should feel comfortable in asking questions and seeking clarification.

- **Communication**

Talking with school staff members and sharing ideas, feelings, and suggestions is important. Most issues can be effectively resolved with good communication. The Chapman staff welcomes your feedback.

Regular & Year-Long Volunteer Job Descriptions

Room Parents

Room parents help coordinate activities and events within a specific classroom. They communicate with other parents about volunteer needs for the classroom, volunteer needs for the school, and upcoming activities and events.

This job involves communicating with volunteer coordinators and contacting other parents. Work may be completed during the school day or in the evenings.

Classroom Helper/General Prep

Classroom volunteers assist teachers in the classroom and help with projects, clerical tasks, and special events. Task may include homework check-in, photo copying, auction art projects, and costumes.

Remember you are not limited to volunteering in your child's classroom. Not all classrooms need the same type of assistance, so let us know what your interests are and we'll try to match you with just the right spot.

Tutor or Mentor an Individual Student

All students benefit from one-on-one attention. Math, reading, writing, and science are all areas where individual attention can be especially important.

Volunteer tutors listen to students read aloud, provide individual coaching with math facts and problem solving, encourage writers, or show interest in a student who may need special attention.

Chapman Garden Conservation

Chapman families help the school gardens thrive throughout the school year. Work parties are organized to maintain and enhance our beautiful grounds.

Assist a Small Learning Group

Share your enthusiasm for learning with a small group of students. The classroom teacher coordinates the instructional plans for these small groups, but the small group volunteer works with several students encouraging both the development of specific skills and confidence.

Please mark your ***Volunteer Registration*** form with your areas of interest and expertise. Reading, writing, math, science and art are all areas where volunteers may be able to assist with small learning groups.

*The classroom teacher establishes a time schedule for this job.

Field Trip Chaperones

Field trips extend learning beyond the school walls and chaperones help make these expeditions possible. Please mark your form and let your child's teacher know if you are available to help with school field trips.

Classroom Garden Coordinator

Collaborate with the classroom teacher and garden chairperson to take small groups of students to the garden for learning experiences. Activities may include planting, weeding, harvesting, and simple cooking projects.

Library Assistants

Chapman's library is a very busy place. Volunteers assist with shelving books, clerical tasks, and checking books in and out of the library. The school librarian coordinates the schedule for library volunteers and provides training.

Bulletin Boards

Volunteers help maintain hallway bulletin boards featuring rotating displays that celebrate class projects and school events. Some of this work may be completed at home and then assembled at school.

Special Projects & Skills Volunteer Job Descriptions

Grant Writing

These volunteers help locate and write grants to benefit Chapman's program. This work is carefully coordinated with the school principal, the PTA, and Foundation.

Webmaster

This volunteer helps to maintain and manage the Friends of Chapman website. This position requires website experience and expertise.

Fifth Grade Photo Archivists

Photographers record events throughout the school year in preparation for a presentation at the Fifth Grade Promotion ceremony. Fifth grade students also receive a copy of this electronic memory book. This job requires photography and technology expertise.

Chapman Merchandise Sales

Volunteers manage the inventory and sales of Chapman t-shirts. Sales primarily take place during Friday morning round-up assemblies.

Special Events Volunteer Job Descriptions

Assemble First Day "Back to School" Packets

Volunteers assemble the packets of information students receive on the first day of school.

Community Care Project

A group of dedicated volunteers come together to work on cleaning up Chapman's campus. Tasks include weeding, edging, pruning, and general clean up of the grounds. The volunteers work between 9:00 am and 12:00 Noon.

Welcome Back Picnic

All Chapman families are invited to welcome in the new school year at the Welcome Back Picnic.

Kindergarten Welcome – Tuesday September 5th

On the first regular school day for kindergarten students, a short program is presented for parents on this memorable day. Volunteers help greet and reassure parents who may be apprehensive about this developmental milestone.

Swift Nights Pizza and Clothing Sales

On Friday and Saturday nights volunteers assist in pizza and concession sales to community visitors observing the Swift birds roosting in the school chimney.

School Picture Day Helpers

School picture volunteers assist teachers and photographers with school pictures. This job involves organizing students and simple clerical tasks.

Special Events Volunteer Job Descriptions

School Picture Retakes

School picture volunteers assist teachers and photographers with school pictures. This job involves organizing students and simple clerical tasks.

Grandparents & Special Friends Day

Volunteers plan, decorate, and serve coffee and simple refreshments for Grandparents and Special Friends Day.

PTA Book Fair

Each year PTA volunteers manage the Scholastic Book Fair. Volunteers are needed from 7:30 to 8:30 for morning sales, from 2:00 to 3:00 for afternoon sales

Teacher Dinners during Parent Conferences

Teachers are involved in parent-teacher conferences from 8:00 a.m. to 8:00 p.m. PTA volunteers prepare and set-up a light supper for teachers on these two evenings.

PTA Clothing Closet

Volunteers work a shift at the PTA Clothing Closet. Tasks include sorting clothing donations, stocking shelves, and assisting students with selecting clothing. This program is run by the Portland PTA Council and is open to all students in the district. Each school PTA is assigned to work the center two days during the year.

Chapman Auction Volunteer Job Descriptions

Auction Procurement

Auction procurement volunteers call and/or visit merchants to ask for donations. This is a vital part of making Chapman's auction successful.

Auction Item Management

Volunteers assist with the identification, organization, and storage of auction items. Follow-up calls to gather additional information about auction items is part of this job.

Auction Catalog Editor

The editor reviews database entries on a weekly basis and corrects any spelling or grammatical errors.

Auction Reservations Clerk

This volunteer manages ticket reservations and enters guest information into the computer database.

Publicity

The publicity volunteers send press releases to the media, deliver flyers to local businesses, and post flyers around the school.

Decorations

Volunteers help decorate the school to promote the auction and create displays for the evening of the auction.

Silent Auction Table Captain, Shift 1

Volunteer table captains monitor the silent auction tables for the first part of the evening.

Silent Auction Table Captain, Shift 2

The second shift of table captains monitor the silent auction tables at the end of the evening. They are responsible for closing out the bid sheets and marking the winning bidder.

Floor Manager

The floor manager assists the table captains with the silent auction items.

Take Down Volunteers

These volunteers spring into action after the auction to pack up display boards and remove decorations.

Special Events Volunteer Job Descriptions

Family STEM Night

Students are engaged in a wide variety of science and math activities as part of this festival.

A steering committee of parents, teachers, community volunteers, and the principal plan this event. Anyone interested in leading a session should contact one of the coordinators. Volunteers are also needed to assist on the night of the event.

Winter Kindergarten Informational Meeting

Chapman hosts a winter informational meeting for families with incoming kindergarten students. Volunteers assist with sign-in, information tables and answering questions about Chapman. The program is at 9:00 AM.

Staff Appreciation Week

The Chapman PTA, Foundation, and principal organize a week-long of special treats and activities to celebrate and thank the fabulous staff at Chapman.

Field Day

The annual Field Day engages students in a number of interactive games. Student helpers and parent volunteers direct the activities for this event. The PE teacher coordinates the event and works closely with student leaders and volunteers.

Run for the Arts

Volunteers work with the Chapman Run for the Arts coordinator to count laps and cheer for the kids during the Run for the Arts event. Funds raised support Young Audience Artists in Residence at Chapman.

Art Ball and Talent Show

Volunteers and school staff work collaboratively to transform Chapman into an art gallery for the evening. This event celebrates student work, particularly art and writing.

Student Projects

Volunteers collaborate with teachers in developing projects for students. These projects frequently require increased levels of adult supervision.

Display Set-Up

The day of the art ball volunteers help prepare displays to showcase student work.

Performing Arts

A volunteer organizes the performing arts portion of the Art Ball. He or she coordinates and prepares a schedule for performances.

Display Clean Up

Volunteers take down and clean up the displays and hallways.

Volunteer Policies & Regulations

The Board of Education (7.20.20 & 7.20.21) recognizes that patrons volunteering their services in the schools can provide valuable assistance to the instructional program, to school personnel, and to the educational enrichment opportunities of Portland students. A volunteer is defined as a non-paid person assisting under the direction of a responsible teacher or administrator. The Board of Education actively encourages volunteer participation by individuals and groups in local schools, District and region-level capacities, and various specialized educational programs of the District.

Principal or Program Administrators

The success of a volunteer program on the local or program level depends upon the support of the school principal or assigned administrator. The principal or program administrator is encouraged to appoint a volunteer coordinator, or to work cooperatively with a PTA appointed coordinator, to handle day-to-day details. The principal or program administrator has the final decision for direction of the local school volunteer program.

Services of Volunteers

Volunteers' services include but are not limited to the following:

- a. Instructional volunteers provide direct service to students and staff. Services to students are supervised by a teacher.
- b. Resource volunteers, under the supervision of a teacher, provide curriculum enrichment for students on an occasional basis.
- c. Organization volunteers make up the school community organizations (PTA and others) and provide counsel to school and District administrators.

Status of Volunteers

Volunteers may be utilized to assist District personnel in local school and District programs. The teacher or program administrator retains responsibility for supervising, diagnosing, prescribing, instructing and evaluating students.

- a. The acceptance and utilization of service of any person on a voluntary basis shall be at the discretion of the school system, and the utilization of such services may be discontinued by the school system at any time.
- b. Volunteers will be defended by the District for the purposes of liability for injuries caused by District fault while serving within the scope of duty.
- c. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of race, color, religion, national origin, gender, age, marital status, citizenship status, political affiliation, handicapping conditions, or any other basis of unlawful discrimination.
- d. Available volunteer services shall not be used as the basis for a reduction in force.
- e. Volunteers shall not engage in political or religious activities while on School District premises and while performing School District duties.

Volunteer Service Appreciated

Your volunteer service is appreciated! Volunteering is one way of making a positive difference in your school. Volunteers provide countless hours of special support to Chapman's educational program and children.

Children thrive with encouragement and personal support. Few rewards can match a child's smile or seeing that expression of understanding when a child learns something new.

Volunteer Appreciation Tea

Each year, the staff at Chapman hosts a special tea to honor and thank volunteers. Please mark your calendar and plan to attend this celebration.

You Are Invited

Who:

Chapman Volunteers

When:

Tuesday May 28th, 2018

What:

Volunteer Appreciation Tea
Refreshments & Treats

Where:

Chapman Cafeteria

Why:

To thank you for your service to Chapman

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

District Title VI & Title IX Contact: Greg Wolleck, HS Regional Administrator (503-916-3963)

District 504 Contact: Tammy Jackson, Director, Student Services (503-916-5460)

American Disabilities Act Contact: Human Resources Legal Counsel (503-916-3455)