

Kelly Elementary

2019-2020

Parent and Student
Handbook



Home of K-5 Russian Immersion

Together, We Grow and Thrive

WELCOME TO KELLY ELEMENTARY!

DEAR FAMILIES,

On behalf of all our staff, we'd like to extend a warm welcome to you and your family for the 2019-2020 school year. Our community is rich in cultural and linguistic diversity as the home of Portland Public Schools K-5 Russian Immersion program. Our goal as a learning community is to partner with families and the community to provide rich educational opportunities with high expectations for every child in a safe and nurturing environment that fosters critical thinking, celebrates diversity, promotes lifelong learning and social responsibility. Our motto at Kelly is **"Together we grow and thrive."** In addition to this motto, we strive to support whole-child development through our social emotional learning curriculum and our CARE expectations.

Social Emotional Learning at Kelly

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL is a deeply ingrained part of the way students and adults interact both in the classroom and out of it, and helps provide children with equitable, supportive, and welcoming learning environments. At Kelly we embrace and promote SEL because it is correlated with academic achievement. According to a 2011 meta-analysis of 213 studies involving more than 270,000 students, those who participated in evidence-based SEL programs showed an 11% point gain in academic achievement. In addition to supporting academic achievement, schools that infused SEL into their curriculums found decreased dropout rates, school and classroom behavior issues, drug use, teen pregnancy, mental health problems, and criminal behavior.

Through our implementation of Caring School Community, our CARE values and opportunities to infuse SEL throughout our school day we strive to ensure that **together we grow and thrive!**

Warmly,

Amy Whitney, Principal

Terry Marchyok, Assistant Principal

Daily Schedule- K- 5th grade

8:30 AM K-2 line up in covered area
3-5 line up on back playground
8:35 AM K-5 enter building &
pick up breakfast, go to classroom
3:00 PM Dismissal

Kelly Cougars **CARE!** We are...

Community Minded

Always Safe and Respectful

Responsible

Engaged

GENERAL INFORMATION

Principal: Amy Whitney

awhitney@pps.net

School Phone Number: 503-916-6350

School Fax Number: 503-916-2644

Office Hours: 8:30 AM to 4:00 PM

SUN phone number: 503-916-5729

REGISTRATION INFORMATION

At the beginning of every school year, parents need to complete the registration form sent home by teacher in the first month of school. Check over the information printed carefully and make any necessary changes. Have your child return the form as soon as possible. Please fill out the registration form completely, making sure you include a phone number where you can be reached in case of an emergency and two emergency contacts in case you cannot be reached. If you make changes at any time throughout the year, please notify the office.

GETTING TO & FROM SCHOOL

ARRIVALS AND DISMISSALS

There is no adult supervision of students before 8:30 AM. Parents should make every attempt to ensure that students arrive at school no earlier than 8:30 AM. Doors will be opened at 8:35 for students to pick up breakfast before going to class. If students arrive after 8:50 AM they must check in with the main office.

At the end of the day, Kindergarten, 1st and 2nd grade parents may pick up students from their teacher on playground under the covered area. Students in 3rd through 5th will be dismissed by staff from their classrooms. Please set a meeting place with your child for pick up.

BICYCLES

Third through Fifth grade students may choose to ride their bicycles to school. Students must park and lock their bikes in the bicycle rack on school grounds. The responsibility for the bicycle belongs to the student. According to Oregon law, all bicycle riders under age 16 must wear bicycle helmets. Students should not ride bikes on the sidewalks or on school grounds during the school day. Skateboards, skates, scooters, razor scooters, shoes with wheels (Heelys) or rollerblades are prohibited during the school day.

BEFORE AND AFTER CARE

Currently no child care is offered on campus. Bus services to off site after school care may be arranged through Wattles Boys & Girls Club and Champion. More information about these options can be found in the office.

Wattles Boys & Girls Club is located at 9330 SE Harold St. Contact them by phone at 503-775-1549 or email wattlesinfo@bgcportland.org

For the 2019-20 school year, Champions will provide high-quality before- and after-school child care services at Whitman, 7326 SE Flavel Street. In the mornings, parents drop off their child at Whitman, and a PPS bus will transport your child to Kelly. In the afternoon, a bus will take your child to Whitman, and you will need to pick up your student at Whitman. Contact them by phone at 503-568-5130.

PARENT PARKING

Parents may park in designated street parking on Cooper and 90th. We ask that parents are respectful of our neighbors when parking and avoid blocking driveways and handicap spaces. Students will need to walk to their identified entry door if parents drop them off.

BUS LOADING AND UNLOADING

It is against the law to pass school buses when the red lights of the bus are flashing or park in the school bus zone before 4PM. Drivers who do not observe the law, may be cited by the Portland Police. Kelly participates in the City of Portland's Safe Routes to School program. A map indicating alternate pick-up areas and recommended routes for students to walk and bike to school are available during sign up.

SAFETY BEFORE AND AFTER SCHOOL

There is **no adult supervision for students before 8:30 a.m.** Teachers and staff are preparing for the school day and are not available to supervise those students who might arrive earlier. For this reason, it is important that you as parents help your child time his/her departure from home so that s/he does not arrive at school before 8:30 AM. If supervision is required before school, Parents should make arrangements with available child care providers listed above.

If your child becomes ill or you wish to take your child home during the school day for an appointment, you or a person named on your emergency form must come to the school office before the school will release your child. We follow this policy to ensure the safety of all children. Our staff cannot lawfully release students to adults who are not listed on your emergency form.

SAFETY PATROL

Safety Patrol provides assistance to Kelly students in crossing streets. We ask Safety Patrol members to show courtesy to all and we expect them to be treated courteously. Parents picking up their children should remember that they are models not only to their own children, but also to all Kelly students. Please set the example of crossing in crosswalks when you are a pedestrian and picking up children at the curb when you are a driver.

The Safety Patrol provides help to students crossing before and after school at 91th/Cooper, 92nd /Cooper and 91st/Rural.

ROUTINES & PROCEDURES

ATTENDANCE POLICIES

It is very important that good attendance habits are learned early in a student's educational process. As parents, you can support your students learning by helping them to attend regularly and prepare to arrive on time at 8:35 each morning.

Please call the school office by 9:00 a.m. to notify us when your child will be absent. If your child has been absent or tardy, you need to call or send a written note with your child explaining the reason for the absence or tardiness. Daily absences will be reported to the home by the auto-dialer system.

Regular school attendance is foundational to school success. Our goal is for each and every student to attend school with an attendance rate of at least 90%. Students with chronic or severe attendance problems are at high risk for learning problems and not graduating from high school.

Attendance Rating	Percentage	# of Days Per Month
Good	94%	1 or fewer absences per month
Acceptable	90-93.9%	2 absences per month
Chronic	80%-89.9%	3 absences per month
Severe	>80%	4 or more absences per month

If your child is absent for 10 consecutive days, they will automatically be withdrawn. If you would like support regarding attendance, please contact our office and our engagement specialist can provide you with a variety of supports.

BREAKFAST, LUNCH & SNACK PROGRAMS

All Kelly students may eat a free breakfast daily funded by a federal program. Snacks are also provided to each student during the morning or afternoon depending on the class lunch schedule. Families that meet income requirements may receive free lunches through the Federal Nutrition program. Please access paperwork to enroll at <https://www.pps.net/Page/2464> or get paper applications in our school office. Parents can manage students' lunch money accounts through SchoolPay. Information about SchoolPay is available at <https://www.pps.net/Page/3528> Students who do not receive free lunches will need to enter a 6 digit student ID into a computerized system when going through the lunch line. Student IDs will be mailed home over the summer so that parents can help students memorize their ID number before school starts.

LOST AND FOUND

Clearly mark your child's full name on all items, especially coats, jackets, sweaters, and lunch boxes. The most common area for forgotten items is the playground, so urge your child to take a look around before heading in from recess. Any lost item with a child's name on it will be returned to the child's classroom.

The lost and found is located in the cafeteria. Smaller or valuable items are taken to lost and found in the office. Articles that remain unclaimed for a month will be given away to appropriate agencies.

VALUABLES

The school cannot assume responsibility for loss or damage of personal property. Students are discouraged from bringing valuables to school. Bikes and scooters and skateboards should be locked at the bike rack during the school day.

VISITORS

Visitors must check in with the school office, show a government issued ID and sign in at the front counter. All visitors will wear a Visitor's Badge to help us ensure the safety and security of our students. Parents are welcome to visit their child's classroom and may be accompanied by one other person. Please contact your child's teacher one day before your planned visit to make the necessary arrangements. Visits must not exceed once per week for one hour.

VOLUNTEERING

Family and community members volunteering their services in the school can provide valuable assistance to the instructional program, to school personnel and to the educational enrichment opportunities of Kelly students. A volunteer is defined as a non-paid person assisting under the direction of a licensed teacher or administrator. All volunteers shall complete a Criminal History Verification Form and a district or school Volunteer Information Form prior to rendering services. The acceptance of the services of any person on a voluntary basis shall be at the discretion of the school system. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex, sexual orientation or any other basis of unlawful discrimination. The principal works cooperatively with the PTA Volunteer Coordinator to plan day-to-day details. The principal has the final decision for direction of the local school volunteer program. (7.20.021-AD)

DISCIPLINE PLAN

At Kelly School, we believe that every child can and will succeed academically and behaviorally given conditions that meet their individual needs. We strive to create the conditions for a safe and positive school community through our school wide implementation of Caring School Community. This social emotional learning curriculum promotes caring relationships among students and prosocial behaviors through classroom meetings that emphasize development of self awareness, social awareness, relationship skills, conflict management and responsible decision making. We believe that fostering the social and emotional skills of each student will dramatically improve their ability to engage in the learning at school.

Caring School Community creates the foundation upon which we understand misbehavior and respond to it. Student misbehavior communicates unmet social and emotional needs and gaps in social and cognitive skills. Meeting unsuccessful behaviors with compassion and curiosity allows us to understand how to help students learn the skills needed to be successful. While corrective consequences are effective in some circumstances, instructional and restorative responses often allow us to strengthen relationships with students who are struggling while they develop the skills that will lead to success in the future. On rare occasions, students may require access to spaces outside the classroom to take time to calm, problem solve and plan for returning to the learning environment. In these instances, staff will escort students to problem solving spaces and support them as they get ready to return to class.

Traditional use of punishment in response to misbehavior tends to alienate children from their school community and often escalates or complicates unsuccessful behaviors while also excluding children from school. It is critical that we explicitly, intentionally and regularly teach, practice and reinforce positive behavioral expectations for all students in every classroom and in the school overall.

It is our responsibility as a school to develop a multi-tiered system of supports for students and to utilize these supports regularly to ensure that all students have access to success. There is stark and ample evidence that our systems of discipline have disproportionately and negatively affected our students of color. In response, we strive to take an active role in correcting this injustice and maintaining systems of support and instruction that are equitable for all. More information about our school climate plan can be found on the Kelly School website in the Kelly School Climate Handbook.

In accordance with PPS policy, student behavior at Kelly School is addressed in three stages.

Nature of Behavior	School Response
<p>Stage 1</p> <p>Infrequent or low-level misbehavior Examples: pushing/ shoving, excessive talking, teasing/ put downs, running, tardy to class, taking other's property (minor), refusing to do work, not following directions, etc.</p>	<p>The student stays in class and the behavior is managed by the classroom teacher. Teachers may use Caring School Community strategies such as reteach the rule, time out in classroom or buddy classroom, gentle reprimand, private redirection, positive practice, meaningful work with teacher, parent/guardian conference with teacher, communication with support staff, behavior plan, or restorative process. Classroom teachers will communicate with families when routine classroom strategies are unsuccessful and use the PPS student information system to document the behavioral concern.</p>
<p>Stage 2</p> <p>On-going misbehavior which is unresponsive to Stage 1 interventions or more intense behaviors which require attention from staff beyond the classroom. Examples: class cutting/leaving without permission, property damage, theft, abusive/ profane language, possession of prohibited item, willful disobedience, or inappropriate physical contact not resulting in injury.</p>	<p>The student stays in class and the classroom teacher uses the PPS student information system to document the behavioral concern. This report is forwarded to the building administrator or designated student support staff who investigates and determines a response such as structured recess- monitored by recess staff, community service, restorative process, increased supervision, student and or parent conference with administration, or behavior plan. The classroom teacher will discuss the behavioral concern with families in a timely manner and implement classroom interventions as described in stage 1.</p>
<p>Stage 3</p> <p>Unsafe behavior that requires immediate attention from staff beyond the classroom. Examples: alcohol and drug use and/or possession, fighting, sexual harassment, using a gang identifier, theft (major), threat of violence, etc.</p>	<p>The teacher or staff on duty immediately reports behavior to administration. The student is removed from the classroom to address the concern. The building administrator or designated student support staff will investigate, document the behavioral concern, communicate with the student's family, and determine a response according to PPS policy, such as a restorative process, major suspension program, functional behavior assessment and behavior support plan, voluntary placement at the student success center, safety plan, suspension, or expulsion from school.</p>

COMPUTER AND INTERNET USE

School ipads and chromebooks (with or without internet access) are for important learning tools and explicitly for schoolwork, educational applications and research projects. Watching Youtube, logging onto chat rooms, blogs, social networking sites, email, and games are not permitted.

Cyber bullying, visits to inappropriate websites, hacking, attempted hacking, deleting files, reconfiguring the computer, or downloading software/games/music into school computers or district programming may lead to disciplinary action. Please ensure that your student fully understands the expectations for technology use at Kelly.

HARASSMENT, BULLYING, HAZING, SEXUAL HARASSMENT

All students and staff have the right to feel physically and emotionally safe at school. Harassment, bullying, hazing, threatening, excluding, put-downs, or physically harming a student, staff member, or a person's property is prohibited. Sexual harassment is any unwelcomed sexual behavior, language or action, and is prohibited. These behaviors will result in disciplinary actions. Students should report any of these behaviors to school staff immediately. Once students report these behaviors, staff will conduct an investigation. Parents will be contacted at the first opportunity when an investigation begins and when the investigation is complete. Please see the updated PPS discipline guidelines at <https://www.pps.net/Page/1065> for more information about these serious behavioral violations.

CELL PHONE POLICY

We want to honor families' wishes that their students be able to carry cell phones for safety reasons, while we maintain the integrity of the school learning environment. To that end, personal electronics, including cell phones:

- Cell phones should be off and away during school hours, including lunch and recess.

The first violation of these guidelines will result in confiscation until the end of the day when the student may pick up the phone. The second violation will result in confiscation of phone until parent or guardian comes to claim it. After the third violation, the parent or guardian must come to claim the phone and the student is prohibited from bringing any cell phone to school. If the student continues to bring or use a cell phone, s/he will face progressive disciplinary action.