

2019 - 2020

BEVERLY CLEARY SCHOOL

PARENT AND STUDENT HANDBOOK

pps.net/beverlycleary



Hollyrood



Fernwood

Campus



LETTER FROM THE PRINCIPAL

MISSION STATEMENT

Beverly Cleary School is a K-8 school that provides academic excellence in a caring community.

COMMON GROUND

As a community of learners we challenge each other and ourselves to:

- Think critically with a passion for learning
- Create and nurture positive change
- Promote integrity, justice and a respect for diversity
- Act with compassion and respect for all members of the school community

OFFICE HOURS

Hollyrood	8:00-4:30
Fernwood	8:00-4:30



SCHOOL HOURS BY SITE

School Hours at BCH 8:45 AM TO 3:00 PM

First Bell 8:37 am	Tardy Bell 8:45 am	Dismissal 3:00 pm	Clearance 3:05 PM
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School Hours at Fernwood

Grades 2, 3, 4, and 5	First Bell 8:45 am	Tardy Bell 8:55 am	Dismissal 3:10 pm
6, 7, and 8	8:37 am	8:45 am	3:15 pm



ANIMALS IN CLASSROOMS

An Administrative Directive has been written that gives direction regarding pets and animals in classrooms and schools. Please read the directive referenced here. Pets are not to be brought to school at any time without the permission of the principal whether or not it is a day with students in attendance. The principal must also approve students wishing to bring a pet for a show and tell experience when students are present. Proof of vaccinations and an explanation of the educational purpose for bringing the pet must be provided to the principal.

In regard to classroom pets, again, it is at the discretion of the principal—taking into consideration safety, allergic reactions, how the animal is to be handled, vaccinations, etc. Children are not allowed to handle potentially dangerous animals (ex. Ferret, tarantula, geckos that may have salmonella). Appendix 2:6.20.010-P ACADEMIC FREEDOM, 3.80.011-AD GUIDELINES FOR ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY

ARRIVAL AND DEPARTURE OF STUDENTS

Students should not arrive at school prior to 8:30 a.m. at BCH or 8:35 a.m. at BCF since there is no staff to supervise prior to those times. We ask that all students and families wait outside until the bell rings unless it is raining. There is no early morning supervision on any of our playgrounds. We are requesting your assistance in making sure children do not arrive at school before the specified time.

At the end of the school day dismissal, bus loading is supervised. **Students are expected to go directly home unless prior written notice is received**

from parents directing us to allow their child to go home with another family. K-5 students are dismissed to a parent or caregiver and may not wait on the playground for parents to pick them up. Students who normally don't ride the bus, but who desire to go home with a student who does ride the bus, must have a signed permission slip from his/her parent/guardian to present to the driver before getting on the bus. 6th – 8th grade students must leave the school grounds at the dismissal bell.

Arrangements for going home with friends after school must be made in advance of the planned activity. As much as we would like to accommodate students making last minute arrangements, we are unable to do so.

There are circumstances when a student comes to the office confused about after school travel plans. In these instances, the office staff will assist in determining the correct plans. If we are unable to clarify the plans for a child, s/he will remain in our supervision until a family member can be contacted.

ATTENDANCE TARDY POLICY

Attendance and arriving on time is essential to assuring successful student achievement in school.

NOTIFICATION OF STUDENT ABSENCES

Regular attendance contributes to success in school. Students should be sent to school on time and ready to learn. If your child is sick, please keep him/her at home. PLEASE CALL TO REPORT ABSENCES AND OTHER NONURGENT MESSAGES:

BCH 503-916-6766
BCF 503-916-6480

Send a written excuse when your child returns to school. If an absence is not reported to the office, the PPS Auto-dialer will place a phone call to the home. A response to this call is required for unexcused absences or partial absences. Contact your child's teacher regarding making up assignments.

PLEASE AVOID SCHEDULING MEDICAL OR DENTAL APPOINTMENTS DURING THE SCHOOL DAY AND FAMILY VACATIONS DURING THE

SCHOOL YEAR. If you must have your child excused during the school day, please put your request in writing and send it to the teacher.

If a student accumulates a total of eight absences in a quarter, an administrator will contact the parents and arrange for a conference with the student, parents, school counselor, teacher(s) and an administrator.

TARDINESS

When students arrive late at the beginning of the day, it is disruptive to the student and to the classroom. Below are the steps we will take when a student reports to school tardy:

1. Student is tardy for the 5th time, a **letter** is sent to the family.
2. Student is tardy for the 10th time, a **second letter** is sent to the family.
3. Student is tardy for the 15th time, a **third letter** is sent and the parent will be required to meet with the administrators and develop a plan for the student.

MAKE-UP WORK

After an absence from school, it is a student's responsibility to get assignments from all teachers for work missed. Students are allowed to make up assignments from an excused absence and receive credit. Students returning from an unexcused absence are expected to make up assignments for their own benefit. However, depending on individual circumstances and teacher discretion, they may or may not receive credit. Student grades may not be lowered solely due to absences. For extended absences, students may ask teachers for work in advance. However, this may not be possible and is not required. Homework will not be provided if the child's absence is due to a vacation.

BICYCLES

Many students ride their bikes and scooters or walk to school. BCF has several bike racks on the back playground and students may also use the courtyard inside the BCF cafeteria to store bikes and scooters. Please use U-Locks with keys, not cable locks. **DO NOT LOCK YOUR BIKES TO THE BIKE RACK IN FRONT OF BCF!** Portland Public Schools and, therefore, Beverly Cleary School are not responsible for any stolen or damaged bikes.

INFORMATION



BUS

SCHOOL BUS TRANSPORTATION IS AVAILABLE FOR BEVERLY CLEARLY STUDENTS WHO LIVE 1 MILE OR MORE FROM SCHOOL. STOPS AND TIMES ARE SENT HOME FROM THE TRANSPORTATION OFFICE IN AUGUST. BUS TAGS ARE USED FOR ALL STUDENTS IN GRADES KINDERGARTEN THROUGH 3RD GRADE. STUDENTS ARE CHECKED ONTO THE BUS, EACH DAY, AS THEY LOAD IN THE AFTERNOON.

BREAKFAST AND LUNCH

Menu Prices

	Lunch
Student Grades PK to 5	\$2.90
Student Grades 6 to 8	\$3.15
Student Grades 9 to 12	\$3.40
Student Reduced	\$0.00*
Adult	\$4.40
Milk	\$0.50

*Subject to eligibility

CLASS ASSIGNMENT PROCEDURES

The guidelines we will use in forming homeroom classes are as follows:

- A heterogeneous group that has a balance of gender, ethnicity, achievements levels, leadership and special needs.
- Consideration will be given to placing students with at least one friend however, this may not always be possible.

- Parents, who feel they have information to bring to their teacher's attention to assist him/her in the placement of their child, may put it in writing **without** naming a teacher, requesting a student not be placed with a certain teacher, specifying the teacher's gender or describing his/her physical characteristics. If so desired, a copy may also be given to the principal. The deadline for submission of this information will be published for several weeks in spring issues of the parent newsletter.
- Please remember that more than one teacher may meet a child's needs and due to circumstances there may be changes in teacher assignments at grade levels that are unknown at the time class lists are made.
- Several reviews of the lists are made by the teachers and administrators before they are finalized.
- Because of the detailed process used to formulate class lists, changes of placement will not be made unless serious issues were overlooked during the class assignment process.

COMMUNICATION

We encourage family members to contact teachers by telephone, email and /or a note requesting a call back whenever a question arises. Your child's teacher knows each child as an individual and as a group member. If there is a problem or unresolved question, the teacher is the best person to contact for information. The best time to reach a teacher is before or after school.

Teachers will sometimes involve the principal or assistant principal and/or other support staff in situations such as serious peer conflict, behavior problems, counseling needs, or special academic concerns. Parents may contact the principal if they still have questions or concerns AFTER consulting with the child's teacher or if they have a serious issue needing the principal's immediate attention.

Fall Conferences will be held during the day and evening on November 25th and 26th. Sign-up sheets will be available at Back to School Night in September. **BECAUSE THESE DAYS ARE SET ASIDE FOR CONFERENCES BY THE DISTRICT, WE ARE UNABLE TO RESCHEDULE IF A FAMILY IS UNABLE TO ATTEND.** Two-way communication is a critical component to a successful partnership. To that end we strive to communicate openly, honestly and in a timely manner with families regarding various aspects of our school and program. We use the following methods:

- **School Messenger:** Please be sure we have your current cell phone number. On the Student Verification form, update your phone number to

include “cell with text”. Your cell number will link to the school messenger and alerts will be sent directly to your phone.

- **Get TEXT ALERTS from PPS about school closures, delays and emergencies by texting YES to 68453.**
- **Beverly Cleary Website:** We have two wonderful websites; www.pps.net/schools/beverlycleary/ (SCHOOL) and www.beverlyclearyschool.org (PTA) that provide up-to-date information on a variety of topics and have a calendar component as well.
- **Newsletter:** A newsletter is emailed to families every Friday that provides critical information for families. The newsletter is sent electronically through School Messenger. Families may request a paper copy of the newsletter from their child’s teacher if they do not have access to technology.
- **Flyers:**
- **Teacher Communication:** Teachers use newsletters and web pages to communicate directly with families

ADDITIONAL COMMUNICATION METHODS

- **Use of Telephones/Student Messages:** The school telephone is a business phone for the school. Except in cases of emergency, we will not call students or teachers from the classroom to talk on the telephone. Student’s permission to use the phone should be limited to emergency calls only. After-school care or instructions must be taken care of prior to the child coming to school.
- **Progress Reports & Conferences:** Parent/Teacher conferences will be held during the day and evening on November 25th and 26th. Mid-Term progress reports will be sent to families of 6th – 8th grade students, who at the middle of each quarter, are below grade level expectations. Report Cards will be issued following each of the grading periods. If you ever have a question or concern, contact your child’s teacher(s). 6-8 report cards are mailed to the student’s home.
- **Grading Periods:**

Start of First Grading Period	August 28, 2019
End of First Grading Period	October 31, 2019
Start of Second Grading Period	November 4, 2019
End of Second Grading Period.	January 24, 2020
Start of Third Grading Period	January 28, 2020
End of Third Grading Period	April 3, 2020
Start of Fourth Grading Period	April 7, 2020
End of Fourth Grading Period	June 5, 2020
- **School Visitations for Classroom Events:** We are pleased to have parents visit school. Please come to the office when you arrive, sign-in on the computer and obtain a nametag. We wish to provide the greatest protection possible for our students. In order to do this, we must at all times know the identity of all persons in the building. Student visitors are not

allowed during the school day. This includes students from other schools and relatives of our students.

DRESS

The Beverly Cleary staff and community value personal choice and individuality. We understand that dress is an expression of one’s self. We also understand that age, place and appropriate dress play a significant role in the classroom environment. Please review the dress code policy below. The Beverly Cleary School set of **guidelines** strives to define in print the appropriate dress for school. We acknowledge that we cannot always define every situation. If a student comes to school dressed inappropriately, s/he will be given something appropriate to wear over his /her clothing or will be asked to call home to have something brought in to school. If you have any questions, comments, or concerns please contact the school.

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.
- Backpacks, hats and coats must be stored in lockers during the day.

ELECTRONIC EQUIPMENT

All Beverly Cleary families are expected to sign a Student Use of Personal Property Policy.

All electronic equipment including, radios, stereos, pagers, cell phones, video games, laser pens/pointers may not be used during school hours. Cell phones must be turned off and be kept out of sight during school, unless a teacher sanctions its use for classroom research. If confiscated, it will be secured in the office until a parent/guardian picks it up. If theft occurs, staff time will not be spent on an investigation. We believe there is no reason for a student to use a cell phone during the school day. The office is available for emergency phone calls. Students may ask their teacher for a phone pass.

Beverly Cleary School assumes no responsibility for personal electronic devices (iPod's, PS2's, cell phones, etc.) brought to school that end up lost or stolen. An overwhelming percentage of students carry these expensive items to school creating an ever growing problem of loss and/or theft. We can't continue to investigate thefts of these items or spend time discussing these situations.



FAMILY

INVOLVEMENT

Parent Teacher Association (PTA): PTA is the largest and most effective lobbyist for the well-being of all children. Locally, the Beverly Cleary PTA supports the children of our community by organizing special programs, coordinating volunteers and raising money for school projects. The Reading Challenge, School Grants for Teachers, School Pictures, Health Screenings, 8th Grade Promotion, Spookarama, Ice Cream Socials and the Beverly Cleary Directory are all made possible by PTA. Meetings are held each

month at BCF. PTA offers countless opportunities for involvement that will fit into your schedule and interests. Contact PTA for more details.

Beverly Cleary Foundation: The Beverly Cleary Foundation is committed to preserving and enhancing the quality of education through a program of goal setting and fund raising. The Foundation works in partnership with school administrators, teachers and parents in order that funds are raised to address those needs which have the highest priority in building a quality educational program for our students.

Volunteers: Parents, grandparents, neighbors, and other interested adults serve as volunteers at Beverly Cleary School and enhance our program in many ways. We are always anxious to involve more adults from our community in our school as a source of enrichment and information for our students. Our volunteers increase their understanding of the educational process while making an important contribution to the success of Beverly Cleary School and its students.

If you are interested in becoming a volunteer, contact our school offices.

FIELD TRIPS

Written permission slips are sent home prior to all field trips. Students are to return the permission slip with a parent/guardian signature prior to the day of the trip. **Students will not be permitted to go on a field trip without parent permission.** Students will not be denied an approved field trip that involves an entire class or grade level due to lack of funds. If assistance is needed, please tell the teacher. Behavioral expectations are the same while on field trips as in the building. Students are to stay with chaperones or staff members. Field trip volunteers are required to have an approved Criminal Background Check. For more information, go to volunteer.pps.net.

HALLOWEEN

Students do not wear costumes to school. Students are welcome to wear orange and black on October 31st.



HEALTH ISSUES AND CONCERNS

Students at all sites who feel ill are to report to the Main Office. Office personnel must speak to a parent/guardian before a student is allowed to leave school. Only first aid care may be given at school. In case of serious accident or illness, we will try our best to:

1. Contact parent(s) or legal guardian.
2. Contact the given emergency number(s).
3. Take child to the hospital (if emergencies arise).

No care beyond first aid may be given at school. **If you change your phone number, please let the office know the new number immediately.**

Please notify the school office of any change in emergency numbers, home address, and telephone numbers of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

INFORMATION REQUESTED BY PHYSICIANS

On occasion, a child's physician may request a teacher(s) to complete checklists or supply anecdotal information to assist in the student's medical care. When that is requested, teachers must receive a stamped envelope with the physician's name/address so they can send the requested information directly to the care provider.

HEALTH DEPARTMENT POLICIES FOR COMMUNICABLE DISEASES

- **Chicken Pox:**
 - Exclude immediately
 - Return to school after all chicken pox has scabbed over.
- **Hepatitis:**
 - Exclude immediately
 - Return to school with physician's permit.
- **Impetigo:**
 - Exclude immediately
 - Return to school with physician's permit.
- **Influenza:**
 - Exclude if illness interferes with child's performance.
 - Return to school when s/he has been fever free for 24 hours (without medication) and diarrhea/vomit free for 48 hours
- **Measles, Mumps, Rubella:**
 - Exclude immediately
 - Return to school with physician's permit.
- **Pink Eye:**
 - Exclude immediately
 - Return to school with physician's permit.
- **Ringworm:**
 - Exclude immediately
 - Encourage treatment immediately.
- **Scabies:**

- Exclusion required
- Return to school with physician's permit.
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- **Head Lice:**
 - Students found with nits remain at school.
 - Students with live lice are sent home at the time discovered.
 - Students with lice and/or nits receive treatment information.

Beverly Cleary School staff and school nurse are here to help parents prevent and diagnose head lice. We can also provide research based information and recommendations for the treatment. Head lice are small white parasites that live on the human head most commonly near the hairline and towards the back of the neck. They are common most during the primary years and can be spread by head to head contact at school, movie theaters, sleep-overs, sharing clothing and hair brushes, clips, etc. Head lice can be easily misdiagnosed. A student found with live lice will be sent home in accordance with district policy. Individual head lice cases are not reported to the school population. When we have an identified case of head lice in a classroom, we will add a colored dot to the "wanted" poster. That will serve as a signal to families to check their children for head lice. Please check your child regularly.

Medical and community health experts recommend that parents and caregivers check their children for head lice at least weekly. They also recommend that you talk to your children about not sharing personal items such as combs and brushes, hats or scarves. As a rule, the school will not send out notices informing parents that classmates have lice. As a parent or guardian, assume that lice is present in the school, as it is in the movie theatre, the carpool, the friend or neighbor's home. Get into the habit of checking weekly for head lice.

For information about lice, including a brochure that walks you through the six steps to getting rid of head lice and a short video demonstrating the removal of nits, go to the MESD web page (www.mesd.k12.or.us); click Health and Social Services in the "Departments" Tab, "parent information" and then "lice" or click on this link or click on this link: <http://www.mesd.k12.or.us/shs/hss/Head%20Lice%20Resources/headliceresourcesindex.shtml>.

FOOD ALLERGIES

Due to the fact we have a growing number of students with allergies to peanuts and a variety of nuts, we ask that students not bring products containing nuts or nut products to school. If your child has any kind of food allergy, please make sure his/her teacher knows about it. Thank you for your cooperation as we work to keep all children safe.

At lunch, for added safety and reassurance, students with food allergies may elect to sit at a table reserved for students with food sensitivities. Students may take a friend to sit with them to lessen the potential for isolation during lunch. This table will be properly maintained to be a safe place for children with serious allergies to eat lunch. The staff member on cafeteria duty will allow any students with known sensitivities to other foods to move to another table any time the student observes a food allergen at the table where he/she initially sit.

HEALTH SCREENINGS

Oregon Law says that vision and hearing screenings shall be done to help find children's health problems. 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

If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.

PROVIDING MEDICATION FOR STUDENTS

The schools have only limited personnel or facilities available to control the security of and accurate administration of medications. For this reason the school must limit strictly the circumstances under which it accepts this responsibility and receives and supervises the dispensing of medications to students. Here are the rules and requirements:

1. Written directions from the doctor to the school including:
 - a. *The name of the drug;*
 - b. *Why the drug is being given;*
 - c. *Dosage;*
 - d. *Time to be given;*
 - e. *Duration of therapy;*
 - f. *Child's name;*

g. *Possible side effects or reactions and directions if they occur;*

h. *The doctor's signature.*

2. All medication is to be in the original prescription bottle, clearly labeled with the name of the student, drug, dosage and name of the prescribing physician. (If the child is to also take the medication at home, the pharmacy can issue the medication in two separate containers.)
3. Unused medications must be picked up by the parent when treatment is complete or at the end of the school year. All medication not picked up will be discarded at the end of the school year.

Over the counter medications include cough drops, aspirin, Tylenol, antacid tablets, or any medication available without a prescription. These will not be administered at school unless so directed in writing by a parent/guardian. Medical forms are available in the office. Please send all medications in the original container to the main office.



HEALTH EMERGENCIES

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. If you change your phone number, please let the office know the new number immediately. Please notify the school office of any change in emergency numbers, home address, and telephone numbers of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment. If the student becomes ill during school hours, students must be signed out at the office before going home. A child may not be sent home unless someone is contacted. Our office will contact parents or other designated persons before sending sick youngsters home. We must have alternate phone numbers for places to call. Unfortunately, the school does not have facilities to take care of sick children except on a very short-term basis.

HOMWORK

Homework is an extension of a classroom learning experience. It expands the curriculum, develops independence, encourages responsibility to be purposeful and productive in carrying out their assigned tasks of school and homework. In general, homework is an extension, or practice time, of concepts already taught in the classroom. Kindergarten students learn to take papers back and forth to school via a folder. 1st-8th grade homework will be based on what is appropriate to the grade level. We recommend parents

try to provide a quiet place with a table or desk and proper materials. Please note: **TEACHERS DO NOT PROVIDE HOMEWORK FOR STUDENTS WHO ARE AWAY FROM SCHOOL FOR VACATIONS.** Teachers are required to have a 24 hour notice for all homework requests.

Kindergarten does not have a homework policy. We encourage students to read with an adult 10 minutes minimum (or on their own) each school night.

1st grade sends homework home weekly. Teachers collaborate to create the packets, which touch on all content areas. In addition, a challenge page is included in the weekly homework, and bimonthly challenge packets are available. Homework should take about 10 minute for the practice pages and 10 minutes of reading nightly. Families can modify the homework to meet their student's needs.

2nd grade sends a homework packet home weekly that includes a math activity (game or worksheet) and a language arts activity (writing assignment, grammar work, book report, etc.). Occasionally, science homework is also sent. This homework should not take more than 20 minutes per day. Challenge work is frequently made available by choice or, for some, as a mandatory assignment to supplement or take the place of the other work. A few times during the year, larger projects are assigned, such as invention projects or research projects. Additionally, students are expected to read 20 minutes every day (this can include being read to, reading to someone, or reading alone) and a practice math facts for 5 minutes per day.

3rd graders should spend an average of 30 minutes a night on homework. Homework will consist of assignments and projects throughout the year.

4th grade homework should take no longer than 40 minutes, plus reading, Monday-Thursday.

Purpose of 4th grade homework:

- Independent practice of key skills
- Development of responsibility and time management
- Completion of long term/independent projects
- Completion of unfinished work

5th grade homework should take no longer than 50 minutes, plus reading. Late homework will be accepted only under special circumstances. Check planner for daily assignments! Each classroom teacher will outline his/her late work policy.

6th, 7th, and 8th graders should expect homework nightly. 6th graders can expect 60-80 minutes, 7th graders and 8th graders can expect 60-90 minutes

of homework per night. Subjects include: math, science, social studies, language arts, health and literature. Check planner for daily assignments!

Requests for homework for students, who miss school due to illness, must be made 24 hours in advance.



INCLEMENT WEATHER

To get text alerts from school TEXT *YES* to 68453

Internet access is the most accurate and current source for information about weather-related school closures. The Portland Public Schools web page www.pps.net posts its decisions about school openings/closures immediately and directly to the web page linked there. Click on "weather & emergency closures." Also check www.pdxinfo.net. Television and radio stations get their information regarding closures directly from that source and broadcast it at their convenience.

Student Transportation will send home information about alternate emergency snow routes, with all bus riders. Please read this information and be familiar with your child's alternate and or snow bus routes. Television news stations, radio and the Internet will announce whether buses will be on snow routes. School buses on a snow route in the morning will stay on the snow route in the afternoon, even if the weather has cleared up by that time.



LOCKERS

Students are assigned a locker during the first few days of class. They usually share lockers with one other student from their class. Students in grades 5-8 are given ample opportunity to practice their combinations at the beginning of the school year. Fourth grade lockers do not have locks. Students are encouraged not to give their locker combinations to other students for security purposes. Lockers are school property and are subject to inspection as deemed necessary by school personnel. Students must leave coats and backpacks in their locker during the school day.

LOST AND FOUND

Please label your child's items with his/her name, especially on coats, backpacks and lunchboxes. The Lost and Found is located in the cafeteria at BCF and in the front entry at BCH. BCSRCP lost & found is located in the

main entry way. Small articles such as books, wallets, classes, keys, etc., are kept in the main offices. Please check regularly for lost items. Unclaimed clothing is donated to the PTA Clothing Center at multiple times throughout the school year.

PLAYGROUND

The playgrounds at both sites are community locations for the entire neighborhood. However, the playgrounds should only be used by Beverly Cleary/Access students during school hours.

Students will be taught the playground rules at the beginning of the year and are expected to follow them. Behavior must be appropriate, fair and safe.

Families and students are asked to follow the same playground rules before and after school as they do during the day. This means **no climbing** on trees, in the bushes, or on top of the play structure. Additionally, in order to provide a safe experience for everyone, riding bikes, skateboards, or scooters on the playground are not allowed. Thank you for helping make our playground safe for all.

REGISTRATION FORMS

The registration form is a legal document which allows us to call others in an event of an emergency. **A preprinted student registration form is sent home with your child's opening day packet.** All emergency contact and family medical information must be completed for school use in case of an emergency. Students attending school last year will get a form printed with last year's information. Please make any corrections needed: new address, telephone number, emergency information, etc. Please list two emergency contacts other than parent/guardian in case of emergency.

Please be certain that this information is kept current throughout the year. Inform us of changes in phone numbers at home and work, as well as emergency numbers. Please return the completed form to school by the first Friday of school. Thank you!

SCHOOL PROGRAMS/SUPPORT STAFF/SERVICES

Counselors

Our school counselors are available to meet with families and students as needed. The counselor provides instruction to classes using research based curriculum that focuses on making and keeping friends, understanding/preventing bullying behaviors, staying healthy and a variety of other topics.

Food Basket Program

Beverly Cleary School classes provide boxes of food to families in need within the Beverly Cleary community. This usually occurs in December.

Media Center

BCH: The Hollyrood site library serves as a resource center for students in kindergarten. Students are encouraged to become involved in daily reading. They are taught library skills which will be valuable throughout their lives. Access to research utilizing technology has become a component of the library program. Students are taught how to research information via the internet.

BCF: Our Media Center is much more than a library. It is a place where students can go to study, do research, check out books, read a variety of materials, and use the computers. It is a student's responsibility to return library books on time. The Media Center is open from 8:40 am-3:00 pm. Remember- The Media Center is a place to study. We encourage everyone to be respectful when using the center.

Physical Education



K-5 grade students receive PE twice weekly. 6th/7th/8th grade students are required to have one quarter of PE as part of their elective rotation over the course of the year.

Talented and Gifted

Students who have been identified as having the potential to work at the 97th percentile are eligible for identification as Talented and Gifted. Parents and teachers may nominate students for TAG anytime during our nomination period which is usually in the fall.

Special Education

Beverly Cleary has a team of educational specialists available for students with special needs. We have a Learning Center and an Intensive Skills classroom.

Throughout the school year teachers identify students for whom they have concerns in the following areas: academic, behavior/discipline, physical, emotional/social needs and speech. Parents/Families may also formally request assessment for Special Education services.

These students are referred to the Building Screening Committee (BSC). The BSC is composed of support staff and administrative representatives. Teachers and parents will be asked to attend this meeting.

Section 504

Section 504 of the Rehabilitation Act of 1973 provides that: "No otherwise qualified disabled individual in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance." At Beverly Cleary School we provide accommodations to help students meet their needs and create success.

Speech and Language

We recognize that children who have a strong language foundation are better able to learn reading, writing and math skills. Students who are speech or language delayed may be considered for special intervention by our speech/language clinician. If you have questions or concerns about your child's verbal development, consult with their classroom teacher.



SKATEBOARDS/SCOOTERS

PPS policy specifies that students are prohibited from riding skateboards, scooters, and roller blades during the hours of 8:00 AM and 3:30 PM. Students may ride them to and from school. Students are not permitted to use skateboards, scooters, or roller blades on school property or in bus zones. Shoes with wheels in them are not permitted in the building. These items must be transported in a bag while using school transportation. During school hours, these items must be stored in student's lockers. Helmets are required. Ramps and other equipment used with skateboards are not permitted on campus. In addition, the school will not be responsible for stolen

or damaged skateboards, scooters, or roller blades. Failure to abide by these rules will result in privileges being revoked.

STUDENT RELEASE DURING THE SCHOOL DAY

Students are not permitted to leave school grounds between arrival and dismissal hours without permission from the office. We assume responsibility for each child while he/she is entrusted to our care, which requires full cooperation on the two above points. Parents requesting to remove their child from school during school hours MUST obtain permission through the school office.

General policy for student release during the school day:

- When students are released at parent request before the end of the school day, they are missing valuable instruction time. Please avoid this whenever possible. Please try to schedule appointments during vacations or after 3:00 PM.
- Once a child is on the school grounds, he/she is not to leave for any reason. If this occurs, the teacher will notify the office at once.
- During the school day, the parent must check in through the office before a child will be released for any reason.
- If a child is being released from school during school hours by anyone other than a parent or emergency contact person, a written note from the parent authorizing such release is required. NO student will be released without parent permission.
- All who are requesting the release of a student from school must be prepared to furnish identification.

STUDENT RESPONSIBILITIES AND RIGHTS

The Student Responsibilities, Rights and Discipline handbook is published by Portland Public Schools and distributed to students each year. It is the student's responsibility to help make school a safe place to learn. The purpose of the handbook is to set fair and responsible standards of behavior. Beverly Cleary School develops our school discipline plan based on the guidelines stated in the handbook. Teachers also develop and post behavior expectations in their classrooms. Your support of these standards will ensure maximized learning for all students.

STUDENT RESPONSIBILITY FOR EDUCATIONAL MATERIALS

It is the responsibility of the student to adequately care for educational textbooks, library books, etc. In the event of loss or damage to educational materials, it becomes the financial responsibility of the student/family to reimburse the school the designated amount.

School district policy requests that financial obligations be met before the release of student report cards, progress reports, or additional student record information or participation in most activities like promotion.

STUDENT SAFETY AND SECURITY

It is important that parents understand that we do not have the necessary staff to provide inside and outside security and supervision prior to the start of school and when school ends. Students should not arrive at BCH before 8:30 or the BCF site before 8:35 am. All areas of the building and grounds are off limits prior to that time.

For safety and security reasons, only the front doors at each building are unlocked for outside entry during school hours. PLEASE DO NOT ASK A STUDENT OR STAFF MEMBER TO LET YOU IN THROUGH A LOCKED DOOR! THEY ARE INSTRUCTED NOT TO OPEN LOCKED DOORS FOR ANYONE. All doors may be opened from the inside at all times for exiting the building.

TRAFFIC FLOW – BCH

Traffic at BCH goes in one direction for pick-up and drop-off. Families can enter on NE 35th Place and drop off on Hollyrood Court. Then proceed to NE 36th Avenue.



TRAFFIC FLOW – BCF

At BCF, parents may use the turn-around in back of the building for drop off and pick up. **THERE IS NO PARKING ALLOWED IN THE TURN-AROUND.** Parking labeled “STAFF” is for staff only. Please encourage your student to use the crosswalks on NE 33rd Avenue and on NE Hancock Street before and after school.

TRANSFERS AND WITHDRAWALS

We'd be sorry to see you go, but if you are planning a move, let us know. We'll give you transfer papers to take to your child's new school.

ROLE OF BEVERLY CLEARY PARENTS

At Beverly Cleary, we understand the key role parents play in teaching their children appropriate behavior. Parents can help us at school by:

- Being aware of the school's behavior expectations and rules of conduct.
- Participating with the school, reinforcing appropriate behavior and following through with consequences.
- Initiating attention of a problem not known to the school, but that could possibly be a concern to the school.
- Maintaining clear and open communication lines with the school.
- Expect your student to be responsible for their own behavior.

BEVERLY CLEARY SCHOOL EXPECTATIONS

ROLE OF BEVERLY CLEARY STUDENTS

Students at Beverly Cleary exhibit excellent behavior most of the time. Each year staff and administration review our discipline plan and school-wide expectations. In this way, students come to know the expectations and conduct themselves accordingly. Students should expect that parent/guardians and teachers will support them by assuring that they know their rights and responsibilities.

Cafeteria	<p>Voice Level: 2</p> <ul style="list-style-type: none"> • Remain seated and eat • Use hand signals to be excused <ul style="list-style-type: none"> ○ “W” for water ○ “C” for clean ○ “T” for bathroom • Clean up after yourself • Polite table manners
Hallway	<p>Voice Level: K-5: 0 Gr 6-8: 0-2</p> <ul style="list-style-type: none"> • Face forward • Walk on the right (stairs/hall) • Hands and feet to self
Bathroom	<p>Voice Level: 1</p> <ul style="list-style-type: none"> • Respect privacy • Go, Flush, <u>Wash</u>, Leave!
Playground	<p>Voice Level: 4</p> <ul style="list-style-type: none"> • Safe hands and feet • Stay where an adult can see you • K-3 Use Kelso’s/K.C.’s Choice to solve problems first 4,5 • 6-8 Seek help appropriately
Water Fountains	<p>Voice Level: 0</p> <ul style="list-style-type: none"> • Wait patiently • Take 1 cup • Fill, Drink, Place
Bus	<p>Voice Level: 2</p> <ul style="list-style-type: none"> • Enter and Exit safely • Remain seated

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.

