



# Jason Lee Elementary

## 2019-2020 Parent/Student Handbook

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## SCHOOL HOURS

**Office Hours:** 7:45 am – 3:30 pm

- 7:45am - Cafeteria serving area is open for breakfast
- 7:55am - First Bell: Hallways are opened for movement to class for all students.
- **8:00am - Last Bell:** School starts and classes begin for all students.
- Lunch/Recess: (Varies by grade level) From 10:55am – 12:20pm
- 2:15pm - Dismissal Bell for Students- Dismissed to the bus, parent pick up, or supervised after school location.
- 2:20pm - Students remaining in the building should be with a supervising adult and engaged in an after-school activity.

### MORNING ARRIVAL

There is no supervision of students before or after school hours, unless they are enrolled in the Champions before/after school care program or in after school SUN classes. Please do not send students to school earlier than opening time of 7:45am. At that time, students are allowed into the school for breakfast in the cafeteria. Students are not to be in classrooms before the 7:55am bell as there is no supervision prior to this time in the hallways or classrooms.

### AFTERNOON DISMISSAL

The bell rings at 2:15pm and all students are dismissed at this time. Early pick-up is discouraged, as we strive to protect instructional time. At dismissal, students are expected to go directly home via the bus or by parent pick up unless they are going to childcare or an after school activity in which the student is enrolled. Such as:

- Champions
- SUN
- Supervised school-related activity

### SCHOOL MEALS

To see if your family can qualify for Free or Reduced meal benefits, please submit a meal application after July 1, 2019. Completed meal applications are accepted anytime throughout the school year, and can be submitted to your student's school cafeteria or mailed to the PPS Nutrition Services Department. Families who were approved for free or reduced lunch last school year have a 30 day grace period after school begins to submit a new meal application. Please verify federal income guidelines before applying. If a meal application is denied within the grace period, meal charges would begin 10 days after the new application is processed. Families would need to provide meals from home or funds to purchase meals

Families have two options to submit a meal application:

1. Online: <https://schoolmealapp.com>. Families can either use a computer or download the SchoolCafe app on any mobile device. Those who submit an application with the mobile app will have access to view the status of their meal application.
2. Paper: Request a copy from the school office or kitchen, or download online: <https://www.pps.net/nutrition>

**Breakfast will still be provided to all students at no cost.** However, lunches will be based on each student's eligibility (free, reduced or paid).

**WHOM DO I CONTACT WITH QUESTIONS?** Please call PPS Nutrition Services at 503.916.3399 or email [nutritionservices@pps.net](mailto:nutritionservices@pps.net).

Meal Prices for the 2019-2020 School Year are as follows:

**Lunch Prices:**

|               |        |
|---------------|--------|
| Milk          | \$ .50 |
| Elementary    | \$2.90 |
| Reduced price | \$0.00 |
| Adult         | \$4.40 |

**BREAKFAST**

Students will still be able to receive free breakfast when they arrive each day. Students arriving within an hour of lunch will not be able to pick up breakfast.

**LUNCH AND RECESS**

Jason Lee elementary is a closed campus and children are not to leave the school grounds during the school day. Most of the time students will be outside at lunch recess and should be dressed adequately for the weather. The lunch schedule is as follow and may vary in certain grade levels:

| <b>Grade</b> | <b>Lunch/Recess</b> | <b>Snack</b> |
|--------------|---------------------|--------------|
| 4,5          | 10:55-11:40         | pm           |
| K, 1         | 11:15-12:00         | am           |
| 2,3          | 11:35-12:20         | am           |

## BUSES

All buses unload and pick up along the front of the school on NE 92<sup>nd</sup> Avenue. Please be aware there is NO PARKING in front of the school. Students who ride the bus are expected to obey the safety rules found in the Student Rights and Responsibilities Handbook. A student who chooses to misbehave on the bus or at the bus stop may receive a bus referral and can be suspended from riding the bus. When a child needs to ride the bus, and is not a regular rider, the child must have written permission from a parent. Bus schedules are available in the school office. You may reach PPS Transportation by dialing 503-916-6901. Students must be at the stop at least 5 minutes before scheduled stop.

Students riding special education buses must be met at the door by their parent or guardian. Students who are not met within two minutes of the scheduled drop-off time and location will be taken to:

Children's Club; 3520 SE Yamhill Street; Portland, OR 97214; 503.233.2246 or 503.781.3328 (cell).

Students must be picked up by 5:45 PM from Children's Club.

***Updated bus routes for 2019-2020, including stop locations and times, will be included in back-to-school materials and sent home in the beginning of the year.***

## REGISTRATION

A registration form MUST be on file for each student. A preprinted form is sent home the first week of school. Please verify that all information is correct, make necessary changes and return to your child's teacher. It's important that we keep emergency contacts up to date for each student in case of an emergency.

## GRADING

**THERE WILL BE A CONFERENCE OR A REPORT CARD AT THE END OF EACH GRADING PERIOD. THE LAST DAY OF THE GRADING PERIODS ARE:**

- ✓ October 31, 2019
- ✓ January 24, 2020
- ✓ April 3, 2020
- ✓ June 5, 2020

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held for 2 days in November. These will be held all day and through the evening on **Monday, November 25th and Tuesday, November 26th** . Please plan to attend your child's conference so that the home-school partnership is strengthened. This is an extremely helpful interaction that assists teachers in getting to know their students.

## CONCERNS/PROBLEM SOLVING

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

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

With concerns outside of the classroom or issues regarding safety of students, please bring it to the attention of the Assistant Principal or Principal.

## ATTENDANCE: ABSENCES, TARDIES AND ILLNESS

Regular attendance contributes to success in school. There is a direct correlation between attendance and student achievement: Students are able to achieve more when they are present. Students should be sent to school "*on time, all the time*" and ready to learn. Good attendance improves graduation rates because students feel connected and engaged in school. It is also a valuable workforce skill!

If your child is sick, please keep him/her at home. **Please call the office (503-916-6144 ext. 3) to report student absences.** Contact your child's teacher regarding making up assignments. Please avoid scheduling appointments during the school day. Jason Lee's attendance monitor, school secretary, or counselor may reach out to parents of students that need support. If you need to have your child excused during the school day, please call our secretary to make arrangements. Tardy students report to the office before going to class with a written note. An absence may be excused if the student is absent because of illness, a family member's illness, or an emergency.

The District's Auto-dialer will call with all unexcused absences after 10:00am. for students who are not present before 9:30am. Multiple unexcused absences may result in a parent conference. If you wish your child to be excused for a doctor or dental appointment, or any other cause during the school day, a written excuse from a parent, dated, signed and stating the cause should be brought to the office before leaving. *Students and families sign in and out in the office when arriving late or leaving early.*

If a student becomes ill during school hours, legal guardians' must come to the school to pick up their child. A child excused due to illness during the morning should not return to school in the afternoon. A child who is ill during the night should not attend school the next day. Finally, a child running a fever of 100.0 or higher needs to stay home until there is no fever without the aid of medication to reduce fever. We appreciate your help in preventing the spread of illness. Our office will contact the parent or others delegated on your child's registration form before sending sick youngsters home. It is critical that we have alternate contacts in case of emergency.

## **STUDENT SAFETY**

Children will not be released during the school day to anyone whose name does not appear on the registration form without written authorization from the parents. Children riding bicycles, scooters, or skateboards to school must wear a helmet and have a lock and key to store their transportation at the bicycle rack.

## **TO PARENTS OF CHILDREN WHO RIDE THE BUS**

The district will mail your bus schedule to you in August. Student/Bus I.D. Tags are required for all K-3 students who ride school buses for the first two weeks of school. The first day of kindergarten is Tuesday, September 3rd. Please make sure that your child wears his/her tag each day during this period of time. If your child's tag is lost, please contact the office immediately for a replacement. Thanks for helping us make this process safe and efficient.

## **NON-REGISTERED STUDENTS**

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

## **ACCIDENT INSURANCE**

Information for this plan is enclosed in the opening day packet. The money is not to be brought to school, but should be mailed directly to the company. Children are not covered unless families purchase this insurance.

## **FIELD TRIP ACCIDENT INSURANCE COVERAGE**

Portland Public Schools has automatic accident insurance coverage for students on field trips. The maximum coverage is \$25,000 for any student injured while on an authorized field trip. This coverage is excess insurance to any other insurance families may have. The insurance coverage is through ExcelServ.

## **TEXTBOOKS AND SUPPLIES**

We ask that students take good care of all textbooks assigned to them and any other books/magazines they may borrow from the library during the year. It is families' responsibility to cover the cost of lost or damaged textbooks and library books/magazines. During the school year, teachers may request additional supplies for special projects and also when a student's supplies run low and need to be replenished. (See Supply List in this handbook.)

## **APPROPRIATE SCHOOL MATERIALS POLICY**

We ask that students only bring materials to school that are related to their class-work. Stuffed animals, headphones/earbuds, personal electronic devices (such as ipads), trading cards, toys, permanent markers, etc., can be disruptive to the learning process and are not allowed. Staff members may ask students to turn items over or keep in backpack (out of sight) and not bring item to school if it becomes a distraction. Repeated violations will result in parent pick up and possible meeting with administration. Please be sure these and similar items are left at home. Please call and clarify with the office if you have questions. Jason Lee School is not responsible for lost, stolen or damaged personal property.

## **CELL PHONE/ELECTRONICS POLICY**

When students enter the school building, the focus is on learning. We understand that families need to be able to communicate with their kids and electronics have their benefits. However, they are a distraction so we expect students to have their cell phone/electronic devices off and out of sight (backpack/pocket) when they enter the building.

Violations of the cell phone policy are as follows:

1. The first violation of these guidelines will result in confiscation until the end of the day when the student may pick up the phone.
2. The second violation will result in confiscation of phone until parent or guardian comes to claim it.
3. 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 s/he will face progressive disciplinary action that may include suspension. Jason Lee Elementary is not responsible for lost, stolen, or damaged personal property.

## **USE OF THE SCHOOL TELEPHONE**

The school telephone is a business telephone for the school. Students must obtain permission from their teacher or a staff member to use the main office telephone and will be limited to emergency calls. We will not accept permission over the phone for attendance on field trips. Please make after-school arrangements before school, so we can reduce classroom disruptions.

## **CLASSROOM CONFERENCES AND VISITS**

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

## **INCLEMENT WEATHER**

During the winter, schools can be closed due to inclement weather or can be put on a two-hour late opening, meaning school would begin at **10:00** am for students. Please do not send your child to school before this time, when a two-hour late opening is announced. Early dismissal may also be called. It is imperative that your child knows what to do in case of an early dismissal. Please complete the **Family Emergency Form** in the opening day packet. Local TV and radio stations carry PPS schedule change information and it is also available at <http://www.pps.k12.or.us>.

## **SCHOOL NURSE**

Our 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, a health technician or staff trained in first aid can help children who become sick or injured at school.

The nurse will get 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 train school staff how to help your child at school. In order to obtain this information, 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.

## **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, and 5.

Hearing: Grades Pre-Kindergarten, Kindergarten, and 1

Vision: Grades Pre-Kindergarten, Kindergarten, 1, 3, and 5.

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.

## **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 (3<sup>rd</sup> 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.



## MEDICATION 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). 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. Students may carry only a single day's supply of medication.
- 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.

## 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 and school nurse:

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

### **AFTER SCHOOL PROGRAMS:**

If your child is enrolled in a "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, and keep home 24 hours after fever subsides
- 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 person.

### **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 when information about your child's health is necessary for school personnel to care for and respond to your child's needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- 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.
- Parents (and their eligible students) may generally access their own child's record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy.

## DISTRICT DRESS CODE POLICY

### PPS DISTRICT DRESS CODE POLICY

Jason Lee follows the Portland Public Schools District Dress Code Policy.

#### 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, woodshop, and other activities where unique hazards exist.

#### 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.

## **STUDENT SUPPORT & SERVICES**

### **School-wide Behavior Management**

Jason Lee is committed to a positive behavior support program with a restorative practice approach. We strive to model and acknowledge the positive behaviors students demonstrate. In addition to, modeling and teaching students to take responsibility for their actions and repair the harm they may have done to a relationship or the community. This plan is researched based, and assists students in learning to make positive decisions regarding their own behavior. Positive behaviors are emphasized and when difficulties arise a series of interventions are implemented to help children improve their behavior. Please see the *Jason Lee Common Area Expectations* page for details.

Jason Lee's behavior plan meets all district rules and regulations detailed in the "Student Responsibilities, Rights and Discipline Handbook" that you will receive in September. A strong partnership of cooperation between school and home is important to help students toward positive decision-making. Please contact the office to speak with our Assistant Principal if you ever have any question or concerns at 503.916.6144 ext. 70044.

### **STUDENTS' RIGHTS, RESPONSIBILITIES AND DISCIPLINE**

The Student Rights, Responsibilities and Discipline Handbook is distributed each Fall. The purpose of the handbook is to set fair and responsible standards of behavior. Jason Lee develops our School Management Plan based on the guidelines stated in the handbook. Teachers also develop and post behavior expectations in their classrooms. You are encouraged to become familiar with these provisions. Your support of these standards will ensure maximized learning for all students.

### **BEHAVIORAL EXPECTATIONS FOR STUDENTS: BE SAFE. BE RESPECTFUL. BE RESPONSIBLE**

#### **PROHIBITED ITEMS**

- weapons, and dangerous, or deadly weapons (or any sharp item)
- explosives, including bullets and firecrackers
- poisons and gases
- tobacco, alcohol, and drugs
- shoes with wheels (Heelys)
- ipod's or any form of musical device
- hand held video games
- matches, lighters, and other drug paraphernalia
- all cell phones are to be turned off and placed out of sight off during school hours
- any form of toys
- stolen property
- gum
- any items that are a distraction to the learning environment

## **SCHOOL & HOME COMMUNICATIONS - "KEEPING IN TOUCH WITH JASON LEE"**

**Friday Folder** - Every weekend students will come home with a folder including communication from school. This could range from event flyers to permission slips for field trips. Please check your student's backpack every Friday and return the folder on Monday.

**Family Newsletter** - This will include school-wide information, a calendar of events, and is published monthly in addition to being posted on our website <http://www.pps.net/lee/>. The school family bulletin is an important communication tool. We encourage students and parents to read the newsletter. A digital copy is sent out via email to those on the email list.

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

**School Messenger** is a service Jason Lee School will use to connect to parents via text messaging, email, and voice messages. Information is transmitted safely, securely, and automatically to the email and phone number you provide in your registration form. The system will allow our staff to instantly and efficiently connect you to school happenings or events. Please review and update your contact information in your "welcome back" packet to be sure we are able to connect with you.

**FACEBOOK:** Jason Lee Elementary & PTA is also on Facebook. Visit Facebook for updates to school events and community happenings.

**Staff-Family:** The staff at Jason Lee strives for excellent relationships with our parents and community. In addition to class bulletins, notes, phone calls, and conferences, we encourage you to contact us whenever there are concerns or questions. It is difficult for teachers to return calls or meet with you during instructional hours (8:00 a.m. to 2:15 p.m.) but we will make every effort to address you and your child's needs at the earliest possible opportunity.

**Parent Information Board:** Please be sure and visit our Parent Information bulletin board located in the main hall. You can find school district information, sports information flyers, and activities in the community, parent nights, and other information.

**Organizational Tools:** Students will be issued organizational tools in their classes, and these will vary by grade level, but could be homework folders, binders, or spirals. Your teacher will communicate with you about these tools at the start of the school year. Additionally, look for the **FRIDAY FOLDER** each Friday. In addition to teaching organization skills and study strategies, we hope to enhance our communication with you regarding your youngster's schoolwork with Homework and Friday Folder programs.

## **CHAMPIONS**

Champions has a great solution for busy working families, before and after school enrichment programs right inside your school! A variety of group and individual activities are designed to keep your child exploring and growing. From art, dramatic play, music, motor skills, and problem-solving, to science, technology, language, math, and homework assistance, we help your child continue learning and developing essential life skills – whether school is in session or not. Champions is proud to be awarded corporation accreditation from AdvancED, a global leader in advancing excellence in education through accreditation.

## **HEAD START**

PPS Head Start is celebrating its second year at Jason Lee! Are you interested in a free preschool program for your young child? Head Start is a federal and state funded program for low-income families and for children with disabilities or special needs. We are accepting applications now. Children must be 3 years old on or before September 1st.

\* You are not required to be working or going to school to enroll your child in a Head Start classroom.

\* Assistance with Tri-Met transportation may be available.

\* Children who will be 4 by September 1st will be prioritized for enrollment.

## **SUN COMMUNITY SCHOOL**

Jason Lee SUN Community School is a full-service neighborhood hub where community partners come together to make sure kids and families have what they need to be successful – in school and in life. At SUN Community schools, the collective efforts of youth, parents, businesses, faith communities, libraries, and community organizations create a network of supports that ensure academic success, family self-sufficiency, and economic prosperity. Jason Lee SUN Community School offers a variety of in school and after school enrichment programs for children as well as life-long learning opportunities for adults and seniors in the community. Maryam Lowe is the SUN Community School site manager for Jason Lee and her office is located in Modular B. You can reach Maryam Lowe or the SUN office at 503-916-6144 x70039; [maryaml@irco.org](mailto:maryaml@irco.org)

The five primary goals of the SUN CS school program are:

1. Improve student achievement, attendance, behavior, and other skills for healthy development and academic success.
2. Increase parent and family involvement.
3. Increase community and business involvement in supporting schools, academics, recreation and services.
4. Improve collaboration among school districts, government, and community-based agencies.
5. Improve the use of public facilities and services by locating services in the schools

## **SPECIAL CLASSES AND RESOURCES**

### **LEARNING CENTER**

Students who qualify for special education assistance in reading, writing, math, and or social skills are eligible to receive services from Learning Center staff. Supplemental instruction is provided to students, and is coordinated with homeroom teachers and with other support programs.

### **EMERGENT LANGUAGE LEARNER (ELL)**

The ELL program serves students whose native language is not English. The ELL teacher works with students in small groups, helping with English language development. The ELL teacher is responsible for English language acquisition assessment, instruction, and reporting for these students. The cultures of our students are embraced, celebrated and shared with the entire school. The ELL teacher works closely with homeroom teachers and other specialists to ensure the success of each child.



## **COUNSELOR**

Our counselor promotes a successful school experience for all children through group guidance. The counselor provides individual counseling and classroom activities, and helps students build positive attitudes toward themselves and others. Such activities include personal awareness, getting along with others, problem solving and school/study skills. The counselor can also help families contact appropriate community resources, and is available to consult with parents about child development and parenting concerns.

## **SCHOOL PSYCHOLOGIST**

Our school psychologist serves as a vital member of our education team to determine plans of action for students with educational and academic needs. If it is determined that assessment is not appropriate for the student, the school psychologist may assist the teacher or staff in developing a building-level plan to meet the particular needs of the student. If the student is to be assessed, it is the responsibility of the school psychologist to obtain written consent from the parent, to get developmental/social history, administer cognitive and academic tests, obtain information from classroom behavior checklists, do student observations, and obtain medical reports when necessary. The psychologist is involved in service to students in private schools or homeschooling, and out-of-district placement of any students living within the Jason Lee attendance area. The psychologist acts as a consultant to teachers regarding individual student's academic or behavioral issues, and, as time permits, gives direct service to individuals or small groups of students.

## **TALENTED AND GIFTED (TAG)**

Students are observed for traits, attributes and behaviors that display exceptional talents and skills. By using the results of these observations, teachers and parents may nominate students for testing. Our goal is to ensure we are meeting the level and rate of learning of our students. A TAG coordinator is assigned each year to coordinate the program. The TAG coordinator will recommend students who have been assessed and meet TAG qualification criteria. A back to school TAG Night is held each year, so please do look for further communication about that in the fall.

## **SPEECH AND LANGUAGE**

Speech and language services are provided to students with communication disorders such as articulation, fluency, voice or language difficulties. The speech/language pathologist diagnoses and provides intervention for those students who are eligible for service, based on Oregon State eligibility criteria.

## **ENRICHMENT CLASSES**

Jason Lee has weekly enrichment classes for all students. Our program includes Art, PE, and Library / Media classes.

## **PHYSICAL EDUCATION (PE)**

The PE Program emphasizes physical fitness, skill development and cooperation, in addition to various sport activities. Our program is designed to support every child's success and increases self-confidence.

## **LIBRARY**

The Jason Lee library serves as a resource center for students from kindergarten through fifth grade, parents, and teachers. 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 is also a component of the library program at Jason Lee.

## **SCHOOL SUPPLIES**

Please be aware that teachers have identified much needed additional supplies for their classrooms. We will provide you a short list or you can provide a donation that will ensure teachers have the materials they need when school begins in August. Thanks so much to our wonderful community partners whose contributions make such a difference and lighten the financial burden for our community!

## **SCHOOL VISITORS**

Parents are welcome to visit our school! It is important that you sign in at the office upon arrival and sign out before leaving. Please make arrangements with your child's teacher to observe or volunteer in the classroom. Conferences are not convenient during this type of visit, but teachers may be available before and after school by appointment. Please email your child's teacher to arrange an appointment. Children from other schools are not allowed to visit classrooms with students enrolled at Jason Lee.

## **PORTLAND SCHOOL BOARD**

The School Board includes seven elected officials who are responsible for the operation of Portland Public Schools. Their meetings are generally held in the evening at the Blanchard Educational Service Center located at 501 N. Dixon. Please call 503-916-2000 for further information.

## **VOLUNTEERS**

Volunteers assist the school's staff and classrooms by relieving them of many non-teaching tasks, such as making copies, laminating, and library and office assistance. Instructional support is also enhanced by volunteers providing additional assistance in the classroom. Volunteers play a vital role in the education of our students. We thank them for the many hours donated to our school. To volunteer, please contact the PTA Volunteer Coordinator. Background checks, accessible on [pps.net/page/149](https://pps.net/page/149), are required.

## **PARENT TEACHER ASSOCIATION (PTA)**

The PTA is a national nonprofit organization that has dedicated itself to advancing the well-being of children and families. Thanks to the efforts of an active group of dedicated volunteers, Jason Lee PTA has enjoyed a long history of successes. Each year, our volunteers hold several profitable fundraisers that allow the PTA to offer assistance to our children and classrooms. Our PTA offers support through events and financial assistance, such as helping with the funding of field trips and class projects. The PTA sponsors events for our Jason Lee families and community, dinners for the school staff during conference time, and much more! No matter what the event, our volunteers ensure our children's best interests are at heart. The Jason Lee PTA is looking forward to another successful school year, working together to enhance our children's education. The PTA can be reached at 503.719.3681 or email at [JasonLeeElementary@gmail.com](mailto:JasonLeeElementary@gmail.com) or follow us on Facebook at [www.facebook.com/jasonleek8pta/](https://www.facebook.com/jasonleek8pta/).

**Jason Lee 2019-2020 PTA Board- President:** Brie Schneider      **Vice President:** Crystal Jackson      **Treasurer:** Sara Schmitz      **Secretary:** Serina Leedy

## **PTA CLOTHING CLOSET**

The Portland Council PTA sponsors a clothing closet that serves students throughout the city. It is stocked with donations and is staffed by volunteers. Jason Lee volunteers work at the clothing closet two times a year. Periodically, our "lost and found" is cleaned out and unclaimed items are donated to the Clothing Closet. The Clothing Closet is available to any student on free or reduced lunch. Please pick up an application from the main office if you would like to use this service.

## **AVID ELEMENTARY SCHOOL**

Jason Lee is a certified AVID Elementary School and continues to have AVID programming school-wide. AVID Elementary is a foundational component of the AVID College Readiness System and supports AVID's mission to close the achievement gap by preparing all students for college readiness and success in a global society. AVID Elementary's implementation resources, trainings, and philosophy are all grounded in the idea that the growth mindset can be taught to students, and it is through the growth mindset that AVID students succeed in following their dreams and fulfilling their aspirations. AVID Elementary takes a systemic approach through the use of WICOR and an explicit focus on high expectations, rigor, and developing a college readiness culture.



## **RESTORATIVE PRACTICES AT JASON LEE ELEMENTARY**

At Jason Lee, we believe that every child can and will succeed academically and behaviorally given conditions that meet their individual needs. Meeting unsuccessful behaviors with compassion and curiosity allows us to understand how to help students learn and find success. 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. Restorative practices at Jason Lee include community circles, teacher-student check-in, and small and large group restorative circles. Students who misbehave will be asked to identify what happened, who was harmed, and how to repair the situation.

### **Administrative and Office Staff**

Isaac Cardona, Principal  
Blake Robertson, Assistant Principal  
Chris Doherty, Counselor  
Maria Leatha, Principal's Secretary  
Barbara Witter, School Secretary

icardona@PPS.net  
brobertson@PPS.net  
cdoherty@PPS.net  
mleatha@PPS.net  
bwitter@PPS.net

### **Specials**

Jacque "Art Boss" Mendro, Art  
Gina Daviso, Library / Media  
Jered Hewett, PE  
Julie Pedersen, ELL

jmendro@PPS.net  
@pps.net  
jhewett@pps.net  
jpedersen@PPS.net

### **Student Support**

Sheila Hallinan, Reading Specialist / Coach  
Phuong Anh Tran, ESL EA  
Stephanie Corbett, Kinder EA  
Jennean Dean, Cafeteria  
Angelina Canseco-Gomez, EA

shallinan@pps.net  
ptran@pps.net  
scorbet@pps.net  
ns264@pps.net  
aconsecogomez@pps.net

### **Teaching Staff**

Laura Recker, Kindergarten  
Marianne Lowery, Kindergarten  
Aaron Finley, 1<sup>st</sup> grade  
Maggie Rue, 1<sup>st</sup> grade  
Nedra Miller, 2<sup>nd</sup> grade  
Haley Thompson, 2<sup>nd</sup> grade  
Amy Alderman, 3<sup>rd</sup> grade  
Sarah McKee, 3<sup>rd</sup> grade

lrecker@pps.net  
mlowery@pps.net  
aфинley@pps.net  
mrue@pps.net  
nmiller@pps.net  
hthompson1@pps.net  
aalderman@pps.net  
smckee@pps.net



### **Special Education Staff**

Kate Schmuck, Psychologist  
Chris Miller, Speech Path  
Shannon Smetana, Teacher 3-5 C-B  
Joanne Havran, K-3 CB  
Stacey Donin, Learning Center sdonin@pps.net

kschmuck@pps.net  
cmiller@pps.net  
smetana@pps.net  
jhavran@pps.net

Susan Hill, 4<sup>th</sup> grade  
Kali Capps, 4<sup>th</sup> grade  
Rene Barnhardt, 5th grade  
Jill Tobey, 5<sup>th</sup> grade

shill1@pps.net  
kcapps@pps.net  
abarnhardt@pps.net  
jtobey@pps.net

### **School & Building Resources**

Marian Sanders, Head Custodian  
, School Nurse  
Maryam Lowe, SUN School Site Manager

msanders@pps.net  
@mesd.k12.or.us  
mlowe@pps.net

### JASON LEE COMMON AREAS EXPECTATIONS CHART

|                   | Safe  | Respectful   | Responsible  |
|-------------------|---|--|--|
| <b>Hall</b>       | <ul style="list-style-type: none"> <li>• I walk facing forward</li> <li>• I stay to the right</li> <li>• I keep hands and feet to myself</li> </ul>   | <ul style="list-style-type: none"> <li>• I use kind words and actions</li> <li>• I use Voice Level 2</li> <li>• I respect the personal space of others</li> </ul>  | <ul style="list-style-type: none"> <li>• I use a hall pass</li> <li>• I go right to my destination</li> </ul>  |
| <b>Bathroom</b>   | <ul style="list-style-type: none"> <li>• Climbing and play are for the playground</li> <li>• I keep water in the sink</li> <li>• One stall, one student</li> </ul>  | <ul style="list-style-type: none"> <li>• I use kind words and actions</li> <li>• I give people privacy</li> <li>• I use quiet voice</li> </ul>   | <ul style="list-style-type: none"> <li>• I return to room promptly</li> <li>• I put trash in the can.</li> <li>• I flush toilet after use.</li> <li>• I wash my hands with soap</li> </ul>                           |
| <b>Playground</b> | <ul style="list-style-type: none"> <li>• I walk to and from playground</li> <li>• I stay within boundaries</li> <li>• I use playground equipment the way it was meant to be used</li> </ul>                                       | <ul style="list-style-type: none"> <li>• I use kind words and actions</li> <li>• I play fairly</li> <li>• Everyone is allowed to play</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Whistle = Freeze</li> <li>• 2 Whistles = Line Up</li> <li>• I use 2 problem solving strategies</li> <li>• I tell a teacher about possible dangers or problems.</li> </ul> |
| <b>Cafeteria</b>  | <ul style="list-style-type: none"> <li>• I report unsafe behavior.</li> <li>• I sit with feet on the floor, bottom on bench, and facing the table.</li> <li>• I always walk</li> <li>• I keep hands and feet to myself</li> </ul> | <ul style="list-style-type: none"> <li>• I listen for and follow adult directions.</li> <li>• I use kind words and actions.</li> <li>• I use Voice Level 2.</li> <li>• I leave lunch space clean.</li> </ul> | <ul style="list-style-type: none"> <li>• I raise hands and wait to be excused</li> <li>• I get all lunch on first trip through the lunch line.</li> </ul>  |
| <b>Assembly</b>   | <ul style="list-style-type: none"> <li>• I keep hands and feet to myself</li> </ul>   | <ul style="list-style-type: none"> <li>• I use kind words and actions</li> <li>• I use the appropriate voice level</li> <li>• I listen to the speaker</li> </ul>   | <ul style="list-style-type: none"> <li>• I use the restroom before or after the assembly</li> <li>• I hold on to questions until the appropriate time</li> </ul>   |
| <b>Classroom</b>  | <ul style="list-style-type: none"> <li>• I keep hands and feet to myself</li> <li>• I walk in the classroom</li> <li>• I use materials correctly</li> </ul>   | <ul style="list-style-type: none"> <li>• I use kind words and actions</li> <li>• I listen and follow directions</li> <li>• I use the appropriate voice level</li> </ul>                                      | <ul style="list-style-type: none"> <li>• I have my materials and am ready to learn</li> <li>• I come to class on-time</li> <li>• I raise my hand and wait to be called on</li> </ul>                                 |



PORTLAND PUBLIC SCHOOLS

# 2019-20 School District Calendar

(Subject to possible revision)



- Calendars are online: Go to [www.pps.net](http://www.pps.net) and click on the "Calendar" link.
- Snow make-up days will be added at the end of the school year.
- **NOTE:** There will be no early dismissals or late openings for the 2019-20 school year.

| JULY 2019 |    |    |    |    |
|-----------|----|----|----|----|
| S         | M  | T  | W  | Th |
|           | 1  | 2  | 3  | X  |
|           | 8  | 9  | 10 | 11 |
|           | 14 | 15 | 16 | 17 |
|           | 21 | 22 | 23 | 24 |
|           | 28 | 29 | 30 | 31 |

| AUGUST 2019 |   |   |   |    |
|-------------|---|---|---|----|
| S           | M | T | W | Th |
|             |   |   |   | 1  |
|             |   |   |   | 8  |
|             |   |   |   | 15 |
|             |   |   |   | 22 |
|             |   |   |   | 29 |

| SEPTEMBER 2019 |    |    |    |    |
|----------------|----|----|----|----|
| S              | M  | T  | W  | Th |
|                | 1  | 2  | 3  | 4  |
|                | 8  | 9  | 10 | 11 |
|                | 15 | 16 | 17 | 18 |
|                | 22 | 23 | 24 | 25 |
|                | 29 | 30 |    |    |

| OCTOBER 2019 |   |    |    |    |
|--------------|---|----|----|----|
| S            | M | T  | W  | Th |
|              |   | 1  | 2  | 3  |
|              |   | 8  | 9  | 10 |
|              |   | 15 | 16 | 17 |
|              |   | 22 | 23 | 24 |
|              |   | 29 | 30 | 31 |

| NOVEMBER 2019 |   |   |   |    |
|---------------|---|---|---|----|
| S             | M | T | W | Th |
|               |   |   |   | 1  |
|               |   |   |   | 8  |
|               |   |   |   | 15 |
|               |   |   |   | 22 |
|               |   |   |   | 29 |

| DECEMBER 2019 |   |   |   |    |
|---------------|---|---|---|----|
| S             | M | T | W | Th |
|               |   |   |   | 1  |
|               |   |   |   | 8  |
|               |   |   |   | 15 |
|               |   |   |   | 22 |
|               |   |   |   | 29 |

- Students out of school
- Schools closed and district offices open
- Schools and district offices closed
- Day and evening conferences (No school for students)
- Start of school year
- End of school year
- Grading period ends
- Statewide Inservice (Schools closed)
- Mid-Term Progress Reports entered into student system
- High School transfer application deadline
- Elementary/Middle School transfer application deadline
- Teacher Planning Day

| JANUARY 2020 |    |     |    |    |
|--------------|----|-----|----|----|
| S            | M  | T   | W  | Th |
|              |    |     | X  | 2  |
| 5            | 6  | 7*  | 8  | 9  |
| 12           | 13 | 14* | 15 | 16 |
| 19           | X  | 21  | 22 | 23 |
| 26           | 27 | 28* | 29 | 30 |

| FEBRUARY 2020 |    |     |    |    |
|---------------|----|-----|----|----|
| S             | M  | T   | W  | Th |
|               |    |     |    | 1  |
| 2             | 3  | 4*  | 5  | 6  |
| 9             | 10 | 11* | 12 | 13 |
| 16            | X  | 18  | 19 | 20 |
| 23            | 24 | 25* | 26 | 27 |

| MARCH 2020 |   |   |   |    |
|------------|---|---|---|----|
| S          | M | T | W | Th |
|            |   |   |   | 1  |
|            |   |   |   | 8  |
|            |   |   |   | 15 |
|            |   |   |   | 22 |
|            |   |   |   | 29 |

| APRIL 2020 |   |   |   |    |
|------------|---|---|---|----|
| S          | M | T | W | Th |
|            |   |   |   | 1  |
|            |   |   |   | 8  |
|            |   |   |   | 15 |
|            |   |   |   | 22 |
|            |   |   |   | 29 |

| MAY 2020 |   |   |   |    |
|----------|---|---|---|----|
| S        | M | T | W | Th |
|          |   |   |   | 1  |
|          |   |   |   | 8  |
|          |   |   |   | 15 |
|          |   |   |   | 22 |
|          |   |   |   | 29 |

| JUNE 2020 |   |   |   |    |
|-----------|---|---|---|----|
| S         | M | T | W | Th |
|           |   |   |   | 1  |
|           |   |   |   | 8  |
|           |   |   |   | 15 |
|           |   |   |   | 22 |
|           |   |   |   | 29 |

| JULY 2020 |   |   |   |    |
|-----------|---|---|---|----|
| S         | M | T | W | Th |
|           |   |   |   | 1  |
|           |   |   |   | 8  |
|           |   |   |   | 15 |
|           |   |   |   | 22 |
|           |   |   |   | 29 |

- Teacher Professional Development Day
- Tentative Teacher Professional Development (re-configured/Focus/Priority Schools 1-3 days)
- New educator orientation
- Classified Connection (PD for classified employees)
- School site staff meetings
- Snow make-up days for students (END, GRD, and PLAN days move accordingly)
- Possible snow make-up day for students (announced by January 18)
- Building Administrators Leadership
- PSAT Test Date/ACT Test Date

Revision Date: May 14, 2019



## JASON LEE ELEMENTARY SCHOOL

### 2019-2020 SCHOOL SUPPLY LIST



#### KINDERGARTEN

- A \$20.00 Classroom Supply Donation

#### GRADE 1

- 1 box of Lysol Wipes
- 1 box of unscented baby wipes
- 1 package of Dry Erase Expo markers
- 2 24ct. box of crayons
- 1 box of #2 pencils
- 1 box of Kleenex
- 1 box of large Crayola markers.
- 1 box of Band-Aids
- 3 glue sticks
- 1 bottle of hand sanitizer

#### OR

- A \$20.00 Classroom Supply Fee

#### GRADE 2

- A \$20.00 donation

#### OR

- 2 boxes of tissue
- 1 container of Lysol disinfectant wipes
- 1 24 count box of Crayola crayons
- 3 pocket folders
- 10 Crayola glue sticks
- 24 Ticonderoga pencils
- 1 package of pink pearl erasers
- 1 package of Expo Dry Erase markers
- 1 Box of Crayola Markers

#### GRADE 3

- A \$20.00 donation

#### OR

- 3 boxes of tissue
- 1 box of bandages
- 3 boxes of unscented baby wipes
- 1 box of felt tip markers
- 1 24 count box of Crayola crayons
- 1 hand held pencil sharpener
- 1 set of watercolor paints
- 4 glue sticks

- 36 pencils
- 1 set of oil pastels
- 1 set of colored pencils
- 1 pkg. pink pearl erasers
- 1 pair of scissors
- 1 box of gallon size Ziploc bags

#### GRADE 4

- 1 Composition book (not spiral bound)
- 2 packs of Ticonderoga pencils
- 4 glue sticks
- 3 pink pearl erasers
- 1 pack of colored pencils
- 1 individual pencil sharpener
- 3 highlighters (different colors) and dry erase markers
- 1 set of earbuds (headphones)
- 1 roll of tape
- 1 pack of Band-Aids
- 2 boxes of Kleenex
- 2 packs of Lysol wipes
- \$20.00 for field trips for the year

#### GRADE 5

- Water bottle- reusable
- 2 boxes of facial tissue
- 1 package of unscented baby wipes or disinfectant wipes
- 1 bottle of hand sanitizer
- 1 ream of white copy paper
- 1 package of College-Ruled notebook paper
- 1 set of dry erase markers (4-5 in a package)
- 1 package of 5 tab dividers
- 1 ruler with centimeter and inch markings
- 3 Mead black composition notebooks
- Box of crayons
- 36 #2 pencils
- 2 rolls of scotch tape
- 2 pink erasers
- 1 pair of scissors and glue sticks

- 5 highlighters (Different colors)
- 1 box of markers
- 1 box of dry erase markers
- 2 Sharpie pens

#### PLEASE NOTE

- Send supplies in on the first day of school.
- Speak with your students teacher regarding any issues obtaining supplies.