

Capitol Hill Elementary Handbook 23-24

Welcome to Capitol Hill! A great place to grow!

Phone: 503.916.6303

Fax: 503.916.2616

www.pps.net/capitolhill

School Day: 8:00 a.m. to 2:15 p.m.

Office Hours: 7:15a.m. to 3:15 p.m.

Staff Roster

Last	First	Room	Role	Email
Sauers	Mike	Front Office	Principal	msauers@pps.net
King	Kristin	Front Office	Attendance	krking@pps.net
Marienburg	Niki	114	Instructional Coach	nmarienburg@pps.net
Morehouse	Lucy	Front Office	Secretary	lmorehouse@pps.net
Schlott	Jeremy	119B	Social Worker	jschlott@pps.net
Zelazek	Dan	403	Counselor	dzelazek@pps.net
Bell	Jessica	Health Room	Health	jbell2@mesd.k.12.or.us
Novack	Jennifer	Health Room	Nurse	jnovack@mesd.k12.or.us
Bolgioni	Dawn	102	2	dbolgioni@pps.net
Caron	Ceyriss	101	K	ccaron@pps.net
Casey	Allyson	107	1	acasey@pps.net
Connelly	Meghan	100	K	mconnelly@pps.net

Dorris	Brittany	203	5	bdorris@pps.net
Fronk	Kinsey	116	3	mschelle@pps.net
Goodrich	Saima	103	LC	sgillette@pps.net
Herder	Sandra	108	K	sherder@pps.net
Jaquiss	Andrew	200	4	ajaquiss@pps.net
Naze	Christopher	202	5	cnaze1@pps.net
Parker	Kira	106	1	kparker@pps.net
Standish	Cortney	113	4	cstandish@pps.net
Vo	Gracia	111	2	gmerrill@pps.net
Younie	Gail	115	3	gyounie@pps.net
Chen	Sharon	112	Art	
James	Bill	Portable	Music	wjames@pps.net
Gustin	Mitch	Gym	PE	mgustin@pps.net
Wutzke	Karen	Library	Library	kwutzke@pps.net
Barnes	Gina	119	OT	gbarnes@pps.net
Brooks	Tina	119	SLP	tbrooks@pps.net
Foy	Tamara	119	Psych	tafoy@pps.net
Frasier	Kailey	103	SPED Para	kafrazier@pps.net
Van Zandt	Shannon	104	ESL	scanzandt@pps.net
Beckner	Karen	Cafeteria	Nutrition	nscapitolhill@pps.net
Kevan	Duncan	Boiler Room	Custodian	dkevan@pps.net
Champions		Cafeteria	Before/After School Care	ch001366@discoverchampions.com

Attendance

Regular on-time attendance is critical to school success. Teachers design learning experiences that move a student through the curriculum. Students who are frequently late or absent lose valuable classroom instruction and participation time. Classroom instruction cannot be replicated with make-up assignments or packets.

Tardy/Late Arrivals

Students arriving after 8:00 a.m. are marked Tardy.

Students arriving after 8:15 a.m. are marked Late and must be signed-in at the school office by a caregiver.

Withdrawing a Student during the Day

All students leaving before the end of the day must be checked out through the office by an authorized caregiver.

No child may be released from school or go home with another child unless a written, dated note/email is signed by the caregiver.

Please notify the classroom teacher if your student must leave early for an appointment. When you arrive to pick-up, the front office staff will call your student's classroom and have them come to the office.

School Closures

Please see the PPS or Capitol Hill school calendar for scheduled school closure dates.

Portland Public Schools may close for the safety and welfare of our children. The decision to close school is usually made early in the morning and announced by the media.

Inclement Weather

If school is released early due to inclement weather, staff refer to the student verification form for contact information—please maintain up-to-date contact information.

To receive weather related-updates – Text YES to “68453”

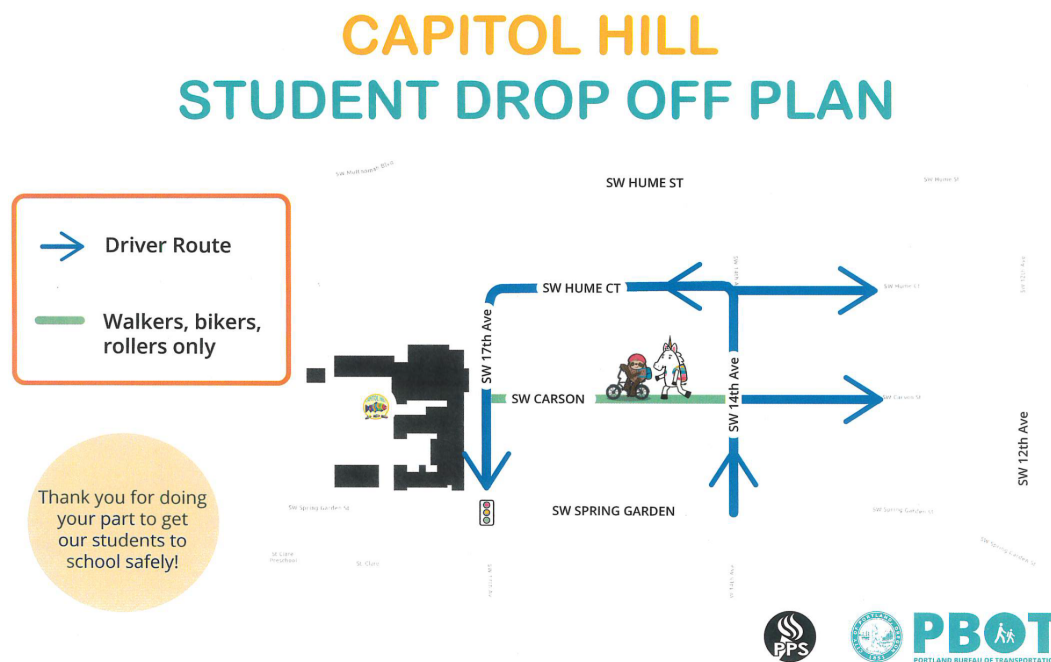
Transportation

Arrival

School doors open at 7:53. Students are expected to wait patiently and to follow adult instructions—supervision begins when doors open.

School bus stop is on Spring Garden St.. Students are greeted by an adult and immediately enter the fenced area. They enter school via the playground door at C Hall.

Vehicle Traffic follows the traffic patterns on the following map.



***Special Note - Spring Garden is 1-way traffic towards the school in the morning. Please be aware of this and follow this guideline.**

Please observe the law: No U-turns, park in the correct direction, observe yellow curbs/crosswalks. Students should only be dropped curbside and cross only at crosswalks. Please do not park in St.Clare's, block neighbor's driveways, or drop students off in the bus lanes.

ADA spaces are located in front of the school between the parking lot and the crosswalk.

Dismissal – Student Pick-up

Bus riders line up under the covered area at 2:15 to board buses.

Contact classroom teachers for locations of parent pick-up.

Bus Service

Students who live more than one mile from school may ride the school bus. Bus tags are issued to all bus riders the first day of school indicating the child's name, emergency numbers and the bus stop the child will be using. All students in grades K-3 are required to wear their bus tags to and from school through the month of September.

Students who ride school buses are expected to obey the rules for appropriate, safe behavior. A student, whose behavior threatens their safety or that of fellow riders on the bus, or at the bus stops, may be suspended from riding the bus. Direct questions regarding routes, schedules, stops or problems/concerns to the District Transportation Office at 503-916-6901.

Alternate Bus Stops / Bus Notes

Students wishing to ride a different bus or get off at a different stop must have a *signed note from their caregiver*. The note or email must include the bus number and specific stop that the student will be using. This note must be signed and dated by a school secretary. The student will then show the school-approved, parent note to the bus driver.

Snow Routes

Some bus routes are on steep or windy roads. During icy and snowy weather conditions, some buses switch to snow routes for safety. Each fall, prior to severe weather conditions, a list of snow routes is shared with families.

Students Who Walk and “Safe Routes to School” Program

Students living less than a mile from Capitol Hill, who have a safe route of travel and written parent permission, may walk to and from school. Parents can help their child find a safe route for walking and discuss pedestrian safety tips. Capitol Hill participates in the “Safe Routes to School” Program. We also encourage “*park and walk a block.*”

Meals

Purchasing School Meals

Please visit: <https://www.pps.net/Page/18300>

Each student has a personal debit account linked to their PPS student identification (ID) number. A student's identification number can be found on their fall registration form. Students enter their ID number to purchase a meal. A transaction report can be printed for the student's account.

It is the responsibility of the parent or guardian to prepay for school meals so lunch money is always available. There are three prepayment options:

1. Enroll in the online prepayment service <http://www.schoolcafe.com/>
2. Bring a check made payable to Portland Public Schools to the cafeteria. Write your student's first and last name on the check.
3. Provide a cash prepayment to the cafeteria. Cashback is not provided; any remaining change will be added to a student's account balance.

For general questions, please call 503.916.3399, or email nutritionservices@pps.net.

For student meal account questions, please call 503.916.3247 or email: nssupport@pps.net.

For meal benefits related questions, please call 503.916.3402 or email mealbenefits@pps.net.

Join Us for Lunch

If you would like to visit and have lunch with your child, please check in at the Front Office before meeting your child in the cafeteria. You will be signed in as a visitor and you will need to bring a government issued picture ID.

Administrative Policies

Use of Telephone

Except in emergencies, we do not call students or teachers from the classroom during school hours. Permission for students to use the phone is limited to emergency calls only. The office is be glad to relay important messages.

We ask that parents avoid calling the school on a regular basis to communicate messages regarding babysitting or supervision changes unless an emergency exists. These messages should reach the office before our 2:15pm dismissal time.

Remind

PPS has adopted a system called Remind to send out important messages via phone, text and email. Some example messages include: school closures, Intervention Week reminders, event reminders, etc. You may download and register for Remind at Remind.com or by downloading the Remind app on your smart device. To receive Schoolwide and class specific messages, use the school code: 8ege6da.

Classroom Placement

Capitol Hill's student placement process represents the staff's best effort to use a team approach to provide well-balanced, supportive instructional groups in all classrooms. To achieve this balance, staff teams create learning environments based on the following student criteria: achievement level, behavioral characteristics, leadership, special needs, support services, and student combinations. Parents provide input by sharing considerations they deem important regarding their child.

Please be aware that due to enrollment fluctuations, classroom placements are subject to change. Though we make every effort to avoid moving students once placed, we may need to reassign students to balance classroom numbers.

Parent-Teacher Conferences

Parent-Teacher Conferences are held at the end of November with both day and evening appointments. Conferences are a time to ask questions and share information about your child with the teacher. However, if you have concerns, you may contact your child's teacher and ask for a conference in advance of scheduled dates. Capitol Hill staff is happy to work with you at any time to address concerns or receive feedback.

Processing Your Questions/Concerns

If you have a question or concern, please communicate with the school as soon as possible. The first person to contact is your child's teacher. You may make an appointment to see the teacher personally. Teachers understand that there may be occasional concerns or questions that need to be shared with school personnel. Please let us know how we can help. A trusting and harmonious working relationship makes education a pleasant experience for everyone. The Principal is also available to help.

School Safety and Security

Parents are asked to supervise what their children bring to school. For safety reasons skateboards, roller blades and "wheelies" on shoes are not permitted at school. In addition, due to danger or loss of damage, valuable toys or digital/electronic items (such as Gameboy, Walkman, and cameras etc.) should not be brought to school. The school is not responsible for loss or damage that may occur to student belongings. Cell phones at elementary schools are discouraged.

Health Information

The responsibility for the physical and mental health and health education of school-age children is a joint effort of parents, family physician, principal, and classroom teacher. Although regular attendance is critical, children who are ill cannot do their best at school.

If your child has a fever, contagious illness, or has not recovered sufficiently to carry out the daily activities, please keep him/her at home. Likewise, we will contact parents to pick up children who become sick at school.

Communicable diseases, undiagnosed rashes, and scalp conditions require exclusion from school. It is not necessary to call the school office when a child is absent except in cases of contagious diseases; e.g., chicken pox, pink eye, head lice, etc.

If a child comes to school with an injury/condition that will prevent him/her from participating fully in the daily activities, a doctor's permit stating the child's situation and the degree of allowable activity inside and outside the building will be honored.

Immunizations

In accordance with Oregon law, parents are required to have their children immunized and to provide the school with accurate records. Any student who does not meet this requirement may face exclusion from school by order of the Multnomah County Health Department.

Questions concerning immunization requirements should be directed to the Multnomah County Health Department at 503-988-3816.

Allergies

If your child has a severe allergy, please indicate the allergen on their registration. This information is relayed to the school nurse who contacts the parents and trains personnel on procedures in case of contact. Parents are notified immediately if contact is suspected.

Accidents & Illness

If a child is injured or becomes ill at school, we are not permitted to administer more than First Aid treatment. In the case of serious accident/illness, we will:

- Contact parents, legal guardians, or caregivers
- Contact the emergency numbers provided
- Arrange medical transportation of the student to the nearest hospital (if an emergency arises and we are not able to reach you)

Medication Administered at School

Oregon Law requires that all medication administered at school, prescriptions, as well as over-the-counter medication, be dispensed from an original prescription container and be accompanied by written consent from the parent, as well as instructions from the physician. All medication is administered by MESD trained personnel. School personnel are not authorized to dispense any medication at school unless these requirements are met.

Curriculum

Supporting High Standards and Personalized Learning

Our instructional program reflects a District-wide core curriculum in reading, math, writing, science, social studies and health. Students also receive instruction in Art, P.E., Music, and Library. The teaching/learning of technology skills are integrated throughout the curriculum. Our instructional program is varied with a goal of acknowledging and nurturing children's different strengths, styles, interests, and needs. We accurately assess each student's instructional level and then differentiate instruction to appropriately accommodate and challenge individual student learning needs. Volunteer tutors may be engaged to assist students.

In addition to our general education teachers, we have on-site English as a Second Language, Special Education Instruction, Speech therapy, and Occupational therapy, which are available as needed following appropriate assessment. Classroom teachers work with the Capitol Hill Student Intervention Team / Special Education Team to identify steps and supports needed for students demonstrating difficulty in meeting benchmarks in reading, writing, math, or social skills.

Capitol Hill students also access a full time counselor at the school. Classroom teachers use an anti-bullying/relationship building skills curriculum to develop social and problem-solving skills. The counselor supports this work and organizes small groups of students to support further development of peer relationships and leadership skills. The counselor is available to support students as needed. Please contact the counselor if you have a particular concern regarding your child's well being.

Kindergarten Curriculum

The kindergarten program provides a caring atmosphere in which students have opportunities to develop large and fine motor skills and beginning concepts in language, literacy and math. Children explore art, music, science, social studies and technology in an integrated theme approach. The kindergarten program is designed to develop and promote children's self-esteem, social skills, and positive attitude towards learning.

Primary Grade Curriculum

The first and second grade curriculum uses themes to integrate content areas of study in a two-year cycle. Examples of themes include the study of rocks and minerals, forests (temperate and rain), the culture of a foreign country, and domestic and wild animals. The primary grade curriculum meets children's needs by providing a nurturing atmosphere in which they can progress at their individual pace. Reading skills progress from phonemic awareness through comprehension strategies used by the independent reader. Flexible grouping allows students to

progress at their own rate. In math, students develop skills in subtraction and addition through regrouping and multiplication, number sense, problem solving, story problems, calendar, measurement, geometry, and estimation.

Intermediate Grade Curriculum

Third graders at Capitol Hill School study the history of Portland culminating in a field trip down the Willamette River. Cursive handwriting is introduced. Students write across the curriculum using the writing process and common writing assignments.

Reading instruction is centered on flexible grouping where students can progress at their own rate. Flexible grouping is used to address individual needs. Math involves addition, subtraction, multiplication, division, measurement, estimation, graphing, etc. to build problem-solving skills. The scientific process is emphasized with a focus on cycles.

Fourth and Fifth Grade Curriculum

United States history, Oregon history, Native American history and culture, inventors and inventions, geology, the solar system, ecology, and technology are some of the themes in the 4th and 5th grade program. Math instruction addresses students' skill levels and emphasizes problem solving. Manipulatives are used to reinforce learning. Students write daily on a variety of topics and subject matter. Skills such as spelling and editing are included in the writing process. A variety of literary choices are available which develop reading skills and support thematic units. Students are encouraged to read literature from a variety of cultural perspectives.

Special Education Services

Capitol Hill's Learning Center serves a variety of students. It provides a support system for children who have behavioral needs as well as academic needs in reading, written language and math. It also assists youngsters in the primary grades that need an extra jump-start or boost to get started in the reading process. Children receive support in the Learning Center according to their individual needs. Capitol Hill students view the Learning Center in a positive way, making use of the opportunity to study or catch up on an assignment.

Referrals

If staff considers a student may need additional services in order to access their education, the Student Intervention Team may develop a plan of intervention or suggest that the school psychologist or speech specialist conduct an assessment. Parents are always an integral part of this process. Written permission is required before any type of testing or observation may take place. The purpose of the assessment is to gain information that would give everyone, including

the parents; a better understanding of the learning needs of the child. Test results are shared with parents. When necessary, an Individual Education Plan (IEP) is developed to support the student in the general education program.

Homework Policy

Homework is assigned to reinforce information and study habits taught at school. It not only gives practice in recently learned skills, but also helps children to learn how to budget time and organize their activities. Homework may include assignments, work not completed in class, special projects or reports. Most assignments should not take more than 20 minutes daily for primary grades and 45-60 minutes for intermediate grade levels.

If you think your child is spending an extraordinary amount of time on daily assignments, please consult your child's teacher. Sometimes children enjoy the work and want to do more, but we do not expect them to miss other activities because they are spending too much time on homework. Students should develop a daily reading habit as part of their homework.

Suggestions for Parents Regarding Homework

Parents can support home study time and their child's success by:

- Reading with their children.
- Providing time each day to work with your child, talk about school and give assistance as needed.
- Providing a home study environment, which includes a place to work and keep materials.
- Helping your child to organize their assignments, complete their work, and return it to school on time.

After School Programming

Champions

Please visit: [Champions | Before and After School Programs & Out-of-School Time Programs \(discoverchampions.com\)](http://discoverchampions.com)

Enrichment Facilitated by PTA

Please visit: [Capitol Hill PTA - Portland, OR - Home Page \(membershiptoolkit.com\)](http://membershiptoolkit.com)

Volunteering

Parents can be an invaluable asset in the classroom as a regular helper, an occasional “extra hand” or an expert in a particular field. Volunteers may work directly with students, assist teachers with materials preparation, or support field trips. Contact the PTA or your child’s teacher to learn how you can become a volunteer.

Regular volunteers apply for a free background check. Volunteers must be PPS background checked before volunteering: pps.net/volunteer

PPS and Capitol Hill School require all visitors, including volunteers, to check in at the office and wear name tags while they are on the school grounds.

Capitol Hill School Site Council

All schools in Oregon must have a Site Council as directed in the Education Reform Bill (HB 3565). The Site Council is composed of the principal, staff, parents, and community representatives. Capitol Hill’s Site Council meets regularly through the school year to support the School Comprehensive Improvement Plan (SCIP). Please consider serving on the Site Council, as it is an opportunity to be involved in the school improvement process. Contact the Principal if you are interested.

Parent Teacher Association (PTA)

The Capitol Hill PTA is an active service group that provides vital support to the school by coordinating volunteers, carrying out school and community projects, and funding educational and enrichment activities. All parents are invited to attend PTA meetings on the second Wednesday of each month beginning at 6:30 p.m. PTA membership entitles you to vote at these meetings (one vote per paid membership). The PTA publishes monthly meeting minutes that inform parents of volunteer accomplishments and opportunities on the school website.

Capitol Hill PTA officers and committee chairs lead the school in a wide variety of activities through the year, including fundraising, community service, legislative monitoring, parent/child activity evenings, classroom and office assistance, safety programs, and more. The PTA’s fall survey provides a chance for parents to sign up for PTA offices, committees, or events for the coming year.

School Climate and Student Discipline

CR - PBIS

The Capitol Hill School Climate and Discipline Team uses the CR-PBIS Framework (Culturally Responsive Positive Behavioral Interventions and Supports) to support the development of classroom and school culture where each and every student knows they belong in an academic and socially engaging school community. The team supports teachers and school leaders in partnering with families and communities around the climate and culture of the school.

CR-PBIS is a multi-tiered proactive and instructional approach to discipline that integrates restorative practices through a racial lens. PPS is committed to establishing this in all schools across the district. When fully implemented, this multi-tiered approach can reduce suspensions, decrease disproportionate discipline rates, improve school climate, increase teacher effectiveness, and support better educational outcomes for all students.

Referrals

The Principal may send home a Referral Form. It will communicate the misbehavior chosen by the student and informs the parent of a repeated disruption or a sudden serious offense. This report is to be signed by the parent and returned to school the next day. A follow-up conference may be requested. This allows staff and family to work as a team to increase student's success as a positive member of the school community.

Suspension

If a student's misbehavior, offense or condition requires immediate suspension, steps noted under classroom teacher and principal may be by-passed. The goal is to help maintain a safe, positive working environment for students as well as teachers. Parents will be contacted.