



Vestal School



2025-26 Student Handbook

Dear Vestal Families:

Welcome back to all our returning families and a big welcome to our new families! We are SO excited to be starting school!

Vestal is committed to being a school focused on Social Justice. We are committed to teaching and facilitating learning for your children that focuses on social justice. Our five Social Justice domains guide our work. The domains are: **Academic Engagement**; **Social Justice**; **Community Diversity**; **Local Action**; and **Individual Identity**. At this time in our country and the world we see even more incentive to teach our children about Black Lives Matter, Climate Justice, Economic Justice and the role each individual and community can play in taking local actions.

All the staff at Vestal are deeply committed to working in partnership with you to develop an inclusive, positive, safe and rich learning environment for all our students. We believe that you are the experts on your own children and we value your partnership!

Mission: Working together through social justice standards, student voice, critical dialogue, and meaningful action, the Vestal community will strengthen our academic proficiency and emotional skills thereby creating and sustaining a forward-thinking, caring school and community.

With hope and peace,
Sabrina Flamoe, Vestal Principal
sflamoe@pps.net
503-916-6437



DAILY SCHEDULE

Kindergarten - Grade 5

7:45 - Enter for breakfast
7:50 - Enter classroom
8:00 - Instruction begins
2:30 - Dismissal



Students will be dismissed at 11:50 on the following 8 Wednesdays for staff development. Students will have lunch before dismissal:

September 17; October 22; December 10; January 14; February 11; March 11; April 22; and May 13

Arrival/Early Pickup: Students may enter the building at 7:45 each morning if they are having breakfast. Parents/guardians are welcome to walk students to eat breakfast in the cafeteria. Students that arrive after 8:00 are tardy and need to get a late slip from Ms. Libby at the main entrance or the Main Office before proceeding to class. If a student is dropped off late, parents cannot go to the cafeteria and/or classroom. If you need to pick up your student early, please let the Main Office know at least ½ hour ahead of time. Please do not schedule pick up between 2:15 and 2:30.

Lunch/Recess

K-2: 10:50-11:10 lunch and 11:10-11:30 recess
3-5: 11:15-11:35 lunch and 11:35-11:55 recess

Breakfast, Lunch and Snack Programs

All students are eligible for and will receive one breakfast and one lunch per school day at no cost. Therefore, a meal application does not need to be submitted this school year.

Attendance Policy

On-time school attendance is linked to school success. We ask for your cooperation in ensuring that all students are in class by 8:00 each morning. It is helpful if you can schedule appointments for your children during school holidays or after the school day. If your child is going to be absent, please call the attendance line (503-916-6436-message 24/7) or email vestalattend@pps.net as soon as you know your child will be absent. If your child is absent from school without you letting us know, you will receive an automated (robo) call from the

PPS district system to inform you of the absence. Please let the office know right away if you are planning an extended absence or vacation.

If you plan to withdraw your student from Vestal, please let the Main Office know at least 24 hours in advance of your child's last day. This notice allows us to collect school materials from your child, complete necessary paperwork, and provide a sense of closure for your child with their friends, teachers and staff.

Contacting Teachers: Teachers are always happy to talk with student's families. However, during the instructional day, it is difficult to call the school and speak with a teacher immediately. When you need to have a conversation with a teacher, the best approach is to email the teacher directly to request a call. Teachers' email addresses are listed on their welcome letters and our website: pps.net/vestal. You are welcome to contact the office if you are unable to locate the email address.

Classroom Visits and Conferences: Each family will be scheduled for a parent-teacher conference to discuss their child(ren)'s progress. Sign-up for these conferences will be available at our Back-to-School Night. At any time throughout the year, families should feel free to request an additional classroom visit or teacher conference (via phone, e-mail or in person). To schedule visits and conferences, families should contact their child(ren)'s teacher(s) directly.

Complaint procedure: If a problem occurs outside the classroom, students and parents/guardians may reach out to the teacher, counselor or administration. If a problem relates to the classroom, the student or parent/guardian is encouraged to talk to the teacher first. If talking with the teacher does not solve the problem, the student, parent/guardian may ask for a conference with an administrator. The administrator will then work with the parties involved in the conflict to seek resolution.

Homework Policy: Homework is assigned to our students to reinforce, provide practice and/or extend skills taught in the classroom. Completing homework assignments develops good work habits and encourages students to be responsible. Homework assignments serve as a link between parent, child and teacher. Parents/guardians who, at any point, have a concern with the amount or content of their student's homework (i.e., too much, too little, too easy, too challenging) should speak directly with their student's teacher.

Field Trips: Vestal students participate in a variety of field trip activities which support curriculum at their grade level. Transportation may be provided by school bus, TriMet or walking. A field trip permission slip will be provided and needs to be signed before the student can attend the trip. A walking permission slip is provided in the opening day packet and is valid for the entire school year once signed and returned. Parents who wish to chaperone field trips must complete the online Volunteer Form and pass the background check <https://www.pps.net/Page/226>. We encourage parents to do this at the beginning of the year as it takes some time to get cleared. Background checks need to be refreshed every three (3) years.

Cell Phones: All families must read and sign the Vestal Cell Phone Policy at the beginning of the school year (located in the opening day packet or get one from the Main Office). If students bring a cell phone to school, our rule is that the phone must remain **off and away**

during school hours (including lunch/recess). The first violation will result in **confiscation of the phone** and kept in the Main Office until the end of the day. **Repeated violations** will result in **confiscation of the phone (and kept in the Main Office) until a parent/guardian comes to claim it**. If the student then continues to violate the cell phone policy, they will face progressive disciplinary action. If you need to reach your child during the school day, please call the Main Office at 503-916-6437.

Synergy/ParentVue: This is an online tool that helps families stay informed about their students' real-time progress. You can access your students' grades, attendance, behavior records and communicate with teachers.

CODE OF CONDUCT

Adults at Vestal are committed to using Positive Behavior Interventions and Supports (PBIS). We work to teach students what is expected, reinforce positive behaviors and intervene on unexpected behaviors. We strive to be respectful and inclusive in our work with students. When behavior redirection is required, we work to intervene in a productive and developmentally appropriate way that will re-teach expected behaviors. When possible, we resolve conflicts and misunderstandings using restorative processes. We see families and community agencies as critical partners in this work.

Vestal Expectations and Positive Recognition: At Vestal, we expect all staff and students to be SAFE, RESPECTFUL and RESPONSIBLE in all school-related settings and activities.

Core Values & Community Celebrations: Each month we teach and celebrate one Core Value. At the end of the month, we hold Community Celebrations. At each Celebration, teachers present awards to students that have exemplified the past month's Core Value and/or who have shown tremendous effort and achievement in the past month.

Prohibited and Restricted Items: The following items are not allowed at school or have restricted usage. If a student is found in possession of one of these items, the item will be confiscated and (if needed) appropriate consequences will be designated. Multiple or serious offenses of these guidelines may require that a parent/guardian retrieve the confiscated item.

Prohibited:

- Dangerous or deadly weapons (or sharp items)
- Explosives, including bullets and firecrackers
- Poisons and gasses
- Tobacco, alcohol and drugs
- Stolen property
- Gang markings, materials, paraphernalia



- Matches, lighters and drug paraphernalia
- “Heelys” (shoes with wheels)

Restricted:

- Skateboards, scooters, and bikes: These means of transportation may be used to get to and from school. Once students arrive at school, the items must be appropriately stored and secured (i.e., put in a locker, checked in with a staff member, locked on the bike rack). Families may give their student(s) permission to ride bikes to school. According to Oregon law, all bicycle riders under age 16 must wear bicycle helmets. Students should not ride bikes on the sidewalks or on school grounds during the school day. Similarly, students may ride skateboards to and from school. But, during the school day, skateboards must be secured in students’ lockers or checked in with students’ teachers. Students may not ride skateboards in the building or on school grounds during the school day. Heelys should not be worn to school. During arrival and dismissal, students may ride skateboards only in designated areas on the yard. The school does not take liability for theft or damage.
- Digital devices (i.e., cell phones, iPods, tablets, etc.): We understand that students may use these items on the way to and from school. During the school day, they should be turned off and put away unless a staff member has given permission for use of personal devices to complete an academic task. Computer labs and library computers (with or without internet access) are for schoolwork and research projects. **All students have been assigned PPS Google accounts for school use.** Visits to inappropriate websites, attempted hacking, deleting files, reconfiguring the computer or downloading software/games or music into school computers or district programming will lead to disciplinary action. The school does not take liability for theft or damage of personal devices.
- Toys: Students should not bring toys from home unless a teacher specifically asks for students to bring in sharing items.

STUDENT INTERVENTION TEAM (SIT)

When students are struggling with academics, behavior and/or attendance, they may be referred to the Vestal Student Intervention Team (SIT). This team consists of school staff (administrators, psychologist, counselor and teachers) and is a problem-solving body designed to help develop and monitor interventions to support struggling students. Parents/guardians will be notified if/when their student is being discussed at SIT.

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 needs of the student.

DRESS CODE - PPS POLICY

We do have specific guidelines for attire to ensure that students are dressed safely and appropriately for school. Students who are not dressed appropriately will be asked to adjust their attire. If needed, we will reach out to families for support with these adjustments.

Acceptable Dress and Grooming:

- Students must wear clothing including both a shirt and pants or skirt or a dress and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and tummies. Bra straps are 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’s face and ears to be visible.
- Clothing must be suitable for all scheduled classroom activities including PE, science labs, art class and other activities where unique hazards exist.

Not Acceptable Dress and 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 group.
- Clothing that includes gang identifiers or other symbols that threaten the safety of any other staff or student.
- If the student’s attire or grooming threatens the health or safety of any other person, discipline for dress or grooming violations will be consistent with discipline policies for similar violations.

SAFETY

To maintain the highest standards of safety for our students, all building entrances are locked during the school day. Each morning, staff will open the entry doors from 7:45-8:05. After 8:05, all building entrances will be closed and locked. Tardy students, parents and visitors need to ring the bell at the main entrance (Everett Street). Once inside the building, please come directly to the office. All entrance activity is recorded for security purposes.

Safety Patrol: Safety Patrol helps students serve before and after school at 81st/Everett. Interested 5th grade students sign-up to be trained for Safety Patrol and will be assigned set wells for duty. We ask Safety Patrol members to show courtesy to all and we expect them to be

treated courteously. Parents picking up their children should remember that they are models not only to their own children but to all Vestal students. Please set the example of crossing at crosswalks when you are a pedestrian and picking up children at the curb when you are a driver. Contact Dollie in the main office with any questions.

Buses: All buses unload and pick up along the front of the school on Everett Avenue and our big bus uses the parking lot. Please be aware there is no parking in front of the school or in an undesignated space in the parking lot. Students who ride the bus are expected to obey the bus rules. When a student needs to ride the bus and is not a regular rider the student must have a written permission from a parent. Students must be at the stop at least 5 minutes before the scheduled stop. Kindergarten students must be with an adult at the stop for pick up and drop off.

Fire, Earthquake and Lockdown Drills: PPS works hard to ensure that all staff and students are trained to respond effectively and efficiently during an emergency. One of the many ways we accomplish this is through our mandatory drill requirements for schools. The following drills are conducted each school year: **Monthly Fire drills; 2 Lockdown drills; 2 Earthquake drills; 1 Team Response drill; and 1 Lockout drill.**

SPECIAL EDUCATION

Vestal offers a range of special education services to support students who are identified as having a disability. Students who have been found to be eligible for Special Education will have an Individual Education Plan (IEP) that the school is required to implement. Families of students on IEPs who have questions/concerns about their child's progress should feel free at any time to contact their child's teacher and/or a special education Case Manager. If you have concerns about the progress of your child who has not yet been identified as eligible for special education, you should begin by contacting their teacher(s). If the teacher shares the concern, a referral to the Student Intervention Team may be appropriate. If it does not appear that the child is effectively responding to interventions that the school has put in place, the Building Screening Committee may work with parents to set up a Special Education evaluation to see if the student is eligible for further services.

Learning Center: Our Learning Center teacher works to support students with special needs and students who are otherwise struggling to succeed in their homeroom classes and in small, targeted groups as needed.

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 services, based on Oregon State eligibility criteria.

Intensive Skills-Academic: There are two Intensive Skills-Academic classrooms that are designed to meet the needs of students with moderate special needs. One of these classes supports K-2nd grade students and the other supports 3rd-5th grade students. Increasingly, we are working to include Intensive Skills students in learning experiences with their typical grade-level peers.

TITLE I

The purpose of Title I is to provide additional support for schools that serve children who have risk factors like poverty or high mobility. Research has demonstrated these factors make it more difficult for children to be successful in school. Eligible schools get an amount of money based on the number of students in the school and are directly certified by USDA standards.

Vestal has a Title I federally funded program to close the achievement gap by ensuring that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach state academic achievement standards. We use our Title I funds to bring academic interventions to the school, to develop family engagement opportunities, and to increase student access to educational resources. For more information about our Title I funding, contact Principal Sabrina Flamoe.

ELD PROGRAM

Vestal School implements two instructional strategies. Integrated ELD and Designated ELD. In Integrated ELD, the teacher is supporting the assignments that are taking place in the classroom to ensure that multilingual students are successfully accessing the core content. In this model the teacher co-plans and co-teaches in the classroom. In Designated ELD, the teacher is working with multilingual students in a one on one setting or small group setting to support their individual language development needs. The program at Vestal School is designed to use both models to meet the needs of our diverse learners.

TAG (Talented and Gifted)

Portland Public Schools identifies and provides services for students with exceptional academic talents or intellectual gifts. Our goal is to provide appropriate educational programs and services through instructional, curricular, and administrative modifications to create educational opportunities for TAG students to maximize their potential. In the past, TAG students have participated in OMSI classes, enrolled in after school Mad Science academies and had special luncheons. The Vestal School Building TAG Plan is reviewed and updated annually with input from TAG parents to meet the needs of TAG students. It is available on the school's TAG website or on the TAG board in the hallway directly outside the main office.

In the fall, parents and teachers nominate students for testing into the Talented and Gifted Program. Nomination forms will be available in the main office. Each year, all 2nd grade students will be tested for qualification. To be accepted to the TAG Program, students need to score 95-96% to be identified as TAG potential. Those who score 97th and higher are identified as TAG. Scores could be in math,

reading, intellectual or a combination of any of these. In addition to test scores, identification also relies on factors such as parent survey scores, teacher survey scores and work samples. Both potential TAG and TAG students receive the same service.

Site Council

Site Council is a representative group composed of teachers, parents, classified employees and principals. Parents serving on the Site Council are elected by other parents, teachers by teachers, and classified staff by classified personnel. Additional members may be local school committee members, business leaders, students, and members of the community at large. Elections are held yearly.

The duties shall include but are not limited to:

- Development of plans to improve the professional growth of the school's staff.
- Improvement of the school’s instructional program.
- Development and coordination of plans for the implementation of programs under this chapter at the school.
- Administration of grants-in-aid for the professional development of teachers and classified district employees.

Partnerships

Vestal is proud to have many partnerships with community organizations, businesses and nonprofit organizations. These partnerships bring volunteers, programs, and resources to Vestal students. We thank these special partners for their unique contribution to the Vestal community.

Grow Portland
McDaniel High School
Montavilla Jazz Festival
Multnomah County Health
Multnomah County Library

OSU Extension Service
Portland Parks and Recreation
Portland State University
Reading Results
Royal Rosarian Foundation

Schoolhouse Supplies
Safe Routes to School
IRCO SUN Community School
Unitus Community Credit Union
Young Audiences

SUN (Schools Uniting Neighborhoods)

Vestal is an IRCO SUN Community School. Our SUN Site Manager, Robin Zuiderveld, works closely with our students, families, staff and community partners to develop support services, after school and summer programming, and other partnerships that help make Vestal a neighborhood hub for resources. Our SUN after school program runs three 8-week sessions during the school year (fall, winter and spring). Prior to each of these sessions a registration packet will be sent out to families. You can contact Robin at robinz@irco.org.

Child Care (YMCA)

With a focus on safety, health, social growth and academic enrichment, YMCA school enrichment programs serve kindergarten through 5th grade. Children at the YMCA explore and develop their interest and talents through a wide range of activities. YMCA allows children to develop at their own pace, working independently and in group settings. A strong emphasis is placed in their daily programming on the YMCA five core values of love, respect, honesty, responsibility and service. Heidi Sumner is our YMCA coordinator. She can be reached via telephone at 503-807-5617 and email hsumner@ymcacw.org.

Volunteering

Family and community members volunteering their services in the school can provide valuable assistance to the instructional program, to school personnel, and to the educational enrichment opportunities of Vestal students. A volunteer is defined as a non-paid person assisting under the direction of a licensed teacher or administrator. All volunteers shall complete an online Criminal History Verification and a district or school volunteer information form prior to rendering services. Please see <https://www.pps.net/Page/226> for complete information and forms regarding volunteering. The acceptance of the services of any person on a voluntary basis shall be at the discretion of the school system. No offer of voluntary services by any otherwise qualified person shall be rejected on the basis of age, creed, disability, marital status, national origin, race, religion, sex, sexual orientation or any other basis of unlawful discrimination. The principal has the final decision for direction of the local school volunteer program. (7.20.021-AD)

Parent Teacher Association (PTA): Vestal's PTA is an organization of parents and teachers associated with Portland Council PTA, Oregon PTA and National PTA. The group provides support for many of Vestal's activities including the outdoor classroom, community dinners, and movie night. Vestal's PTA also coordinates volunteers in our school, and runs fundraisers to provide classroom funds and support school projects. Every second Tuesday of the month is PTA Night, with meetings or activities open to all parents. To stay up to date on PTA news and events, you can follow the Vestal School PTA on Facebook or Instagram, visit us online at vestalpta.org, or email us at vestalelementarypta@gmail.com with any questions.

PTA Clothing Center: The Portland Council PTA sponsors a clothing center that serves students throughout the city. It is stocked with donations and is staffed by volunteers. Vestal volunteers work at the clothing center two times per year. Periodically, our lost and found is cleaned out and unclaimed items are donated to the Clothing Center. The Clothing Center is available to any student. For an application to use this service, please contact Em Rochford via email: erochford@pps.net.

Student Health Services

To support students' health, safety and academic success our district provides school health services in partnership with the Multnomah Education Services District (MESD). To provide for your child's special medical or mental health needs (for example diabetes, seizures, or school anxiety), it is important to promptly tell the school:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatment(s) that affect the immune system.
- When your child has chronic health needs that require specialized care at school.

Before and After School Programs: If your child is enrolled in an "after school program," and needs medication/health assistance during these times, a separate supply of medication and separate permission form from the 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. Keep them home 48 hours after the last episode/symptom
- 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/or home addresses and phone numbers for your emergency contact and you. It is helpful to set up your phone's voicemail so we can leave non-emergent messages.

Head Lice: The most effective prevention against the spread of head lice is for parents to check their children regularly for lice and/or nits (eggs). Students with nits only may remain at school. Lice treatment information will be sent home with those who have either nits or lice. All students may return to school after treatment has begun. Current evidence and national recommendations do not support classroom or school-wide screenings as a measure of decreasing the incidence of head lice among school age children; such practices can deny student their right to privacy and to educational time.

Health Information:

- Health information may be shared with school personnel on a "need to know" basis. This may include when this health information is necessary for school personnel to respond to your child's health/safety needs, or if needed by the school team to develop an individualized education plan.

- By allowing release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.

Health Screenings: Oregon law says that vision and hearing screenings shall be done to help identify children's health concerns. The usual screening schedule is:

Dental:	Grades 2 and 3
Hearing:	Grades K and 1
Vision:	Grades K, 1, and 3

Screening information and permission slips are sent home with students. If you choose to participate, all results will be sent directly to the student's home.

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 day (3rd Wednesday of 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.
- For information and forms regarding vaccinations, please follow this link: [MESD Immunization Information](#). The forms connect MESD and clinics to track immunization histories and make sure your child is up to date. These efforts increase protection of children against vaccine preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements. Please contact Vestal's SHA, Madison Doran, mdoran@pps.net, if you have any questions.

School Nurse: The school nurse is a registered nurse (RN) who specializes in keeping students safe and well. No appointments or special permissions are needed for students to see the nurse. Students must let an adult know if they are going to the nurse. The hour of the school's RN may vary. If the nurse is not available, school staff trained in first aid can help children who become sick or injured at school.

The nurse will obtain necessary information (for example, a health history, medical diagnosis, treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to create a health care plan and train school staff how to help your child at school. To obtain this information, the nurse may:

- Talk with the student or parents/guardians.
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals.
- Assess a body area (examples: listen to the heart, feel the skin, look in ears).

The nurse may teach about good health practices (examples: healthy eating, good hand washing, and social skills). Please call the school if you would like to meet with or receive a phone call from the nurse to make those arrangements.

School Health Assistant (SHA): In addition to the school nurse, Vestal has a School Health Assistant (SHA) on site daily to assist students. The MESD SHA is not a nurse but works under the direction of the registered nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide health care delegated by the nurse. The SHA cannot assess or recommend care beyond the protocols in the first aid manual.

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

- Provide written permission (forms 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.
- 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 at the end of the school year will be destroyed.**

