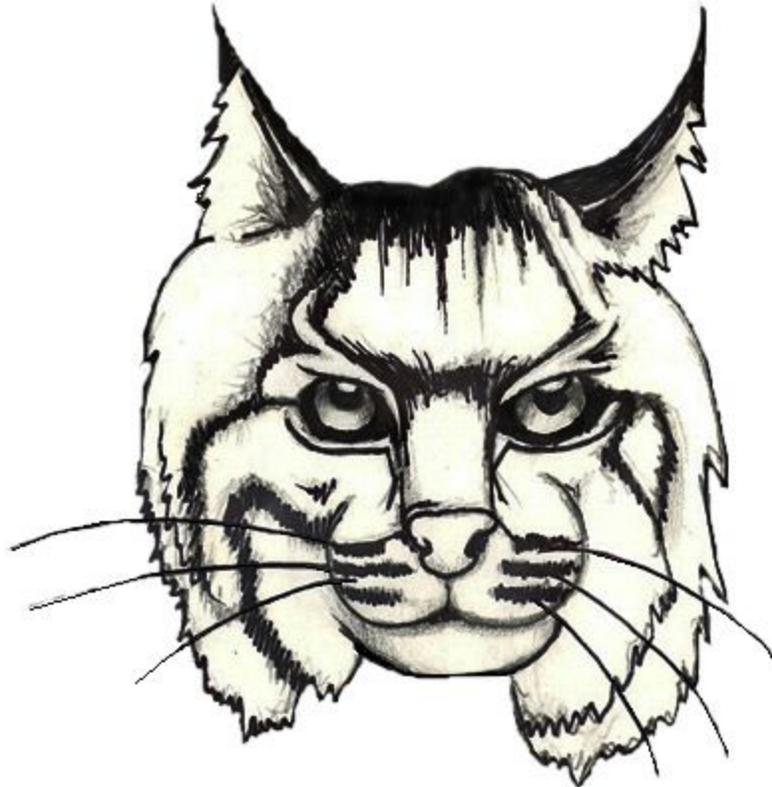


**Beach School**

**PARENT AND STUDENT  
HANDBOOK**

2015-16



## **Mission Statement**

In collaboration with the community all children will learn to their fullest social and academic potential to assume their rightful role as a participant of the lifelong learning community.

We adhere to the 4 Be's: Be Safe, Be Responsible, Be Respectful, Be Kind.

### **BEACH SCHOOL**

1710 N Humboldt

Portland, OR 97217

Phone: 503-916-6236

Fax: 503-916-2315

Principal's Secretary – Cortonio Smith-Myles [csmithmyles@pps.net](mailto:csmithmyles@pps.net)

## **School Colors**

**Green and Gold**

## **Beach School Hours**

### **Beach K-5 Bell Schedule**

8:35—Breakfast begins, students enter building

8:45—Breakfast Ends/First Bell Middle School

11:00- 12:45 k-5 Lunch/Recess

3:00 Dismissal (K-8)

### **Middle School Period Schedule**

8:45-9:38 Period 1

9:38-10:31 Period 2

10:31-11:24 Period 3

11:24-12:17 Period 4

12:17-12:47 Lunch/Recess

12:50-1:20 Enrichment Period

1:20-2:10 Period 5

2:10-3:00 Period 6

### **Office Hours**

The main school office will be open at 8 a.m. and remain open until 4:00 each day. Please check with the office for the hours in the summer, on non-school days and on non-student teacher work days.

# ARRIVAL and DEPARTURE

## Beach School Student Arrival and Departure Procedures

### Arrival Procedures:

The building will be open to students at 8:35 a.m. There is NO staff supervision before school, so please ensure your student does not arrive before our opening bell.

8:35-8:40 a.m.

Students may enter the building from the front entry, the cafeteria doors, or from the entry on the west end of the playground (across from the Annex building doors.) For students whose classroom is in the Annex or the Portable, entry to those buildings will also be at 8:35.

Breakfast is served in the Cafeteria for K-1 students, who remain at their table until they are escorted to class. Parents are welcome to wait with them until the teachers arrive.

For Grade 2-8 students, they can take breakfast with them to class where it will be finished before class starts at 8:45.

### Departure Procedures:

Dismissal is at 3:00 pm.

Annex classroom teachers will escort their classes to the doors along the playground nearest their rooms to meet parents at the 3:00 dismissal bell. Teachers will dismiss students directly to their parents or other caregivers who are included in dismissal plans.

4th grade students will be dismissed from the front of the Portable, 5th grade students will be dismissed from the main building front doors. Middle school students are dismissed from class at the final bell at 3:00.

Bus Riders will be picked up from the Annex by a staff member and escorted to the bus. Older students who ride the bus are responsible for getting to the bus on time.

Students involved in any afterschool program will be picked up by that program from the classroom teacher.

Please communicate your student's departure plans to the teacher as often as necessary to ensure safe arrival.

# REGISTRATION

## Students registering at Beach School need the following information:

1. Completed Portland Public Schools Registration Form
2. Birth Certificate (To enter kindergarten a child must be five years old on or before September 1. To enter first grade a child must be six years old on or before September 1.)
3. Immunization Record
4. Record Transfer Request if transferring from another District. Students will begin school the day following their registration date.
5. Two current documents to provide proof of residency.

### Registration Form Changes:

Please be sure to complete all information on the Registration Form. Emergency contact information is essential. Please be certain that this information is kept current throughout the year. Inform us of changes in address, phone numbers at home and work as well as emergency numbers.

# ATTENDANCE

## Absences

- Regular daily attendance is an important factor in assuring successful achievement in school.
- The district's auto-dialer will call home to report absent students if the school does not receive notification.
- Students are expected to be at school each day school is in session unless they are ill.
- A sick child should not be in school to expose others to his/her illness.
- If your child will be absent, please call the office (503-916-6236) and let us know.
- Students returning after an absence need to bring a note to the teacher stating the reason for the absence. Absences are excused only if due to illness, medical or dental appointments, religious holidays, or family emergencies. We encourage parents to make appointments after school whenever possible.
- Please notify the school in writing of any long-term absences. We understand that due to extenuating circumstances, it may not always be possible, but we respectfully request that every effort be made to schedule vacations during regular school breaks to avoid unexcused absences.
- Upon request, teachers will notify students of instructional goals that will be covered during a long term absence other than illness. It is the parent's responsibility to provide the instructional activities associated with the goals. Homework will not be provided.

## Tardies

- Students are expected to be on time every day. Students should arrive promptly by 8:45 a.m. Students arriving after 8:45 a.m. are considered tardy.
- Students who are tardy need to check in to the office.
- Middle school students are counted tardy for arriving to any class late.
- If a student is absent or tardy frequently, we may request a meeting to find solutions for the students and families.

## Early Release

- Students leaving school prior to dismissal time need a signed note stating the time and purpose. For security purposes, students will be called to the office where they will be released to the parent/adult.
- Students can only be released to individuals on the District's signed registration card. A note is required if a person other than parents take a student from school prior to normally scheduled dismissal times. Your child's safety is our number one priority.

## Temporary Changes to the Dismissal Plan

On occasion, student's regular after school destinations or methods of transportation change. Students need written permission to go home with another student/adult or ride a different bus. With exceptions for emergencies, these alternate plans must be made prior to the start of the school day. A written note is required before a bus pass can be issued. If a student does not have a note, he/she will ride his/her usual bus, or be sent to his/her "normal" destination.

## Withdrawal of Students

Please notify the school and complete the necessary transfer paperwork if you will be moving and withdrawing your child from Beach.

## Health Needs

A Registered Nurse will be assisting at Beach School, although not every day. The R.N. assigned to our school will plan and conduct Vision Screenings (Grades K,1,3,5), Hearing Screenings (Grade K and 1), assist with communicable disease control, chronic health problems, head lice, and give direct nursing care to students who become ill or injured at school. Please contact our R.N. if you have questions regarding the specifics of any of these areas.

Oregon State Law requires parents of all students entering Oregon schools for the first time to provide proof of immunization status before attending school. Children without the required immunizations will be excluded from school.

### Immunization Records

Oregon law requires all students entering public school for the first time to be fully immunized against polio, measles, rubella, mumps, diphtheria/tetanus, and hepatitis B. Students who do not meet immunization requirements and have not filed medical or religious exemption statements will receive an Exclusion Notice from the County Health Department and will not be allowed to attend school until the verification of immunizations is complete.

Exemption from immunization is allowed for medical or religious reasons. A physician's signed statement that immunization would endanger the student's health must be provided for medical exemption. A written statement signed by parents to the effect that their religious teachings are opposed to immunization must be provided for religious exemption. Space is provided on the Immunization History Form for this purpose.

Call Multnomah County Health Department Information and Referral at 503-988-3816 for dates and locations of free clinics.

### Illness

Children who have a well-balanced diet and get sufficient sleep and exercise generally have a better school experience. We request parents to keep students at home when they are ill. This will speed recovery and prevent the spread of disease to others. Please consider these general guidelines when deciding if you should send your child to school:

- Children with temperatures over 100 degrees should not be in school and remain at home until he/she is free of fever for 24 hours.
- Any child with a STOMACHACHE, DIARRHEA, or who CANNOT KEEP FOOD DOWN should be kept home.
- Children with a RASH should be kept at home. Consult your healthcare provider if a rash persists or if there is a fever with rash.
- Common COLD symptoms, COUGH, RUNNY NOSE, SORE THROAT, are best treated by keeping the child home and quiet if the child is uncomfortable or if the symptoms would interfere with classroom work.

We are unable to care for children at school when they are ill. If your child becomes ill during the school day, we will contact you or the individuals on your registration form to make appropriate arrangements.

### Accidents

In the event your child is injured at school, it is our expectation that children notify their teacher or supervising adult immediately of the incident. This is essential in our efforts to provide adequate care for him or her and also advise parents of the situation.

### Illness

In the event of a serious illness, accident, or other emergency involving a student, the Principal or designee is authorized to send your child to the hospital named on the registration form.

## **Hepatitis**

Due to the State Health Division's concern about the spread of hepatitis, any food sent to school for treats or special occasions must be store bought and individually packaged. We are unable to accept any "home-prepared" foods at school.

## **Administration of Medication**

The R.N. provides appropriate guidance in the administration of medication by school personnel to students in the school setting.

Oregon law requires that all medication administered at school, prescription as well as over-the counter medication, be dispensed from an original labeled container and be accompanied by written consent from the parent as well as written instruction from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. Aspirin, Acetaminophen, throat lozenges, cough drops, etc. are not available from school personnel.

Medications for which we have approval and are properly labeled must be kept in the office. Students will take their medication under the supervision of a staff member.

## **Flouride**

Flouride tablets are available to students and are administered by the classroom teacher. Parents must provide written permission if they would like their child to participate in the flouride program sponsored by the Multnomah County Educational Service District.

## **Safety**

Beach staff will instruct students on safety procedures during the school day. As part of routine safety education, students will be trained and will practice fire and earthquake drills on a regular basis. Additionally, we will practice Lock Down procedures with the students. These procedures are developed by district safety and security staff to provide schools with guidance on how best to maintain students and staff safety in dangerous situations.

## **Before and After School Supervision**

Beach School is unable to provide supervision for children arriving on school grounds prior to 8:35 a.m. or after 3:15 p.m. Please do not send students to school earlier than the 8:35 a.m. arrival time or allow children to remain after the dismissal times. We are unable to allow children to be on the school grounds during unsupervised times. Parents are responsible for arranging and providing supervision for children during the unsupervised hours. The Portland Public School District is not responsible for incidents, accidents or injuries during the unsupervised times. Teachers may keep children after school up to one half hour to finish work and/or for disciplinary reasons. Parents will be notified by telephone if their child is to stay after. Thank you for your cooperation in this matter!

## **Walkers and Own Transportation Students**

Parents/Guardians are responsible for seeing that their child(ren) enters the building safely at 8:35 a.m. and leaves the school grounds as soon as school is dismissed at 3:00 p.m.

## **Bus Riders**

Parents/guardians are responsible for seeing that their child(ren) boards the bus in the morning and encouraging them to go to their after school destination immediately after exiting the bus. Please assist us by teaching your child the name of his/her p.m. bus stop.

### **School Safety Patrol**

The Safety Patrol crossings are located at the intersections of Humboldt and Concord and Humboldt and Denver. Student Safety Patrol Officers are scheduled to be on duty 15 minutes before school is in session and 15 minutes after school closes. Times of the Safety Patrol are as follows:

8:30-8:45 a.m. for children coming to school

3:00 – 3:15 p.m. for dismissal

### **Bicycle Riders**

Bicycle safety rules are to be observed. Students may not ride on the school grounds. Bicycles should be equipped with locks and are to be parked in the bike rack. Helmets must be worn. Skateboards and scooters must be kept with the teacher in the classroom or in lockers for students that have them during the day. Rollerblades, and heeies are not allowed at school.

### **Car Riders**

- Approach the school from Denver.
- Drive into the parking lot.
- Drop off students near the building.
- Exit the parking lot and continue on Denver.
- Cars are NOT be allowed to drive on Humboldt, it is for busses only.
- Use this traffic pattern 20 minutes before and 20 minutes after school.

### **Parking**

Parking is available in the school parking lot and on surface streets. Please be mindful of our students on safety patrol as you enter or leave the school parking lot during the morning and afternoon arrival and departure times.

### **Building Security**

All Parents, visitors and volunteers in our building are required to check at the office and wear an identification badge while on the premises. For security purposes, only the door nearest the office and the handicapped entrance will be unlocked during school hours. All other doors will be locked, as required by our district's security policy. Please assist us as you enter or exit our buildings and check to see that doors are closed securely. If you are in our building and notice individuals without an identification badge, please ask them to register in the office.

# EMERGENCY SCHOOL CLOSURE PROCEDURES

## Inclement Weather

Please be aware that we may experience school closures, late openings, and early dismissals due to inclement weather. Radio and television stations will carry any general emergency information. You can also sign up for PPS Flash alerts here: <http://www.flashalert.net/news.html?id=69> and on Twitter at: <https://twitter.com/PortlandSDFA>

## District Emergency Procedures

1. In the event a storm strikes with little warning, students shall be kept in their respective buildings for safety.
2. In the event that severe storms threaten, but give sufficient time for students to go home, they shall be dismissed from school on the order of the Superintendent's Office and shall proceed immediately home.
3. In the event school is dismissed early, and if we have phone service, we will:
  - a. Contact families via our school email list serve
  - b. Call families via the district auto dialer system
4. Please be sure that we have current contact information listed for your family.

## District Inclement Weather Procedures

In the event of inclement weather, listen to local radio or TV stations for late openings or school closures. We will also make every attempt to put a message out via email and on our voice mail. One of the following messages will be announced via email and on our voice mail:

- PPS 2-Hour Late Opening, Buses on Snow Routes: Means schools will begin two hours after the regular starting time. Buses on snow routes
- A.M. and P.M. No half-day or Mid-day transportation.
- PPS Regular Opening Buses on Snow Routes: Means schools begin at regular starting time. Buses on snow routes A.M., Mid-day and P.M.
- PPS Open, Except Specifically Named Schools: Means only certain schools will be closed for students.
- PPS 2-Hour Late Opening Except Westside Elementary and Middle Schools Closed: Means faculty and staff report. Means schools will begin two hours late, except west side elementary and middle schools which are closed. No bus service to or from the west side (including Lincoln and Wilson).

## Alternate Emergency Snow Route

Student transportation distributes the Snow Route booklets to students on the P.M. and Mid-day busses during the fall of each year.

## Emergency Plan

On occasion you may not be at home when your child arrives from school. Please create and discuss a family emergency plan with your child(ren). Include instructions regarding where to go and what to do. Think ahead about a trusted adult to add to your child's registration that can pick up your child in case there is an emergency. Thank you for working with us to provide a safe environment for our Beach School students!

## **CODE OF CONDUCT/BEHAVIORAL EXPECTATIONS:**

At Beach we believe strongly in developing a sense of community among our students, staff and families. A community in which each student develops a positive self-concept, while learning the citizenship skills needed to successfully play, work, and learn with others. These skills are based on a common set of behavioral standards, which we believe will support our students in their interactions throughout their lives.

We follow the 4 Be's:

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

These four guidelines provide consistent parameters and expectations of conduct in our school community. They outline the behaviors we expect from ourselves and from others within the school. They are the social outcomes we set for the community. They also ensure that all students are in an environment that encourages exploring, discovering, and learning.

We teach students what each of the 4 Be's looks like in each area of the school at the beginning of the year, and again throughout the year as needed. Students will understand how to be safe, responsible, respectful and kind on the playground, in the hallways, in the cafeteria, at assemblies, in class, in the bathroom and in other key locations throughout the school.

Any behavior that is not safe, responsible, respectful and kind will be addressed by any staff member. For ongoing concerns and/or more serious behaviors, we will adhere to the PPS Student Rights, Responsibilities and Discipline Handbook.

### **Caught Ya Cards**

An important part of developing a good self-concept and self-control is to recognize a student's positive contribution and interaction during the school day. Caught Ya Cards are distributed to the staff, to present to any student for exhibiting positive school behavior, or being "Caught" doing the right thing.

### **Anti-Bullying Policy**

Beach School is committed to making our community a safe and caring place for all students. We treat each other with respect, and we refuse to tolerate bullying.

Bullying and harassment are behaviors that make others feel intimidated or offended.

Bullying or harassment are unfair, one-sided, and repeated actions.

If you suspect your child is being bullied, talk to a staff member at school.

If you suspect your child is bullying others, please contact a school staff member that can help you and your child think through their actions.

If you have reported bullying, but do not feel it has stopped please contact the office to ensure your concerns are heard.

### **Valuable Items**

Please be very careful with all of your possessions. The school and district take no responsibility or liability for loss or damage to iPods, cell phones, bikes, glasses, calculators, books, binders and other belongings. Non-school items should be left at home. Students who are found to have another student's property may be disciplined and serious thefts will be reported to the police. Turn in items you find to the office rather than keeping them.

### **Appropriate Language**

It is important to use appropriate language at school. Swear words and derogatory comments are not acceptable.

## **Gifts**

Balloons, flowers and other items are distracting in classrooms and are best left at home. If they are delivered or brought to school, they will be sent home or held in the main office until the end of the school day. Balloons may not be taken on school buses.

## **Perfume and Cologne**

Please be sensitive to the fact that some people are allergic to perfume and cologne. Wearing heavy amounts can cause others to have breathing problems, especially those who have asthma. Spraying perfume or cologne in school or on the bus is against the rules.

## **Prohibited Items**

Students may NOT bring these to school or on the bus:

- Drugs, alcohol or tobacco and any related paraphernalia
- Weapons of any kind, real or fake, including knives and squirt or toy guns
- Fireworks, explosives, stink bombs, pepper sprays, and other gasses
- Matches, lighters, or other things that make flames
- Laser lights
- Toys: including trading cards, games, figurines, etc.

## **Threats**

We take all threats seriously. Students who threaten to hurt themselves or others will be brought to the office and appropriate action will be taken to ensure all members of our community are safe.

## **Discipline Philosophy and Procedures:**

NOTE: These school policies supplement the district-published policies, rules and procedures and state and federal laws. PPS will provide the District Student Responsibilities, Rights, and Discipline Handbook to all families.

*INTERVENTION* includes the opportunity to read, respond, work, talk, problem solve, learn, grow and change. At Beach School, we are a Positive Behavior Intervention Supports (PBIS) school, therefore, we have an extensive system of interventions we use to help our students grow.

When dealing with misbehavior, staff members first take the following steps:

1. Ask the student to describe what happened, who was harmed.
2. Ask the student how they can make it right for the person who was harmed.
3. Ask the student to identify how they are going to avoid the same situation in the future.

Here are some additional interventions we may use with students in order to maintain an excellent learning environment for all:

### **Do overs**

When students don't get it right the first time, they may be required to do a behavior over again. This is often the case for minor misbehaviors such as running in the halls.

### **Apologies**

In order to right a wrong, it probably will be necessary to apologize. Sometimes apologies are better done in writing. The school will help students learn and practice this art.

### **Conferences**

The most common response to a behavioral problem is to talk about it with the student/s. By explaining what the problem is and offering suggestions for replacement behaviors, most problems can be dealt with in the moment they occur.

### **Detention**

There are times when detention can help students learn new and better behaviors and make up lost school time. Detentions may happen in teachers' classrooms and will be assigned and monitored by the detaining teacher.

### **Restorative Justice & Restitution**

Restitution means paying back for having taken away from someone, the community or yourself. It may consist of doing work, fixing something, buying or paying for something, etc.

### **Meaningful Work**

Sometimes work is the best way to make up for misbehaviors. This consequence is often given instead of detention or suspension and is done on school grounds.

### **Reflective Writing**

Essays and other written assignment, along with internet research, may be given to students as interventions for behaviors that need to be changed.

Teachers and school staff will contact parents if a student engages in problem behaviors, especially if they do not improve after warnings and interventions. Parents are encouraged to contact teachers, the counselor, and administrators as well.

For behaviors that persist, increase or become disruptive, the school will follow the guidelines stated in the PPS Student Responsibilities, Rights, and Discipline Handbook.

## **LUNCHROOM**

### **School Meal Prices**

Breakfast is free for all Beach students. Hot lunch plus milk is **\$2.70**. Many students qualify to receive a free or reduced-price lunch. Application forms are sent home at the beginning of the school year and are available in the office. A new application must be made each year, but students who were receiving free or reduced-price lunch the previous year will continue on the program during the first week of school until forms can be completed for the current year. **Parents may purchase a lunch to eat with their student; the cost of an adult lunch is \$4.00.**

Money is paid to the cafeteria manager and credited to your child's computer account. Checks should be made out to Portland Public School's Nutrition Services, or pay online at: [www.MyLunchMoney.com](http://www.MyLunchMoney.com). Lunch costs are deducted as the student uses the card for their hot lunch only.

Students with school lunches and home-prepared lunches eat in the cafeteria. Due to health guidelines and the threat of hepatitis, food is not to be exchanged or shared.

Students will be expected to remain on campus during their lunch period.

For Meal Payment Procedures please contact the Nutrition Services Department @ 503-916-3399.

## COMMUNICATION

Communication is an important component in a successful school experience. We support our communication with families through:

- our Friday Flyer distributed via our listserve and in students' backpacks on the first and third Friday of each month
- our school website at [www.pps.k12.or.us/schools/beach](http://www.pps.k12.or.us/schools/beach)
- school email list serve
- If you are not receiving information about the school, please contact the office and we will ensure our information is correct.

## PARENT CONFERENCES

The school district schedules one parent-teacher conference each year. **Your child's teacher will contact you for a conference appointment when the time comes.** If you wish to meet either before or after the district conferences, please call your child's teacher for an appointment (503-916-6236). Parents are encouraged to conference with their child's teacher early and often.

Grading Reports: Grade reports are sent out quarterly. Additionally, 6-8 grade students and parents can view the teacher's gradebook for the student by accessing either the "ParentVue" or "StudentVue" websites. For more information, go to the "How do I..." section of the PPS website and find "Access my Student's Records (Synergy)" to follow the instructions.

### Student Records

As a parent, you have access to your child's school records. If you would like to review your child's cumulative record file, please call the principal to make an appointment. If you need to have an outside agency, or caseworker review your child's records, we must have an Authorization to Release Information form on file. This ensures that students records are not available without the parent/guardian consent.

### Classroom Visits

Parents are welcome as school visitors. Please contact your child's teacher to set up a time to visit the classroom. All visitors are required to register in the school office upon arrival. We ask that young children not accompany visitors in classrooms.

## COMPLAINT PROCESS

In classrooms, schools and departments, our staff, parents and students work together frequently to problem solve issues and improve our processes with the goal of creating the best possible educational experience for students. This type of collaboration is the best way to resolve concerns. While not part of the formal complaint process, the following procedure applies to this type of problem-solving work.

If the concern is related to a classroom/school:

1. The complainant is encouraged to first speak to the teacher or staff person involved.
2. If the concern is not resolved through direct communication, the complainant is encouraged to speak with the assistant principal or principal.

### Complaint Process

If complainants are not able to resolve the concern at the school or departmental level, they may file a formal written complaint. The receipt of the written complaint starts the 90 day completion timeline for the purposes of state law. The complaint process concludes with the issuance of a written decision by the Superintendent at Step 2. As further outlined

below, the complainant at that point can either accept the Superintendent's decision, request an appeal to the Board or appeal to the Oregon Department of Education.

Step 1:

A. The written complaint must be filed with the Ombudsman or the Office of the Superintendent via letter, email or the written complaint form. The written complaint should include the name and contact information for the complainant, a description of the concern, and the student's name, if applicable. In order to facilitate the resolution process, it would be helpful if the written complaint also included the names of any other parties involved, including witnesses, a description of efforts to resolve the concern, and suggestions for resolution. The Ombudsman will ensure that resources are provided for complainants who request assistance in preparing a written complaint. The Ombudsman shall provide a written acknowledgement of receipt of the complaint within 5 days of receiving the written complaint.

B. The goal at Step 1 is to reach a mutually-agreed upon resolution of the complaint. Upon receipt of the written complaint, the Ombudsman or his/her designee shall review the written complaint and gather additional information from involved parties in order to understand multiple perspectives regarding the concern. After gathering information, the Ombudsman will share information with all involved parties to identify possible solutions. In certain situations, the Ombudsman may set up a meeting to discuss options and work toward an acceptable outcome for all parties. The Ombudsman makes recommendations but does not make final decisions regarding complaints.

C. If the parties cannot reach a mutually acceptable resolution, the Senior Director of Schools for the involved school, or the appropriate department supervisor, will have the responsibility for issuing a decision at Step 1. This supervisor or designee will also be responsible for investigation of the concern and will be involved in the discussions regarding possible mutually acceptable solutions. The Superintendent may assign a different decision maker at Step 1 as appropriate.

D. When applicable, the Ombudsman will consult with district legal counsel regarding pertinent district policy, and relevant state and federal laws.

E. All formal complaints will receive a resolution in writing within 30 days of receipt of the complaint. The resolution will include information about the next steps in the complaint process.

Step 2:

If the issue is not resolved to the complainant's satisfaction, the complainant may request a review in writing by the Office of the Superintendent. The Step 2 review will include the written complaint from Step 1, the written resolution from Step 1, any available documentation from the Step 1 process, and the request for Level 2 review.

A. The request for review shall be submitted in writing within 10 days of the complainant receiving notice of resolution from Step 1.

B. The Superintendent or designee will review the record, and may choose to meet with involved parties.

C. If significant new evidence is introduced at Step 2, the complainant will be referred back to Step 1 so as to ensure there is an opportunity for meaningful dispute resolution and investigation that includes the new evidence. "Significant, new evidence" is evidence that could have changed the outcome or investigation at Step 1.

D. If a new, additional concern is raised at Step 2, the new concern will be referred back to Step 1. The concerns that were already addressed at Step 1 will continue to proceed through the appeal process.

E. Following the review, the Superintendent shall decide that:

1. No substantial evidence exists and no further action will be taken; or
2. Specific remedial action will be taken.

F. The Superintendent or designee shall provide copies of the written decision to the complainant. The written decision shall include findings of fact, decisions of law and legal basis for the decision as required by OAR 581-022-1941. The Oregon Department of Education has explained that "legal basis" and "conclusions of law" mean applying the statute, Oregon Administrative Rule or district policy applicable to the facts. All complaints appealed to the Superintendent will receive a resolution in writing within 30 days of receipt of the request for review. The superintendent or designee will include information on the next steps in the complaint process.

G. The decision of the Superintendent is the final decision. Upon receiving the Superintendent's decision, if the complainant wants to continue to appeal, the complainant may choose to either request an appeal to the Board or appeal directly to the Oregon Department of Education.

### Step 3:

If the complainant is not satisfied with the final decision of the Superintendent, the complainant may request an appeal in writing to the Board of Education. The appeal will include the concerns and information included in the original written complaint. Any new concerns or substantive information not previously submitted will be referred back to Step 1.

A. The request for a Board level appeal shall be submitted to the Board Office within 20 days of the Superintendent's decision. The Board will vote on whether to consider the appeal within 20 days following the receipt of the request for appeal. The Board will be provided with the written record of appeal, including documents submitted at Steps 1 and 2, and the decision of the Superintendent.

B. The Ombudsman will inform the complainant within two days after the Board vote as to whether the Board decided to consider the appeal.

C. If the Board votes to consider the appeal, the Board will vote on the substance of the appeal within 30 days of the Board's decision to consider the appeal. The Board will have the full written record of the appeal. The complainant may submit additional written information to the Board, and may provide testimony during public comment.

D. If the Board does not consider the appeal, the complainant may still choose to appeal to the Oregon Department of Education. If the Board consider the appeal, but does not vote to overturn the Superintendent's decision, the complainant can appeal to the Oregon Department of Education.

## **Special Resources At Beach School**

### **Special Education Services**

- Educational Resource Center  
The Educational Resource Center (ERC) provides support in the basic academic areas of reading, spelling, writing, and math. Students are assessed by members of the Special Education team. Intervention is provided for those students who are eligible for services. Students may be referred for these services by their parents or teacher.
- Speech and Language  
Speech and language services provides support in the areas of articulation, fluency, voice or language difficulties. The Speech and Language pathologist assesses and provides intervention for those students who are eligible for service based on the State of Oregon's eligibility criteria.

### **504 Services**

Questions regarding 504 / ADA , please contact Andrea Shatz @ ashatz@pps.net – 503-916-6236  
Questions regarding Title VI / Title X, please contact Andrea Shatz@ ashatz@pps.net– 503-916-6236

## **LIBRARY**

The Beach School Library Media Center serves as a resource center for students, parents, and teachers. It is open from 8:40 a.m. until 3:15 p.m. daily. Each class has a scheduled time for check out. Students are encouraged to explore the library collection selecting books from a variety of genres, (i.e. fiction, poetry, biographies, historical novels, and research materials). Classes focus on the develop of reading and research skills through the use of text and technology.

## **TECHNOLOGY**

Students have access to computers in many classrooms, through our 4 mobile computer labs and in the school computer lab. Students have access to the Internet for classroom research and projects. Additionally our students learn basic coding in grades 3-5 and more advanced computer skills throughout the middle school years.

## **CLASSROOM PLACEMENT**

Our classroom placement process represents our best effort to use a team approach in providing well balanced, supportive instructional groups in all classrooms. To achieve this balance, staff grade level teams create class assignments based on the following criteria: gender, achievement level, behavioral characteristics, leadership, special needs, support services, student combinations, ethnic groups, parent information, staff and principal input. Parents may provide input regarding any special needs that should be considered for their child, however, requests for specific teachers cannot be honored. Your child's teacher knows his/her students very well and is committed to recommending an effective placement for all children. We believe this class placement process will assist us in creating fair and equitable learning communities for all our children.

Please be aware that due to enrollment fluctuations, classroom placements are subject to change when necessary to balance classroom numbers. We will make every effort to avoid reassigning students.

## **HOMEWORK POLICY**

Teachers will make appropriate homework assignments as needed. Homework not only enhances learning; it also teaches a child how to work independently and gives parents an opportunity to be directly involved in their child's learning.

Here is what parents can do to help develop good work habits:

- Take an interest in your child's homework.
- Help your child to work independently.
- Set aside a regular time for homework.
- Establish a quiet, well-lighted, comfortable place for your child to do his or her homework.

Our homework guidelines:

Primary Grades K-2: up to 20 minutes nightly

Intermediate Grades 3-5: 30-60 minutes nightly

Middle School Grades 6-8: 60-90 minutes nightly

Please note: teachers will inform parents of their homework expectations. If you have a concern about the homework your student is receiving, please contact the teacher for clarification.

## **OTHER GUIDELINES AND POLICIES**

**Use of the School Building**

The school is publicly owned and the community is urged to make use of it. A "Civic Use of Buildings" form must be filed with the school office. This form would apply to all youth groups, parent groups, and sports events. Forms may be obtained from our secretary. Currently there is a fee payable to the District.

### **Classroom Celebrations and Events**

If you would like to send a treat for your child's birthday, holidays, or other events, please remember that it must be commercially prepared and individually wrapped. District policy requires all classroom celebrations have healthy treats available. Classroom celebrations are at the teacher's discretion. Please make arrangements in advance with the teacher.

### **Birthday Invitations**

To avoid hurt feelings, birthday invitations may not be distributed at school if all children in a classroom are not included.

### **Lost and Found**

Lost and found articles are stored in the school cafeteria, and the lost and found area in the main building. Unclaimed items are donated to the PTA Clothes Closet at the end of each quarter. Consider labeling your child's belongings with a permanent marker to help us return items to their owner.

### **Textbooks and Library Books**

Students are responsible for assigned textbooks and library books. Lost books will be paid for by the student. Report cards are held until books are returned or paid for.

### **Student Money**

Students should not bring money to school except for specific purposes such as the Book Fair, field trips, etc. Payments to the cafeteria should be made before school starts. Checks should be payable to Portland Public Schools.

### **Pets**

- All requests to have animal visitors (student or staff "show and tell" for example) in the classroom or on school property during school hours must be submitted to the Principal or designee in writing.
- Included in the request should be a description of the activity, type of animal, educational purpose/benefit, length of activity, and a plan for the care of the animals. Additionally, if applicable, the request should include verification that the animal is properly and currently licensed with the appropriate inoculations. The Principal or designee has the discretion to permit or deny the presence of any animal in the school.
- Prior to approving the request, the Principal or designee shall determine whether any child has a health condition (such as allergies) that could be exacerbated by exposure to animals. Parents must be notified of the plans to have an animal in the classroom so that accommodations may be made for their student.

## **Phones and Personal Electronics**

The office phone may be used by students in the event of an emergency. Students may also use the phone with written permission from his/her teacher, to notify parents that he/she will be staying after school. Cell phones and personal electronic devices (iPads, iPods, etc) are to be off and away from bell to bell (8:35-3:00) If a phone is seen or heard it will be taken to the office to be picked up by a parent.

## Clothing Guidelines

Parents are requested to use discretion and judgment and send their child(ren) to school in appropriate clothing. In the event apparel is deemed inappropriate for the school setting, parents will be contacted. Hats/bandanas are not permitted inside the school building. Students may be directed to change dress or grooming if:

- The clothing could substantially interfere with the learning process or school climate or disrupt the educational process.
- The clothing is sexually suggestive (examples include bare midriffs, visible or showing undergarments, plunging necklines, see through materials, sagging pants, spaghetti straps, and short skirts or shorts).
- The clothing is alcohol, tobacco, or other drug-related, including advertising or advocating the use of such products.
- The clothing is vulgar, lewd, obscene, or plainly offensive.
- The clothing is demeaning to a particular person or group, such that it might interfere with another student's educational opportunities.
- The clothing is indicative of gang membership or activity.
- The clothing is unclean or threatens the health or safety of others.

Dressing appropriately for the weather is essential. Please remember warm clothing in our wet and cold season! On days when students are scheduled for physical education, appropriate shoes are required. Soft rubber-soled shoes promote good traction and safety indoors and out.

We make every effort to send students outside for recess when at all possible. To that end, please check the weather and send your student with water resistant clothing on days when it may rain, and warm clothes when it is cold out. It is the school's discretion whether or not to send students out for recess.

Middle School students will be provided additional dress code information during the first week of school.

## Messages to Students/Staff

To eliminate interruptions to classroom instruction, we request that parents clarify after school plans with children prior to arrival at school. We understand that this is not always possible, but would appreciate any efforts to facilitate this. Thank you! In the event you place a call to a teacher, please understand that they are able to return phone calls after classes are dismissed or as soon as time permits.

## Field Trips

A permission slip will be sent home for each school-sponsored field trip. We must have a signed permission slip by a parent or guardian to allow a child to leave school.

## Parental Involvement

### Beach Parent Teacher Association (PTA)

The Beach Parent Teacher Association offers an opportunity for each parent to become involved in supporting Beach staff and students through participation in school-related services. PTA meetings are held monthly. PTA assists with organizing volunteers for the classroom teachers, visual screening, school pictures, and special activities for students. These projects are important in providing quality education for all of our Beach students.

### Parent Volunteers

We welcome parent and community volunteers. Please call the school office to inquire about volunteer opportunities. Volunteers must complete a background check prior to working with students. Please be aware that young children may not accompany volunteers in classrooms or on field trips. When volunteering, always sign in at the office and obtain a volunteer button to wear while you are in the building. You can do your background check online at <https://volunteer.pps.net/>