

**Duniway Elementary School**

**PARENT AND STUDENT  
HANDBOOK**

**2017-2018**

# Table of Contents

A Letter From the Principal .....	2	Health Services .....	6
Duniway School's History .....	3	Illness During the School Day .....	6
After School Activities .....	3	Library .....	6
Attendance / Childwatch Program.....	4	Lost and Found .....	7
Behavioral Expectations for students riding the bus.....	4	Parent Teacher Association PTA.....	7
Breakfast and Lunch Programs.....	4	Safety Before and After School.....	7
Classroom Visits .....	4	Safety Patrol.....	8
Counselor .....	5	School Hours.....	8
Day Care Facilities .....	5	Special Education – Referral Process.....	8
Duniway Education Foundation .....	5	Student Class Placement.....	8
Duniway Update / Web Page .....	5	Student Health Services.....	8
Emergency School Closure Announcements .....	6	Volunteers .....	10
Fire Drills and emergency preparedness / evacuation drills .....	6		
Fund Run.....	6		

## A LETTER FROM THE PRINCIPAL

Dear Duniway Community,

It is with great privilege that I welcome you to the 2017-2018 school year. As many of you know, Duniway is truly a special place. Our students are hardworking and achieve incredibly well. Our staff is dedicated, professional, and poised to build on the successes of last year. And of course, our families are central to Duniway's accomplishments. I hope to build on the strong tradition of collaboration and partnership between the school and our community. This bond has helped define the spirit and character of Duniway and I hope to continue to build positive and meaningful relationships with all families

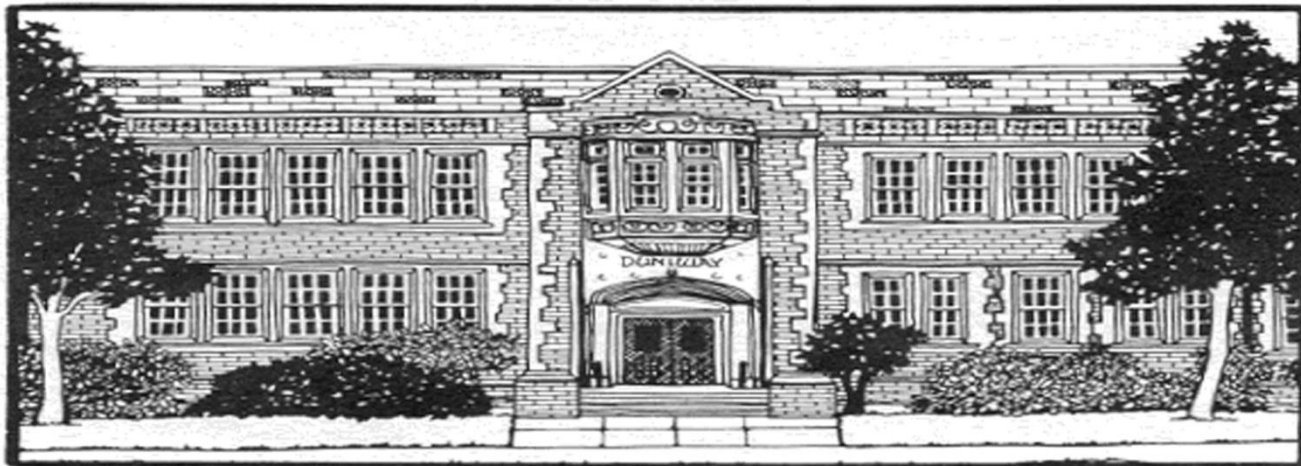
The great work and support of our community provides our teachers with an amazing opportunity to teach, learn, and grow Duniway's core values; Caring, Courageous, Trustworthy, Curious, and Connected are central to our mission: A educational experience with a strong academic core and rigorous instruction that encourages problem solving, working collaboratively, and learning how to adapt to an ever-changing environment. Engaging students to be critical thinkers as they learn the importance of civic engagement, social-justice, and global citizenship. We also believe in building strong character and supporting the social and emotional growth of our students. I am drawn to education because it affords the possibility of continuous learning. I look forward to celebrating our collective successes, while searching for ways to adapt, refine, and improve our work.

Every classroom teacher is committed to working hard to create a cohesive classroom community with their new students - meeting the needs of all learners while providing a supportive, engaging, and encouraging environment. It is our goal to provide a positive environment and the necessary support that allows all of our students to learn, grow, and shine.

On behalf on the entire Duniway staff, I want to again welcome you to the 2017-2018 school year.

With regards,

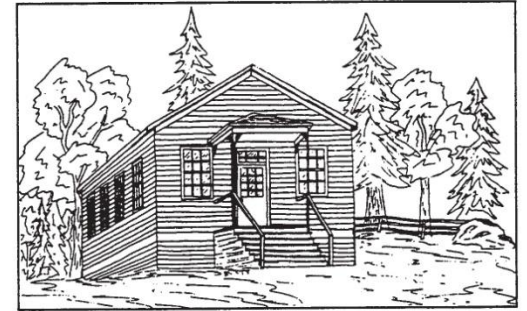
Matt Goldstein  
Principal



## DUNIWAY SCHOOL'S HISTORY

Duniway School is named for Abigail Scott Duniway, an early settler and suffragette. There have been four buildings at two different sites with three different names: Willsburg, Eastmoreland, and Duniway.

The Willsburg School was built in 1877 on land donated by Lorana Wills, wife of Jacob Wills. The Wills had come to Oregon in the wagon train of 1848. They took a land donation claim and set up their sawmill, which they had brought across the plains in their wagons. A portion of the land was in what is now Eastmoreland and at that time was heavily forested. The lumber to build the first schoolhouse was cut by the Jacob Wills Sawmill. The school was located on a hillside near what is now S.E. Tacoma and 26<sup>th</sup> St. behind the Hoe Co.



In 1902 a new school building was constructed. It had a brick foundation and a full basement and a hot air furnace. There were two classrooms with single seats and desks, and blackboards on three sides of the rooms. It faced the same way as the old building and was built at a cost of \$1277. The new furniture and desks were purchased for \$200. The old woodshed was torn down as the wood was now stored in the basement but the outside toilets were still used. Drinking water was pumped by hand from a bricked-up well. The old building, which had been used as a school, church, and community hall combination, was moved to the northeast corner of the school grounds and continued to be used as a community meeting house.

Ardenwald opened in the fall of 1913. On February 9, 1914 the New Eastmoreland School was opened. The school consisted of four large wooden portables and they were located where Duniway is now.

Construction began on the building, now known as Duniway, early in 1927. Newspaper articles written while the school was under construction referred to it as "Eastmoreland" School. The building was designed by Greg Jones and was inspired by the architecture of the King James I era in England.

The original plan when the new building was constructed was to remove all of the portables. However, they were kept and used as classrooms, a shop and the cafeteria until June 1949 when they were destroyed by fire.

Construction began immediately on a new wing, which housed the kindergarten, primary grades, cafeteria and the shop. The wing was ready for the 1949-50 school year. Originally the school was designed for about 550 students and its original cost was about \$235,000. It reached its peak enrollment in the late 50's and early 60's. (In 1960-61 an all time high of 830 pupils plus the kindergarten.) Duniway had 432 students for the 2002-2003 school year. This beautiful building was designated as a historical landmark in 1993.

In June 1976 fire struck again. Ironically enough it was in the wing that had been built to replace the portables that had been burned 27 years before. The cafeteria and shop escaped damage but the primary area had to be gutted and redone at a cost of about \$105,000 – a world of difference from the simple wood schoolhouse built by the parents, on donated land, with wood cut and milled from the surrounding area.

In the fall of 2017, the Duniway community celebrated the building's 90<sup>th</sup> birthday, welcoming former and present-day students.

## AFTER SCHOOL ACTIVITIES

A variety of programs including Science, Computer programming, robotics, chess, choir, Spanish, Art, Dance, and Various Sports are available to our students after and before school. Information about classes is communicated through our weekly newsletter and the school website: [www.pps.net/Domain/113](http://www.pps.net/Domain/113).

## ATTENDANCE / CHILDWATCH PROGRAM

Students are expected to attend school and classes regularly and on time to receive the maximum benefit of our instructional program. Parents / guardians are legally responsible to have their child(ren) in school. State law requires schools to withdraw students who are absent ten consecutive school days for any reason.

If your child is home, sick, or will be late to school for any reason, please call and leave a message on the school voice mail, 503-916-3625. Parents may also notify school staff of absences and/or tardiness by sending a note or email. In the event your child is tardy, they should report to the office for a tardy slip prior to going to class.

All PPS schools are required to notify parents/guardians (or other person designated by the parent or guardian) **before the end of the school day** if their child has an unexcused absence. Please remember to call if your child won't be at school! For a list of excused absences please refer to the student rights and responsibilities handbook.

When it is necessary for you to pick up your child before the regular dismissal time, please come to the school office. The office will notify the teacher and get your child for you. Please note: we cannot release your child to anyone who is not listed on the child's emergency information form. If you need to send someone else to pick up your child, prior written arrangements must be made with the school office. Students should make up all work missed and will receive credit for make up work for excused absences.

## BEHAVIORAL EXPECTATIONS FOR STUDENTS RIDING THE BUS

School bus transportation is a privilege, which students keep by being safe, respectful, and responsible. If a student rides a school bus to and from school, he or she must follow the posted bus rules. The State of Oregon has developed these rules which are posted in every bus. Students are expected to exhibit appropriate conduct at all times which includes at the bus stop, loading, unloading and on the bus. Misbehavior on the bus and at bus stops will be dealt with by a school administrator. A student may lose the bus-riding privilege by repeated misbehavior or a serious violation of a bus rule. A complete description of the bus rules are in the PPS *Student Responsibilities, Rights and Discipline Handbook*.

## BREAKFAST AND LUNCH PROGRAMS

Applications for free and reduced breakfasts and lunches are available to families who wish to apply for the federal program. Students have the option of purchasing a hot lunch or bringing a lunch from home and buying milk at school. Cost for lunch is \$2.80 (reduced-free), breakfast is \$1.50 (reduced -free) and milk is 50c. Breakfast is served in the cafeteria at 8:30 a.m. Please make checks payable to PPS Nutrition Services. Parents are welcome anytime to join their children for lunch.

The District is offering a new easy, convenient and safe way to pay for your child's meals at school. Use [www.MySchoolBucks.com](http://www.MySchoolBucks.com) to make online payments (\$1.95 transaction charge). Click Enroll Now. The student ID number can be found on your students registration form or you can call the office at 503-916-6343. Please remember to deposit adequate funds in your child's personal meal account on a regular basis. You can also bring checks or cash payments to the cafeteria.

## CLASSROOM VISITS

We ask that parents make prior arrangements with the classroom teacher when they would like to visit the classroom during the regular school day so that learning and instructional time is not impacted by the visit. In the event parents need to speak with the teacher we encourage them to set up a meeting or conference time with the teacher outside of class time to discuss issues in a confidential format rather than visiting classrooms and taking instructional time.

## COUNSELOR

We are incredibly fortunate to have two wonderful counselors. Returning for her second year is Jessy Gretzinger who will be at Duniway full time. Joining Jessy will be Emory Oeding who will be working half-time. Both Jessy and Emory will be providing instruction in all classrooms, facilitating small groups, working to provide one-on-one counseling support. They share an office - the last door on the left as you approach the north gymnasium. Please contact them if you have any questions or wish to hear more about their program.

## DAY CARE FACILITIES

Duniway All Stars (DAS) is non-profit program that offers before and after school care, a preschool program, and a summer camp to the Portland community. Located in Room 5 of Duniway, DAS is open from 7am to 6pm, and also has options available for in-service days, late opening days, and conference days. For more information, contact them at 503-774-9963, [director@duniwayasc.com](mailto:director@duniwayasc.com) or [www.duniwayasc.com](http://www.duniwayasc.com).

## DUNIWAY EDUCATION FOUNDATION

The Duniway Educational Foundation is a non-profit organization created by Duniway parents. Authorized by and affiliated with the All Hands Raised, the Duniway Foundation raises money to fund Duniway staff. The Duniway Foundation conducts annual campaigns and organizes activities to raise money from private sources, including Duniway parents, friends, and alumni to ensure continued quality education and programs at Duniway.

We know there are many choices for educating our children. The Duniway Educational Foundation believes that a thriving neighborhood school is an excellent environment for our children and an important component of a healthy residential and business community. Unfortunately, funding has become more difficult in the past few years. When you are planning your annual giving, please do not forget Duniway, our children, our neighborhood, and our community. Make your generous tax-deductible donation payable to the Duniway Educational Foundation.

With questions or to get involved, please feel free to contact one of the following board members:

John Pontefract, President	503-780-2423
Jennifer Burchard, Secretary	503-260-9454
Jennifer Eggers, Treasurer	503-703-9912

## DUNIWAY UPDATE / WEB PAGE

We want you to know what is happening at Duniway School. The Duniway Community Update comes out every Friday throughout the school year with important information. Please contact Lynn Terhaar ([lterhaar@pps.net](mailto:lterhaar@pps.net)) if you are NOT receiving the weekly update. In addition, you can visit the Duniway School web page at [www.pps.net/Domain/113](http://www.pps.net/Domain/113). Our site contains information on school calendars, school facts, the PPS main page, PTA, and Duniway Foundation news. Please know that if you do not have access to email and the internet we will print hard copies for your child to bring home each week so you can receive the information. Just notify the office and we can put you on the hardcopy list.

## EMERGENCY SCHOOL CLOSURE ANNOUNCEMENTS

Families should monitor radio/TV and visit [www.pps.net](http://www.pps.net) for announcements regarding school closures or delays. PPS offers several services that you can sign up for to receive information regarding school closure information. All decisions regarding school closure/delay are made centrally by district staff.

## FIRE DRILLS AND EMERGENCY PREPAREDNESS / EVACUATION DRILLS

All Duniway students and faculty participate in regularly scheduled fire and evacuation drills to ensure the safety of everyone. All students, staff, and visitors must vacate the building during a fire or evacuation drill. In the event students are playing outside during a fire drill, they will line up with their class and go to their designated area with the supervising teacher. In addition to evacuation drills, staff and students practice other scenarios including lockdown, lock-in, and earthquake.



### FUND RUN

Organized by volunteers, the annual Fund Run is popular with students and family spectators alike. The run is divided by grade, with each grade having 30 minutes to complete quarter-mile laps around Duniway's field. It's an exciting and positive event each year and is the PTA's largest fundraiser. Funds raised support the PTA's programs, such as art residencies, classroom field trips, school assemblies, and also provide funds for extra supplies needed for classroom specific projects.

### HEALTH SERVICES

The school nurse is at Duniway one day per week to monitor the health records and assist our staff in dealing with student health needs. In addition, there is a School Health Assistant at Duniway each day from 8:30 AM – 1:30 PM. Please feel free to call the nurse for any health related questions or concerns. If your child has a health problem or requires special attention, please also notify the school office and your child's classroom teacher.

## ILLNESS DURING THE SCHOOL DAY

Should a child become ill during the school day, s/he will be sent to the office and the School Health Assistant or secretary will call the parents or guardian. If the parent or guardian is not available, the emergency contact on the registration card will be notified.

## LIBRARY

Each classroom has a regularly scheduled time to visit the school library to learn library skills, do research and to check out books.

## LOST AND FOUND

Please clearly label your children's outerwear clothing, lunchboxes, backpacks, or other personal items that travel between school and home. Items left on the playground, cafeteria or school campus are placed in the Lost and Found area located in the cafeteria. We will display unclaimed articles of clothing throughout the year. Clothes, which have not been claimed are sent to the PTA Clothing Center on a bi-monthly basis.

## PARENT TEACHER ASSOCIATION (PTA)

The Duniway PTA is an active group of parent volunteers and teachers committed to excellence for children. Our mission is to help ensure that our children have the best possible experience during their elementary years. Whether your family is new or returning to the school, opportunities abound for you to get involved. Duniway's PTA also provides classroom supplies for each room and provides the funds for fieldtrips and assemblies offered at our school. Our PTA further enriches the experiences of our children through social events such as the back-to-school picnic, winter dance, the fall and spring book fairs, and the variety show. Volunteers also coordinate and manage the exciting and popular spring carnival and end of year parade. PTA Green Team committee members have successfully reduced cafeteria waste, planted trees near our playground and are looking forward to planning additional projects in the coming years.

To provide these opportunities to our children, PTA volunteers also manage several fundraisers during the school year including the Winter Home Tour and the Fund Run.

PTA President Erin Black-Mitchell (blackerinm@gmail.com) welcomes your participation and feedback. **Beginning in October, PTA meetings will be held in Duniway's library at 6:30 pm on the second Tuesday of each month.** Free childcare is provided during PTA meetings.

## SAFETY BEFORE AND AFTER SCHOOL

There is no adult supervision for students who arrive on campus before 8:30 am as teachers are preparing for the school day and are not available to supervise those students who might arrive early. For this reason, it is important that parents help time their departure from home so students arrive to school at 8:40, unless they are having breakfast at school. Breakfast will be served beginning at 8:30 am in the cafeteria.

**Arrival:** The first bell is at 8:45 am. Please do not head to your classroom prior to the bell unless you have scheduled an appointment to meet with your child's teacher. Our teachers are using this morning time to plan and prepare for the day. Although they would love to visit, it is vital that they have this time to get ready for the day. You are welcome to visit in the cafeteria if it is raining or if your child is eating breakfast.

You DO NOT need to sign-in if you are walking your child to their classroom. However, if you are still in the building to volunteer, **you must report to the office by 9:00 am to sign-in and get a guest/volunteer badge.**

**Pick-Up:** The day ends at 3:00 pm. Students are expected to go directly home after school, unless they are going to a school-sponsored event. Please make sure your child is aware of his/her after school plan. Please inform the teacher if there are any changes to the normal after-school routine. Unless it is an emergency, please do not contact the office after 1:30 pm with a change of after school plans. We appreciate your understanding.

Parents do not need to sign in and get a badge if they are coming into the school after classes have been walked out/discharged outside after 3:00 pm.



## SAFETY PATROL

The Duniway Safety Patrol is open to 5<sup>th</sup> grade students (who are chosen in the fall of their 4<sup>th</sup> grade year) and is supervised by teacher Jessica Cudjoe. The Safety Patrol students are assigned to crosswalks at Rex and Reed College Place and also at Rex and 35<sup>th</sup>. Please encourage your child to use the crosswalks and to follow the directions of the crossing guards. In the interest of keeping everyone safe, parents and visitors are asked not to park in the no parking zones along Reed College Place and the bus zone on Rex.



## SCHOOL HOURS

The student day begins at 8:45 am and ends at 3:00 pm. Office hours are 7:30-4:00 pm daily.

## SPECIAL EDUCATION – REFERRAL PROCESS

Portland Schools offer special education services to students meeting the eligibility criteria. Children may be referred to the Student Intervention Team by their teacher. This team is composed of our school psychologist, speech/language therapist, Learning Center Teacher, Counselor, Principal, and general education teachers. If parents believe their child may need the services provided by the special education personnel, they are encouraged to contact their child's teacher for further information.

## STUDENT CLASS PLACEMENT

In May, parents will be given the opportunity to submit feedback regarding classroom placement. Specific teacher requests are **disregarded**. Classroom teachers and the principal work collaboratively to create well balanced classrooms. Please DO NOT contact your child's teacher with information regarding next year's placement.

## STUDENT HEALTH SERVICES

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To provide for your child's special medical or mental health needs (for example diabetes, seizures or school anxiety) it is **important to promptly tell** the school:

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

## BEFORE AND AFTER SCHOOL PROGRAMS

If your child is enrolled in a "before or after school program" and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

## CONTAGIOUS CONDITIONS:

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting.
- *To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.*

## EMERGENCY INFORMATION

**The school must have a way to reach you** in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

## HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home with lice treatment information. The student will be readmitted to school after treatment and re-examination for live lice. Any student with nits only will be allowed in school and monitored for re-infestation of lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

## HEALTH INFORMATION

- *Health information may be shared with school personnel on a “need to know” basis. 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.*
- *Parents (and their eligible students) may generally access their own child’s record and can submit an amendment if they believe the record is inaccurate, misleading, or in violation of the student’s rights of privacy.*

## HEALTH SCREENINGS

Oregon Law says that vision and hearing screenings shall be done to help identify children’s health concerns. The nurse oversees these screenings. The usual screening schedule is:

**Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1

**Vision:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

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

## IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3<sup>rd</sup> Wednesday in February).
- It is important to keep your child’s school immunization record up-to-date. Check with your school’s office if you need forms.

- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

## SCHOOL NURSES

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, 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 and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

The nurse may:

- Talk with parents, students,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Review health records
- Assess a physical complaint (examples: listen to the heart, feel the skin, look in the ears)

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet with the nurse.

## 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 are available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- **All medication must be delivered to school by the parent or responsible adult designated by the parent.** Students may not keep medications with them. Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up by the end of the year will be destroyed.**

## VOLUNTEERS

Volunteers are a valuable asset to our school and are welcome at Duniway School in accordance with District Policy. Anyone working with students at school or on field trips is required to fill out an "Application to Volunteer" background check form. Go to <https://volunteer.pps.net> and fill out the form. You will be notified when it has cleared. There is no cost for this service. If you will be driving on a field trip, we will ask for a copy of your driver's license and current insurance information and to fill out a vehicle statement of qualification. All volunteer applications must be approved through the district office before volunteers can assist on campus, work with students or chaperone field trips. It is the responsibility of the volunteer to make sure they have been cleared prior to signing up to volunteer for school events.

All volunteers must sign in on the Volunteer Sign-In sheet located in the school office. We ask that all volunteers wear a volunteer badge while volunteering in the school so that they are easily identified as a volunteer for staff and students.

Portland Public Schools Nondiscrimination Statement: Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. — Board of Education Policy 1.80.020-P

District Title VI and Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)  
District 504 Contact: Suzy Harris, Integrated Student Support (503-916-2000 x74214)  
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)



