

**Faubion PK-8 School Family & Student Handbook
2017-2018**



Faubion PK-8 School

Address:

2930 Northeast Dekum

Phone: (503) 916-5686 | Fax: (503) 916-2625

Jen McCalley, Principal

Karmin Williams, Assistant Principal

Dear Faubion Families,

Welcome to the 2017-18 school year!

By working together, we can ensure your child has a quality educational experience in a safe environment that enables him/her to acquire the knowledge, skills, and attitudes necessary to become a responsible, successful individual.

It is our desire to help make your child's school experience as successful as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about our school policies, general guidelines, and other information.

Be sure to read the attached policies and procedures sections to become familiar with student discipline procedures, attendance requirements, bus policy, etc.

Please remember, open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via e-mail or through our school office at 503-916-5686. You are also encouraged to maintain a high level of involvement in your child's school experiences by visiting the school! When children know their parents are interested and concerned about their education, their interest also increases. One way to do this is to attend the monthly Muffins with Ms. McCalley events. Please watch the calendar for these dates. We would love to see you there!

We look forward to getting to know your child and working with you during this upcoming school year. The school administration and staff are here to help, and we will do our best to accommodate your needs. Thank you for trusting us with your most precious jewels...your children.

Yours in Bulldog Pride,

Jen McCalley, Principal

Karmin Williams, Assistant Principal

ACCOUNTABILITY AND ASSESSMENT

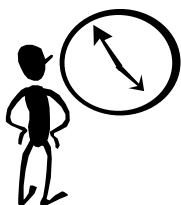
District and State testing for grades 3-8 in reading, math, writing, and science were created to measure student achievement based on the curriculum taught in Portland Public Schools. Students are tested in the Spring to help determine how well they are progressing toward grade level benchmarks. The tests also help evaluate the success of instructional programs. These will be administered between January 2018 and May 2018

FIRST DAY OF SCHOOL:

Wednesday, August 30, 2017 **Grades 4-8 (only)**

Tuesday, September 5, 2017 **PK-3rd begins!**

SCHOOL HOURS:



Our hours of operation are 8:35 am to 3:15 pm for middle school and 8:50-3:15 for elementary students. Dismissal time for PK-8 students is 3:15 pm. Our school office opens at 8:00 am and closes at 4:00 pm. Please know that students cannot be dropped off in the morning prior to 8:35 a.m. Additionally, students cannot be picked up early from school after 2:50 pm in the afternoon. It is extremely important that students arrive on time and remain throughout the school day. Any person picking up a student must be on the student's authorized registration form and show a picture ID. WE WILL NOT RELEASE CHILDREN TO ANY PERSON NOT ON THE AUTHORIZED PICK UP LIST.

OPEN HOUSE:

This is an opportunity for your family to meet the staff at Faubion. We encourage you to come!

Tuesday, August 29, 2017
10:00 am -1:00 p.m.

We invite students and families to tour the school and visit their classrooms. Parents are also encouraged to join the PTA at this event. Please be certain to check the class lists posted at the entrance of the school when you arrive for the Open House. After visiting

classrooms, students and families may drop by the cafeteria for a treat and parents may visit informational tables to acquaint themselves with PTA, SUN, Peninsula Childcare, Transportation and our 3 to PhD partners. Students will also receive a free backpack of school supplies.

BELL SCHEDULE FOR 2017-2018 SCHOOL YEAR



8:35	First bell for Middle School
8:45	Tardy Bell for Middle School
8:50	First Bell for Elementary School
9:00	Tardy Bell for Elementary School
11:30-1:00	Lunch/Recess
3:15	Dismissal for grades PK-8

Building doors will open at 8:35 am each morning. There is no provision for supervision of students before or after school hours, so please do not send students to school earlier than the opening time. Should a student arrive excessively early, a phone call will be made to the parent to remind them of the school's policy and our concern for our child's safety. If your child arrives late to school please accompany him/her directly to the school office and let the school know that your child has arrived. Parents who need to pick-up their child from school during school hours must sign them out through the school office. This procedure is to ensure the safety of all students. Students may not be checked out early after 2:50 p.m.

BIRTHDAY CELEBRATIONS

To provide the best possible learning environment for our students, we must also provide an environment that supports healthy behaviors. Classroom birthday parties and school celebrations are often overflowing with cupcakes, cookies, and other sugary foods. In addition, many hours of instructional time is lost due to classroom birthday parties. **We ask you to refrain from providing sugary treats for the class.** Please seek advice from your child's teacher on various healthy ways to celebrate your child's birthday with his/her school peers.

BIRTH CERTIFICATE

Any student enrolled for the first time in a Portland Public School, including preschool, shall have to show a certified copy of the student's birth certificate.

BUS SCHEDULES AND INFORMATION



Please have children at the bus stop five minutes prior to the appointed pick up time as traffic varies daily. Afternoon dismissal for bus children will be at 3:15 pm. Each day, children will be dismissed directly to buses, unless we have written notification of change. We must have a note from the parent/guardian each time your child will not be riding his or her regular bus home. If we don't have a note, the child will be sent on the bus. In case of a problem at a bus stop, please call the **Transportation Department at 503-916-6901 for information**. They will call Faubion with current/updated information. *****We will not change bus routes via phone.*****



CHANGE OF STUDENT ADDRESS OR TELEPHONE NUMBER

Students and parents should ALWAYS report any changes of address or telephone number to the teacher and to the school office. It is necessary to have a current and accurate telephone number on file in case of emergency and to receive district wide phone calls.

CLASS ASSIGNMENTS:

In making class assignments, we attempt to assign each child to a classroom that will be best for him/her. Children learn at different

rates and in different ways. Students are provided a variety of learning experiences; materials and environments that will help each child become successful in school. Class rosters are established to meet the needs of all children. Principals will not approve a move simply because a child or parent prefers a particular teacher or to be with a group of friends.

COMMUNICATION PLAN:

Faubion staff will send home paper copies of newsletters and other important fliers on THURSDAY's in the Thursday folder.

Information will also be emailed and/or texted as well. To stay up to date on information regarding Faubion School, please follow our Facebook page @FaubionSchool, follow @3toPhDpdx and @Faubionbulldogs on Instagram, and watch Faubion's webpage at <https://www.pps.net/Domain/114>.

CONCORDIA UNIVERSITY:

Concordia University's College of Education is co-located within Faubion School + Concordia University. Concordia students will be attending classes in the building and volunteering within Faubion classrooms. Concordia students have been background checked prior to entering Faubion.

EMERGENCY FIRST AID

The nurse, health assistant, teacher, or member of the office staff shall administer first aid for minor injuries. If a student is seriously injured the nurse will make the determination if the paramedics need to be contacted and the parent or guardian will be notified immediately.

END OF THE SCHOOL DAY:

When school is dismissed, students are expected to leave the school grounds within fifteen minutes, unless they are staying with a staff member or are participating in a school activity under the direct supervision of a teacher. Once students leave the school grounds, they will not be permitted to return unless they are attending a supervised activity.

ENERGY DRINKS and SODA:

Energy drinks and sodas will not be allowed on campus for student consumption. It has come to our attention that some of the drinks

marketed as an energy drink contain anywhere from 6-10% alcohol in them. Energy drinks are beverages like Red Bull, Venom, Adrenaline Rush, 180, Monster, and ISO Sprint, which contain large doses of caffeine and other legal stimulants like ephedrine, guarana, and ginseng.

EQUITY POLICY

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public School Board that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

FIDGET SPINNERS

Fidget spinners are **not** allowed in Faubion School due to the choking hazard they present to our young students. If you feel your child needs a fidget during instruction to help focus, please contact your child's teacher about requesting a 504 plan to provide such assistance.

(NO) FLIP FLOPS OR SLIDES PLEASE

Please remember that flip-flops or slides are NOT allowed at school for safety reasons. Students spend a great deal of time running, climbing, and sliding at recess and flip flops/slides can cause children to fall. All sandals need to attach to the child's feet with straps. If a child comes to school with flip-flops we will call home for other shoes to be brought, or your child will not be able to participate in recess or P.E.

HEALTH ROOM

The health room needs donations to take care of children throughout the school year. Please help us by sending any of the following to the main office: bandages, hand sanitizer, liquid soap, Kleenex, baby wipes, Ziploc bags, new underwear (all sizes), new undershirts (all sizes), and new socks (all sizes).

ILLNESS

When a student becomes ill at school he/she will be sent to the school health assistant's office. If it is necessary for the student to leave school, the parent, guardian or emergency contact will be

contacted to come pick up the student. The student will remain in the school health assistant's office until the parent or guardian arrives. Before leaving the parent or guardian must sign the student out. Parents are urged to keep children at home if they are ill. Students are not allowed at school if they have a fever, contagious disease, an unidentified rash or head lice.

IMMUNIZATIONS:

All students must present, on or before their first day of attendance, proof of:

- Full immunizations OR
- Initiation of a schedule of immunization OR
- A certificate of exemption



All 7th graders must have a Tdap immunization.

Immunizations must include polio, diphtheria, whooping cough, tetanus, hepatitis B, chicken pox and measles.

INCLEMENT WEATHER

Winter months bring the problems of inclement weather and poor road conditions. Please tune in to local radio, television stations or text/email for information regarding transportation changes, school closures, or late starts. The terms that will be given to the news media regarding school closures are:

Late Opening ⇒ School begins after the regular starting time.

Schools Closed ⇒ No School; students are to remain at home.

LATE OPENING WEDNESDAYS

Once a month (on Wednesdays) school will begin at 10:30am for students. Teachers use late opening days to plan and prepare lessons and attend in-service trainings sponsored by the district. Late opening dates include: September 20, October 18, January 17, February 21, March 21, April 18, and May 16. *These dates are not on the official district calendar because Late Openings are a part of PAT/PPS Negotiations. Once we know whether they will occur, families will be notified.*

LEGAL DOCUMENT CONCERNING CUSTODY OR GUARDIANSHIP

In most cases, when parents share joint custody, both parents have equal rights concerning their children. Please ensure that

disagreements about custodial issues are resolved outside of the school. If there are any documents that concern custody or guardianship of your child (documents signed by a judge) a copy **must be on file** in your child's record.

LOCKERS

Each 6-8 grade student is assigned a locker. 6th graders will share lockers. Lockers remain property of the school district and, as such, school officials reserve the right to inspect the contents of any locker when there are reasonable grounds to believe that it contains items contrary to school rules and detrimental to the conduct of the school, the educational process, or the students' and staff's welfare. Lockers are school property and any damage will be repaired at student expense.

LOST AND FOUND

Each year vast accumulations of clothing and personal articles are left at school. Many of these items are never claimed. You can help your child if these items are marked with his/her name. This will assist in the return of clothing to the owner. All lost and found items will be displayed on the Lost and Found table. Unclaimed clothing will be delivered to the PTA Clothes Closet each quarter.

MAKE-UP PROCEDURES FOR CLASS WORK, ASSIGNMENTS AND TESTS

When a family knows in advance that their child will be absent from school for five (5) or more days, a make-up request can be made with the classroom teacher(s).

MEDICATION

Some children may be required to take medication at school. When this occurs, the parent must bring in the medication and the "Authorization for Medication/Treatment at School" form that has been signed by the physician and the parent. An adult must bring medications in the prescribed container to the office. The medication remains in a locked area of the office. The school is only allowed to administer oral medications. A parent must administer any drops, ointments or other medicines. Students must come to the office to take the medicine and remain there until it is swallowed.

PHYSICAL EDUCATION CLASSES

Due to safety factors, all children should wear tennis shoes or soft-soled shoes during PE class. Hard-soled dress shoes, sandals, and boots are not appropriate for the type of activities performed in class. Additionally, girls are encouraged to wear shorts or leggings under dresses to participate in PE. Participation in the program by every student will be required unless excused by a doctor for health reasons. If your child is temporarily disabled, please send a note with the date and reason for the excuse.

PROCEDURES FOR MORNING STUDENT DROP OFF

If you bring your child to school we ask that you use the student loading/unloading “Kiss and Go” area located off Dekum Street at the front of the building. Please pull forward to the designated drop off spot before allowing your child to exit. Faubion staff will be there to supervise them beginning at 8:35 AM. If you arrive after 9:00 a.m. you will be required to bring your child to the front office and sign them in. **Please note there is no parking in the loading or unloading zone. If you must enter the school to take care of business, please park your car in the parking lot off Dekum St.**

PROCEDURES FOR AFTERNOON STUDENT PICKUP

1. Cars may not line up prior to 3:05 PM.
2. All cars must enter through the designated entrance located off Dekum St.
3. Upon entering the designated entrance, vehicles will be lined up in the order they arrive.
4. Vehicles will be lined up into one single lane and once in line, vehicles should be turned off to minimize emissions from idling.
5. Please remain in your car. A school employee will deliver your child to you.
6. After receiving your child, depart promptly through the designated exit by carefully pulling out. Please be VERY AWARE of students and staff walking in this area. We appreciate your patience when picking up your child after school. After 3:25, parents will be required to park and all students will need to be picked up from the main office.



PARENT/TEACHER/STUDENT CONFERENCES & REPORT CARDS

Parent/Teacher/Student Conferences will be held all day on November 8 and 9, 2017. There will be no school on November 8-10, 2017. Please plan to attend your child's conference so that the home-school partnership is strengthened. This is an extremely helpful interaction that assists teachers in getting to know their students. Parents are encouraged to bring their student to the conference in grades 6-8.

Report cards will be sent home one week after the close of each grading period. Families are encouraged to keep in contact with their child's teacher. They can keep current with their child's involvement in the total school program and teachers can learn families concerns.



PETS ON SCHOOL GROUND

All pets, including those on leashes, are not allowed on the school grounds (which includes the field and the building). Prior permission may be granted for special instructional demonstrations. Parent delivery and pick-up will be necessary.

PLEDGE OF ALLEGIANCE

Oregon state law requires schools to provide students with an opportunity to say the Pledge of Allegiance at least once during each school week. Students who do not participate in the salute must maintain a respectful silence during the salute.

PRE-KINDERGARTEN and KINDERGARTEN ENTRY:

The first day of school for your Kindergarten child is on Tuesday, **September 5, 2017**. Faubion's early childhood center for preschool and prekindergarten students also begins on Tuesday, **September 5, 2017**. This allows teachers to assess and to prepare for our newcomers.



SCHOOL SUPPLIES:

A current school supply list is located on the school website. Please remember that **ROLLING BOOKBAGS ARE NOT ALLOWED IN THE BUILDING** due to safety. All Faubion students receive a free backpack full of school supplies at Open House thanks to a generous donation from Comcast.

STANDARD DRESS CODE:

Faubion has implemented a standard of dress which students must adhere to. Students must come dressed in "standard dress" every day unless it is a free dress day. Standard dress includes blue, white or red collared shirts, Faubion, Concordia or 3 to PhD t-shirts and navy, khaki or black pants. Please see the standard dress flier for more information. Students who do not arrive in standard dress will be given a change of clothes to wear during school which meet the dress code. Faubion has a clothing closet that is accepting donations of standard dress clothing. Please keep this in mind as your student outgrows clothing.

TAG (TALENTED AND GIFTED)

Portland Public Schools provide a Talented and Gifted Program (TAG) which serves some students who, based on test scores and other data, are believed to be, or show the potential to be, within the top 3% of the national student population in the area of intellectual/academic ability. Teachers consider rate and level of learning to accommodate TAG students in classroom instruction. Students in the TAG Program sometimes participate in classes and activities outside the regular classroom. Families may request an application for student inclusion in TAG. After screening is completed, students and families are notified of acceptance by Portland Public Schools.

TAKING CHILDREN OUT OF SCHOOL

If you must pick up your child during school hours, please send a note to inform the school of your intentions. When you arrive at school, you must first check in with the front office and present the office staff with your ID. **Your child will not be released to anyone that is not listed on the registration form or to anyone without an ID.**

TELEPHONE POLICY

An effort is made to limit the use of the school telephone to school business. Students are allowed to use the office phone if their reason relates to a school activity. We strongly urge that situations regarding transportation, visiting friends, athletic activities, medical and dental appointments, etc. be arranged prior to leaving home. Students cannot be called out of the classroom to talk on the phone. Urgent messages will be taken by office personnel.

TELEPHONE POLICY (Student cell phone)

If students are caught using cell phones during the instructional day, it will be confiscated, sent directly to the office, and returned at the end of the school day. The school will not be responsible for loss or theft of phones at school. Cell phones are not to be used in class or at any time during the instructional day. **Please do not call or text your child on their cell phone.** If you need to reach your student due to an emergency, please call the main office.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. Textbooks and library books must be returned and any monetary obligations must be taken care of before leaving. The school where your child will be attending will request the necessary school records once you've completed enrollment.

WEAPONS, TOYS, SPEAKERS, SKATEBOARDS, SCOOTERS, BICYCLES

These items are NOT allowed at school. Trading cards, speakers and recording devices are not to be brought to school. Because these items in the classroom often disrupt learning, they may be brought only with special permission from the classroom teacher. The school will not accept responsibility for items that are lost, stolen, or broken.

Bartering and selling of speakers, electronics, trading cards, etc. by students is prohibited. When expensive items are lost, or taken, valuable staff and student time and energy is spent trying to retrieve the item. Scooters/skateboards are not permitted in classrooms or used on school grounds. Bicycles must be securely locked to bike racks located around the building. We appreciate your cooperation with these requests.

