

**Family & Student Handbook  
2019-2020**



**Faubion PK-8 School**

**Address:**

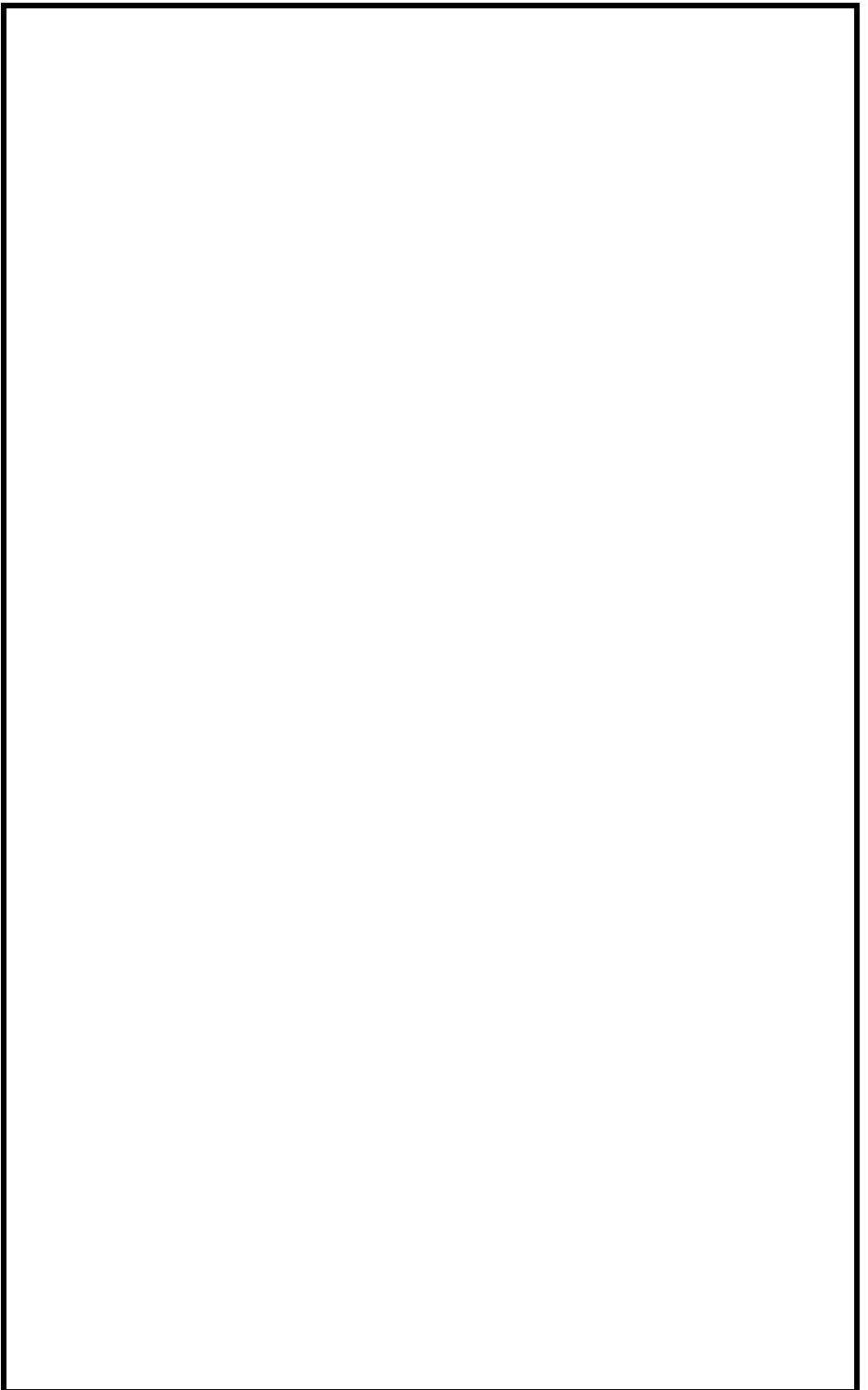
**2930 Northeast Dekum Street**

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

**Dr. Karmin Williams, Principal**

**Gary Gregoricka & Zulema Naegele, Assistant Principals**

**\*Faubion PK-8 School is a Title I funded school**



Dear Faubion Families,

Welcome to the 2019-2020 school year!

When we come together as a Faubion community, we can ensure all children have 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, and reach one's highest potential.

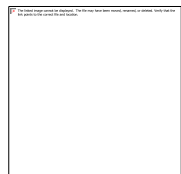
It is our desire to help make your child's school experience as enriching as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about our school policies, general guidelines, and other helpful information.

Be sure to read the attached policies and procedures sections to become familiar with resources, school expectations, 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 Pastries with Dr. Williams sessions or other fun Faubion 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,  
Dr. Karmin Williams,  
Faubion Principal



## **FAUBION'S EXPECTATIONS**

- ✓ **Be Safe** (physically, verbally, and emotionally)
- ✓ **Be Responsible** (we nurture a safe, welcoming, and inclusive community)
- ✓ **Be Respectful** (we have integrity, and respect ourselves and others)
- ✓ **Be Professional** (we arrive to classes prepared to learn and are professional in the Faubion community)

### **FIRST DAY OF SCHOOL:**

Wednesday, August 28<sup>th</sup>  
Tuesday, September 3<sup>rd</sup>

Grades 1 – 8  
PK and Kindergarten

### **SCHOOL HOURS:**

The main office of Faubion School is open 8:00am to 4:00pm. Students in grades 6-8 may enter the building at 8:35am, and instruction begins at 8:45am. Students in grades PK-5 may enter the building at 8:50am, and instruction begins at 9:00am. Students who ride the bus or walk home are dismissed with an adult at the following times:

- Preschool and kindergarten: 3:10pm
- Grades 1-4: 3:12pm

All other students are dismissed at 3:15pm. All staff, including classroom teachers, are on duty until 3:22pm; no student should come to the office before then. To ensure their safety, students may only be picked up by adults on their registration forms. Additionally, students cannot be picked up early from school after 2:45 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!

**Monday, August 26th**

**1:00 – 3:00 pm**

We invite students and families to tour the school and visit their classrooms. Parents are also encouraged to join Faubion Families United (PTA) and other community engagement opportunities 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 FFU, SUN, YMCA Before/After School Care, Transportation and our 3 to PhD partners.

### **BELL SCHEDULES FOR 2019-2020 SCHOOL YEAR**

8:35	First bell for Middle School
8:45	Instruction Begins for Middle School
8:50	First Bell for Elementary School
9:00	Instruction Begins for Elementary School
3:15	Dismissal for grades PK-8

Middle School Schedules:

#### **Advisory Schedule-**

##### **Mondays (and Club Days)**

Period 1	8:45 - 9:43
Advisory	9:46 - 10:28
Period 2	10:31 - 11:13
Period 3	11:16 - 11:58
Period 4	12:01 - 12:45
Lunch	12:45 - 1:15
Period 5	1:15 - 2:13
Period 6	2:16 - 3:15

#### **Regular Schedule-**

##### **Tuesday through Friday**

Period 1	8:45 - 9:43
Period 2	9:46 - 10:43
Period 3	10:46 - 11:43
Period 4	11:46 - 12:45
Lunch	12:45 - 1:15
Period 5	1:15 - 2:13
Period 6	2:16 - 3:15

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.

### **PS/PK CALENDAR NOTES**

Faubion's Early Learning Center adheres to a school year similar to Headstart. Please take note of the *No Student* days noted on the calendar in this handbook.

### **3 to PhD EDUCATIONAL MODEL**

3 to PhD is a trailblazing educational model to create safer, healthier and more educated communities from early learning through *Pursuing one's Highest Dreams (PhD)*. The goal is to close the opportunity gap for the most minoritized children and families.

3 to PhD restores school as the heartbeat of the community and includes wrap-around services for children and families: early childhood education, health & wellness programs, STEAM (science, technology engineering, arts and math) educational opportunities, and academic opportunities through Concordia's Teacher Preparation programs.

### **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 2019 and May 2019.

### **BIRTHDAY CELEBRATIONS**

To provide and foster an equitable learning environment, we ask that birthday celebrations be held outside of school.

### **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 THURSDAYs 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.

### **DISCIPLINE**

At Faubion School we utilize restorative practices, culturally-appropriate positive behavior intervention & supports, and conscious discipline to lay the foundation for a strong instruction-driven environment.

Restorative practices are utilized to build community and/or manage conflict. It is a method that is both proactive and reactive. Culturally appropriate positive behavior interventions & supports defines, teaches, and supports appropriate behaviors rather than focuses on student behavior in a primarily punitive manner. Conscious Discipline focuses on safety, connection, and problem solving in a developmentally appropriate manner. These methods are supported primarily by our school counselors and prevention specialist at Faubion.

In addition, Faubion School adheres to the guidelines set forth in the Students' Rights and Responsibilities Handbook created by PPS. <https://www.pps.net/Page/1065>

### **DRESS AND GROOMING**

Faubion School adheres to PPS's district policy on dress and grooming. If students violate these guidelines, parents/guardians will be called to come to the school and bring new clothes to remedy the issue.



### **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. In addition, Faubion School officials may contact parents for permission to take their student to the Kaiser Wellness Center located on Faubion's campus.

### **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**

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.

### **FOOD CLUB & PANTRY**

Basics runs and maintains a Food Club and Food Pantry at the south entrance of Faubion School. The Food Club is WIC/SNAP certified and sells food a fraction above cost. In addition, the Food Pantry is also available to all Faubion families. Food bags can be arranged to be sent home through any of our school counselors. The Food Club is open Monday – Friday 1-6pm and the Food Pantry is open Monday & Wednesday 2-4pm. Students are not permitted to enter the pantry or

food club without an adult before 3:30pm. Afterward we encourage adults to accompany students.

## **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 7<sup>th</sup> 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.

## **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. 6<sup>th</sup> 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 FFU 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 & DANCE CLASSES**

Due to safety factors, all children should wear tennis shoes or soft-soled shoes during PE class and no shoes/socks for dance 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 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**

Students at Faubion School either ride the bus home, walk/bike home, or are picked up from the classroom (grades PK – 4<sup>th</sup> grade). All students grades 5-8 leave the classroom at 3:15pm. If students are in the classroom at 3:22pm and have not been picked up, they will be brought to the front office where a designated adult must come in to the front office to sign the student(s) out.

### **PARENT/TEACHER/STUDENT CONFERENCES & REPORT CARDS**

Parent/Teacher/Student Conferences will be held all day on November 25 and 26<sup>th</sup>, 2019. There will be no school on November 27<sup>th</sup>, 2019. 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 GROUNDS**

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.

### **PRESCHOOL and KINDERGARTEN ENTRY:**

The first day of school for your Kindergarten child is on Tuesday, September 3, 2019. Faubion's early childhood center for preschool and prekindergarten students also begins on September 3, 2019. This allows teachers to assess and to prepare for our newcomers.



### **SCHOOL SUPPLIES:**

A current school supply list is located on the school website and a list will be sent home.

### **S.U.N. SCHOOL**

Faubion School houses a phenomenal S.U.N program. Programming includes arts classes, athletics, clubs, and academic offerings. For more information, please contact Aly'ce Brannon Reid at [alyce.brannon-reid@portlandoregon.gov](mailto:alyce.brannon-reid@portlandoregon.gov).

### **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)**

**We allow students to keep their cell phones in their backpacks or in their lockers during the school day. They are not permitted to use them during the school day unless they have a school official's permission.**

**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.

## **TRILLIUM FAMILY SERVICES**

At Faubion School we are fortunate to have a Trillium mental health professional-Kelsey Naylor (prevention specialist). Interested in accessing these services? Please connect with a school counselor or Kelsey at Faubion School.

## **WEAPONS, TOYS, SPEAKERS, SKATEBOARDS, SCOOTERS, BICYCLES**

These items are NOT allowed at school. 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, 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 to be used 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.

### **WELLNESS CLINIC**

Kaiser Permanente offers physical and dental care in the Kaiser Wellness Clinic located in the south entrance of the Faubion School building. Appointments can be scheduled by calling the clinic during business hours, Monday through Friday, 7 a.m. to 4 p.m. at 503-916-5908. Patients can also walk in for the next available appointment or to schedule a future appointment.

### **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.

