

Capitol Hill Elementary School

2021-2022 Parent & Student Handbook & Calendar

Dr. Aimee Alexander-Shea, Principal



8401 SW 17th Ave. Portland, OR 97219 |

P: (503)

916-6303

Dear Capitol Hill Families,

It is a great honor to welcome you to the 2021-2022 school year! Capitol Hill is a school community that prioritizes a safe, welcoming, and inclusive environment. With that we are excited to invite each of our new and returning students, families, and staff back to school.

Capitol Hill Elementary School has a reputation in Portland as being a high-achieving school with a strong focus on academics as well as the social-emotional health of our students. We have a dedicated staff, engaged students, and a very active parent community. Our staff believes that partnerships with families is the best way to support age-appropriate student growth and development throughout a child's educational journey.

Although the past year and a half have been unprecedented, we are ready to return to full-time, in-person schooling this year. This handbook and calendar has a great deal of information about our school community, curriculum, and policies. We hope you will take some time to read through the handbook and calendar. If you want additional information, I invite you to visit our school website at <https://www.pps.net/capitolhill>.

At Capitol Hill, we believe that communication is key to a successful partnership. In addition to this handbook and calendar, we encourage you to download and register for Remind at **Remind.com** or by downloading the **Remind app** on your smart device. Remind is the main communication tool that we use. To receive schoolwide and class-specific messages, use the school code: **8ege6da**.

Thank you for trusting us with your child this school year. We know there are many educational options available, and we greatly appreciate you choosing to send your child to Capitol Hill and your support of public education. If there are ways that you would like support, please do not hesitate to reach out to us.

In partnership,
Aimee Alexander-Shea
Principal



A
Great Place to Grow!

School Climate and Student Discipline: CR - PBIS

The Capitol Hill School Climate and Discipline Team uses the CR-PBIS Framework (Culturally Responsive Positive Behavioral Interventions and Supports) to support the development of classroom and school culture where each and every student knows they belong in an academic and socially engaging school community. The team supports teachers and school leaders in partnering with families and communities around the climate and culture of the school.

CR-PBIS is a multi-tiered proactive and instructional approach to discipline that integrates restorative practices through a racial lens. PPS is committed to establishing this in all schools across the district. When fully implemented, this multi-tiered approach can reduce suspensions, decrease disproportional discipline rates, improve school climate, increase teacher effectiveness, and support better educational outcomes for all students.

A CR-PBIS committee was established at Capitol Hill during the 2015 – 2016 school year. Together with staff and principal input, they worked to create a system, which allows all students to easily learn and demonstrate school wide expectations. A specific protocol using an inventory/assessment tool helped the CR-PBIS committee work through the process. They also participated in district PD to support them in their work that will continue this coming year. One of the outcomes of their work was the development of a school expectations grid. This fall all teachers will teach the school wide expectations in a collaborative and cohesive manner in an effort to provide a safe, positive, learning environment that helps ensure student success. The Capitol Hill Expectations Grid will be used school wide as a guide for student management. (The Expectations Grid is included in this handbook.)

Kindergarten Curriculum

The kindergarten program provides a caring atmosphere in which students have opportunities to develop large and fine motor skills and beginning concepts in language, literacy and math. Children explore art, music, science, social studies and technology in an integrated theme approach. The kindergarten program is designed to develop and promote children's self-esteem, social skills and a positive attitude towards learning.

Primary Grade Curriculum

The first and second grade curriculum uses themes to integrate content areas of study in a two-year cycle. Examples of themes include the study of rocks and minerals, forests (temperate and rain), the culture of a foreign country, and domestic and wild animals. The primary grade curriculum meets children's needs by providing a nurturing atmosphere in which they can progress at their individual pace. Reading skills progress from phonemic awareness through the comprehension strategies used by the independent reader. Flexible grouping allows students to progress at their own

rate. In math, students develop skills in subtraction and addition through regrouping and multiplication, number sense, problem solving, story problems, calendar, measurement, geometry, and estimation.

Intermediate Grade Curriculum

Third graders at Capitol Hill School study the history of Portland culminating in a field trip down the Willamette River. Cursive handwriting is introduced. Students write across the curriculum using the writing process and common writing assignments. Reading instruction is centered on flexible grouping where students can progress at their own rate. Flexible grouping is used to address individual needs. Math involves addition, subtraction, multiplication, division, measurement, estimation, graphing, etc. to build problem-solving skills. The scientific process is emphasized with a focus on cycles.

Fourth and Fifth Grade Curriculum

United States history, Oregon history, Native Americans, inventors and inventions, geology, the solar system, ecology, and technology are some of the themes in the 4th and 5th grade program. Math instruction addresses students' skill levels and emphasizes problem solving. Manipulatives are used to reinforce learning. Students write daily on a variety of topics and subject matter. Skills such as spelling and editing are included in the writing process. A variety of literary choices are available which develop reading skills and support the thematic units. Students are encouraged to read literature from a variety of cultural perspectives. The art curriculum supports the instructional themes.

Capitol Hill Elementary Contact Information

8401 SW 17th Ave Portland, OR 97219 | P: 503-916-6303

<https://www.pps.net/capitolhill>

**Be Safe
Be Respectful
Be Responsible!**

Bell Schedule

School Schedule:

Breakfast: 7:45am

1st Bell: 7:54 am

Tardy Bell: :00am

Dismissal Bell: 2:15pm

**Please remember to turn in
your student's after school
plan on the first day of school

August 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 K and 1 st connection event – 6 -7 pm on the Capitol Hill playground	20	21
22	23	24	25	26	27	28
29	30	31				

School Hours

Grades K-5 8:00 a.m. to 2:15 p.m.

School doors open at 7:53. Please understand that supervision is limited until 7:53. Students are expected to wait patiently and to follow all adult instructions.

Office Hours: 7:15a.m. to 3:15 p.m.

Phone: 503.916.6303

Fax: 503.916.2616

School website: <https://www.pps.net/capitolhill>

September 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 1 st Day of School Grades 2-5 1 st Grade Ramp up K Ramp up	2 1 st Grade Ramp up K Ramp up	3 K Ramp up	4
5	6 No School - Holiday	7 K Ramp up	8 1 st Day of Kindergarten PTA Mtg.—6:30 pm	9	10	11
12	13	14	15	16	17	18
19	20	21 Back to School Night	22	23	24	25
26	27	28	29 <i>School Pictures</i>	30		

STAFF ROSTER

Dr. Aimee Shea	Principal	alexandershea		Mr. Gustin	Physical Education	mgustin
Mrs. Reichelt	Admin Asst.	hreichel		Ms. Jansen	Art	jjansen
Mr Eskew	Admin Asst.	meskew		Mr. Erickson	Music	
Mrs Caron	Kindergarten	ccaron		Mr. Schlott	Social Worker	jschlott
Mrs. Standish	Kindergarten	cstandish		Mr. Zelazek	Counselor	dzelazek
Ms. Casey	First Grade	acasey		Ms. Goodrich	L Center	sgillett
Mrs. Jendrzejek	First Grade	jjendrzejek		TBD	School Psych.	
Mrs. Connelly	First Grade	mconnelly		Ms. Brooks	Speech	tbrooks
Mrs. Vo	Second Grade	gmerrill		TBD	ESL	
Mrs. Bolgioni	Second Grade	dbolgioni		Mrs. Wutzke	Multi Media	kwutzke
Mrs. Fronk	Second Grade	mschelle	Mrs.	Ms. Smith	Library EA	jsmith4 TBA
Marienburg	Third Grade	nmarienburg		Para		
Ms. Younie	Third Grade	gyounie	Mr.	Mr. McCauley	Head Cust.	jmccauley
Jaquiss	Fourth Grade	ajaquiss	Mr.	Ms. Meyer	Evening Cust.	jmeyer
Naze	Fourth Grade	cnaze1		Mr. Davis	Asst. Eve. Cust.	jdavis
Ms. Dorris	Fifth Grade	bdorris		Ms. Beckner	Nutrition	kbeckner
Mrs. Westfall	Fifth Grade	awestfall		Ms. Bell	School Nurse	cbell
				Ms. Bell	Health Room Asst.	jbell2

All staff email addresses end
with: @pps.net
Health room email addresses
end with: @mesd.k12.or.us

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31					1	2
3	4	5	6	7	8 No School – Statewide Inservice	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

General Information

Purchasing School Meals:

pps.netPage/15846

Each student has a personal debit account linked to their PPS student identification (ID) number. A student's identification number can be found on their fall registration form. Students enter their ID number to purchase a meal. A transaction report can be printed for student's account.

It is the responsibility of the parent or guardian to PREPAY for school meals so lunch money is always available. There are three prepayment options

Enroll in the online prepayment service <http://www.schoolcafe.com/> (for more information, click here).

Bring a check made payable to Portland Public Schools to the cafeteria. Write your student's first and last name on the check.

Provide a cash prepayment to the cafeteria. Cash back is not provided; any remaining change will be added to a student's account balance.

WHO TO CONTACT WITH QUESTIONS

For general questions, please call 503.916.3399, or email nutritionservices@pps.net.

For student meal account questions, please call 503.916.3247 or email nssupport@pps.net.

For meal benefits related questions, please call 503.916.3402 or email mealbenefits@pps.net.

Breakfast
Free to
students this year

Lunch
Free to
students this year

ATTENDANCE – ON TIME AND READY TO LEARN

School begins at 8:00 and ends at 2:15. Regular on-time attendance is critical to school success. Teachers design learning experiences that move a student in an orderly manner through the curriculum. Children who are frequently late or absent lose valuable classroom instruction and participation time. Classroom instruction cannot be replicated with make-up assignments or packets.

Upon return to school, a student must present the homeroom teacher with a written excuse for any absence. Special requests for excused medical/dental appointments should be given to the classroom teacher.

Tardies

If a student arrives after the 8:00 a.m. tardy bell, he/she is considered to be tardy and will be marked as such by the teacher. Students arriving after 8:15 a.m. must be brought to/signed-in at the school office by the parent. The school office marks all tardies in the attendance system after 8:15.

Withdrawing a Student during the Day

Students are never to leave the school grounds during the school day without first checking out through the office. No child may be released from school or go home with another child unless a written, dated note signed by the parent is brought to the school ahead of time. If it is necessary to pick your child up during the school day, please send a note to the classroom teacher so they are aware the child will be leaving early. All students leaving before the end of the day must be checked out through the office by the parent. The secretary will call the child's classroom and have them come to the office. This procedure is to ensure your child's safety. Please try to minimize disruption to your student's education by scheduling appointments outside the school day.

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 No School for students <i>Teacher Panning Day</i>	6
7	8	9	10 <i>Make up Day Pictures</i>	11 No School Veteran's Day	12	13
14	15	16	17	18	19	20
21	22 Conferences No School	23 Conferences No School	24 No School	25 <i>Thanksgiving</i> No School	26 No School	27
28	29	30				

General Information

Back-to-School Night

In September each year a Back-to-School Night is held for parents. This is an opportunity for parents to meet their child's teacher and receive information about the curriculum for that grade level and the teacher's expectations for the year. Please see the Events Calendar in this handbook for the date.

Classroom Placement

Capitol Hill's student placement process represents the staff's best effort to use a team approach in providing well-balanced, supportive instructional groups in all classrooms. To achieve this balance, staff teams create learning environments based on the following student criteria: achievement level, behavioral characteristics, leadership, special needs, support services, and student combinations. They do this with the input of parents, staff and principal. Parents provide input by sharing considerations they deem important regarding their child. Your child's teacher knows his/her students very well and is committed to recommending an effective placement for all children. This class placement process assists us in creating fair and equitable learning communities for our students. Please be aware that due to enrollment fluctuations, classroom placements are subject to change. Though we make every effort to avoid moving students once placed, we may need to reassign students to balance classroom numbers.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held November 22nd and 23rd with both day and evening appointments. **Students will not attend school November 24th.** Conferences are a time to ask questions and share information about your child with the teacher. However, if you have concerns, you may contact your child's teacher and ask for a conference in advance of the scheduled dates. The Capitol Hill staff is happy to work with you at any time to address concerns or receive feedback. Parents may sign up for a conference time at Back-to-School Night.

SCHOOL CLOSURES

Please see the PPS or Capitol Hill school calendar for scheduled school closure dates.

School Closures: Weather related – Text YES to “68453”

Portland Public Schools may close for the safety and welfare of our children. The decision to close school is usually made early in the morning and announced by the media, however, it is suggested that you **Text YES to “68453”** to stay connected to school information. Announcements will inform you accordingly.

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 <i>Winter Break</i>	21	22	23	24	25
26	27 <i>Winter Break</i>	28	29	30	31	

Health Information

Illness / Injury – Attendance

The responsibility for the physical and mental health and health education of school-age children is a joint effort of parents, family physician, principal, and classroom teacher. Although regular attendance is critical, children who are ill, cannot do their best at school. If your child has a fever, contagious illness, or has not recovered sufficiently to carry out the daily activities, please keep him/her at home. Likewise, we will contact parents to pick up children who become sick at school.

Communicable diseases, undiagnosed rashes, and scalp conditions require exclusion from school. It is not necessary to call the school office when a child is absent except in cases of contagious diseases; e.g., chicken pox, pink eye, head lice, etc.

If a child comes to school with an injury/condition that will prevent him/her from participating fully in the daily activities, a doctor's permit stating the child's situation and the degree of allowable activity inside and outside the building will be honored. However, the situation may make it difficult to manage your child's comfort. Consider whether your student would benefit to have one or two more days at home to fully recover.

Immunizations: In accordance with Oregon law, parents are required to have their children properly immunized and to provide the school with accurate records. Any student who does not meet this requirement may face exclusion from school by order of the Multnomah County Health Department. Questions concerning immunization requirements should be directed to the Multnomah County Health Department at 503-988-3816.



Lice:

Students found with nits remain at school.

Students with live lice are sent home at the time discovered.
Students with lice and/or nits receive treatment information.
Whole school and/or classroom screenings are discouraged in all schools.

The PPS lice policy reflects recommendations from national experts such as Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Current research describes that classroom or school-wide screening and parent notifications about known cases of lice are not good use of resources – academic and staff time. Neither activity diminishes the incidence of lice and can give parents a false sense of security.

In accordance with PPS policy, NO classroom screenings for lice occur.

Hepatitis: To avoid hepatitis in our schools, all Portland Public Schools require that food brought to school (for other than your own child) must be pre-packaged.

Food Allergies: If your child has a severe food allergy, please indicate on his/her registration form which foods are the cause. This information is relayed to the school nurse who contacts the parents and trains office personnel and the classroom teacher on procedures in case of contact with that food item. Parents are notified immediately when contact is suspected.

Bee Stings: All students who are stung by bees while at school are sent to the office where ice is applied. Parents are notified if unusual swelling occurs or other allergic reaction is noticed. If the student is allergic to bee stings, this information should be indicated on the student's registration form in the school office so parents can be notified if the child is stung.

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 No School - Holiday	18	19	20	21	22
23	24	25	26	27	28 No School <i>Teacher Planning Day</i>	29
30	31					

General Information

Accidents & Illness

If a child is injured or becomes ill at school, we are not permitted to administer more than First Aid treatment. In the case of serious accident/illness, we will try our best to:

- ◆ Contact parents, legal guardians, or caregivers
- ◆ Contact the emergency numbers provided
- ◆ Arrange medical transportation of the student to the nearest hospital (if an emergency arises and we are not able to reach you)

Medication Administered at School

Oregon Law requires that all medication administered at school, prescriptions, as well as over-the-counter medication, be dispensed for an original prescription container and be accompanied by written consent from the parent, as well as instructions from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met.

All medication must be administered by office/health room, personnel only. The required forms are available in the school office /health room and only these forms are permitted.

School Pay

PPS has adopted a new payment system called School Pay. Parents will have the option of paying for field trips, class supplies fees, etc. from the convenience of their home using a secure online system, or in the office using credit card, check or cash.

Use of Telephone

Except in cases of emergency, we hesitate to call students or teachers from the classroom during school hours to answer phone calls. Permission for students to use the phone will be limited to emergency calls only. A note will be required from a child's teacher if a need exists for a student to come to the office to use the telephone. The office will be glad to relay important messages to your child and/or give you the option to leave a non-urgent voicemail for your child's teacher. However, we ask that parents avoid calling the school on a regular basis to communicate messages regarding babysitting or supervision changes unless an emergency exists. If necessary, these messages should reach the office before our 2:15pm dismissal time.

Remind

PPS has adopted a system called School Messenger where we can send out important messages via phone, text and e-mail. Some example messages include: school closures, Intervention Week reminders, event reminders, etc.

Inclement Weather

When school closure decisions are made, the district instantly publishes information through School Messenger and the PPS website. Please tune into the radio or television stations for these announcements as well. If school is released early due to inclement weather, we will refer to the student verification form to contact you. It is very important we have the most up-to-date contact information for you in the event of an early dismissal.

Classroom Treats / Birthdays / Party Invitations

In keeping with district wellness policy, Capitol Hill teachers have agreed to celebrate birthdays, etc. without food/sweet treats. Each classroom teacher has a plan on how they will celebrate student birthdays.

We ask parents to not send birthday party (or other) invitations to school to be distributed by either a student or the classroom teacher. Please use the PTA Capitol Hill School Directory for family contact information and distribute invitations privately.

Please make transportation arrangements (other than the school bus) for groups of students when hosting a party for your child at home.

Animal "Visitors" in the Classroom

All requests to have animal visitors (i.e. "Show and Tell") in the classroom/on school property during the school hours must be pre-approved by the principal or designee. All animal "visitors" must be properly and currently licensed with appropriate inoculations. The Principal or designee has the discretion to permit or deny the presence of any animal in the school or on PPS school property. Permission may be denied based on individual situations.

Owners walking pets on school grounds must follow city or county ordinances regarding leashing and sanitation. No animals can be left unattended, even if leashed, on school grounds for any period of time. All owners are solely responsible for the care/safety of their animals while at school. Please be aware that some students have allergies and/or are fearful of animals. Please be extremely careful when exposing pets to groups of children – even the gentlest animal can be unpredictable in groups of children.

For further information see PPS website <http://www.pps.k12.or.us> Board of Education/ Policies for Administrative Directive 3.80.011-AD "Guidelines for Animals in the Classroom or on School Property.

February 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9 PTA Meeting 6:30 PM	10	11	12
13	14	15	16	17	18	19
20	21 No School - Holiday <i>Possible snow make -up day</i>	22	23	24	25	26
27	28					

Arrival – Dismissal

Busses will load / unload students on **Spring Garden**. Students will be greeted by an adult and immediately enter the fenced area. They will enter school via the playground door at C Hall. For dismissal, students will line-up under the covered area at 2:15 to board the buses. Please do not drop students off in the bus lanes.

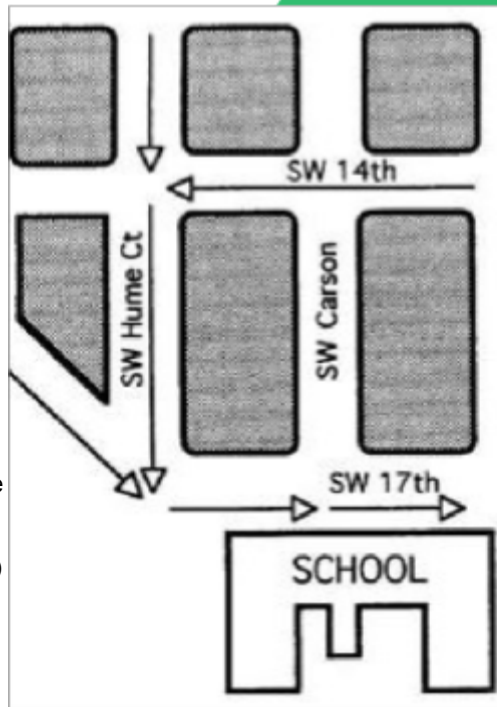
Vehicle Traffic should follow the traffic patterns as depicted on the following map. Please observe the law: No U-turns, park in the correct direction, observe yellow curbs/crosswalks. Students should only be dropped curbside and cross only at Crosswalks. (Please do not park in St. Clare's or block neighbor's driveways.) Please be patient and drive safely.

ADA spaces are located in front of the school between the parking lot and the crosswalk.

For everyone's safety, please use the **front entrance only**. Do not ask students/ adults who are inside at other doors, to open a door for you.

Dismissal – Student Pick-up

Parents are asked to meet students as noted below:



Students who live more than one mile from school may ride the school bus. **Bus tags** are issued to all bus riders the first day of school indicating the child's name, emergency numbers and the bus stop the child will be using. All students in grades K-3 are required to wear their bus tags to and from school through the month of September.

Students wishing to ride a different bus or get off at a different stop must have a *signed note from their parent*. The note must include the bus number and specific stop that the student will be using. This note is then given to the school secretary, who will approve and date the note. The student will then show the school approved parent note, to the bus driver. Students are not allowed to call home and make last minute arrangements for the same day.

Students who ride school buses are expected to obey the rules for appropriate, safe behavior. A student, whose behavior threatens his /her safety or that of fellow riders on the bus, or at the bus stops, may be suspended from riding the bus. Questions regarding routes, schedules, stops or problems/concerns should be directed to the District Transportation Office at 503-916-6901.

Some bus routes are on steep or windy roads. During icy and snowy weather conditions, some of the buses are switched to snow routes for the safety of the children. Each fall, prior to severe weather conditions, a list of **snow routes** is published in the weekly newsletter.

Students Who Walk and "Safe Routes to School" Program

Students living less than a mile from Capitol Hill, who have a safe route of travel and written parent permission, may walk to and from school. Parents can help their child find a safe route for walking and discuss pedestrian safety tips. Capitol Hill participates in the "Safe Routes to School" Program. We also encourage "*park and walk a block.*" This is a great way to begin the day with a little exercise and alleviate the traffic congestion in front of school.

Safety Patrol

Before and after school, Parent Safety Patrols will be on duty at the crosswalk in the front of the building and on the corner of SW 17th and Spring Garden. All walkers are required to use the Safety Patrol Crosswalks and to follow directions of the safety guards.



March 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31		1	2	3	4	5
6	7	8	9 PTA Meeting 6:30 pm	10	11	12
13	14	15	16	17	18	19
20	21 <i>Spring Break</i>	22 <i>Spring Break</i>	23 <i>Spring Break</i>	24 <i>Spring Break</i>	25 <i>Spring Break</i>	26
27	28 <i>School Resumes</i>	29	30	31		

School Information

Supporting High Standards and Personalized Learning

Our instructional program reflects a District-wide core curriculum in reading, math, writing, science, social studies and health. Students also receive instruction in Art, P.E., and Library. The teaching/learning of technology skills are integrated throughout the curriculum. Our instructional program is varied with a goal of acknowledging and nurturing children's' different strengths, styles, interests, and needs. We do this by accurately assessing each student's instructional level and then differentiating instruction that appropriately accommodates and challenges individual student learning needs. Volunteer tutors may be engaged to assist students.

In addition to our general education teachers, we have on-site, English as a Second Language, Special Education Instruction, Speech therapy, and Occupational therapy, which are available as needed following appropriate assessment. Classroom teachers work with the **Capitol Hill Student Intervention Team / Special Ed Team** to identify steps and supports needed for students demonstrating difficulty in meeting benchmark in reading, writing, or math.

Capitol Hill students also benefit from having a fulltime counselor at the school. Classroom teachers present an anti-bullying/relationship building skills curriculum that gives students an opportunity to develop social and problem-solving skills. The counselor supports this work and also organizes small groups of students to support the further development of peer relationships and leadership skills. He is available during noon recess and throughout the day to support students as needed. Please feel free to contact him if you have a particular concern regarding your child's well being.



Finally, there is a significant correlation between school success and parent support/involvement. Parental support takes time and attention, but it strengthens the home/school connection. Supporting students with daily reading/math and with a focus on life skills such as consistent attendance, timeliness, and homework completion, helps students to be successful in school academically, socially and emotionally.

Processing Your Questions/Concerns

If you have a question or concern, please communicate with the school as soon as possible. The first person for you to contact is your child's teacher. You may make an appointment to see the teacher personally. As teachers we understand that there might be an occasional concern, question or perception that needs to be shared or checked with school personnel. Please let us know how we can help. A trusting and harmonious working relationship makes education a pleasant experience for everyone. The principal is also available to help. Please feel free to contact him at jkwalker4@pps.net or make an appointment by emailing or calling the principal's secretary at hreichel@pps.net.

Homework Policy

Homework is assigned to reinforce information and study habits taught at school. It not only gives practice in recently learned skills, but also helps children to learn how to budget time and organize their activities. Homework may include assignments, work not completed in class, special projects or reports. Most assignments should not take more than 20 minutes daily for primary grades and 45-60 minutes for intermediate grade levels. If you think your child is spending an extraordinary amount of time on daily assignments, please consult your child's teacher. Sometimes children enjoy the work and want to do more, but we do not expect them to miss other activities because they are spending too much time on homework. Students should develop a daily reading habit as part of their homework.

Suggestions for Parents Regarding Homework

Parents can support home study time and their child's success by:

- Reading with their children.
- Providing time each day to work with your child, talk about school and give assistance as needed.
- Providing a home study environment, which includes a place to work and keep materials.
- Helping your child to organize their assignments, complete their work, and return it to school on time.

Thinking about a PTA board position for next year? Please talk with a current PTA board member.

April 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

The **Student Intervention Team and/or the Special Ed** serves children with a variety of needs. The teams can consist of the Classroom teacher, Counselor, School Psychologist, Speech and Language Specialist, the Learning Center teacher and the Principal as needed. The classroom teacher, parents or specialists, may refer children to the team. At the preliminary referral meeting the team might develop a plan of intervention to be implemented or suggest that the school psychologist or speech specialist conduct an assessment. The purpose of the assessment is to gain information that would give everyone, including the parents; a better understanding of the learning needs of the child. Parents are always an integral part of this process. Written permission is required before any type of testing or observation can take place. Test results are shared with parents. When necessary, an Individual Education Plan (IEP) is developed to support the child in the regular education program.

The Learning Center serves a variety of students. It provides a support system for children who have academic needs in reading, written language and math. It also assists youngsters in the primary grades that need an extra jump-start or boost to get started in the reading process. Children receive support in the Learning Center according to their individual needs. Capitol Hill students view the Learning Center in a positive way, making use of the opportunity to study or catch up on an assignment.

Referral Forms

The principal may send home a Referral Form. It will communicate the misbehavior chosen by the student and signals to the parent either a repeated disruption or a sudden serious offense. This report is to be signed by the parent and returned to school the next day. A follow-up conference may be requested with a goal of working as a team to

help increase the student's success at being a positive member of the school community. The school will contact the parent.

Suspension: If a student's misbehavior, offense or condition requires immediate suspension, steps noted under classroom teacher and principal may be by-passed. The goal is to help maintain a safe, positive working environment for students as well as teachers. Parents will be contacted.

School Safety and Security

Parents are asked to supervise what their children bring to school. For safety reasons skateboards, roller blades and "wheelies" on shoes are not permitted at school. In addition, due to danger or loss of damage, valuable toys or digital/electronic items (such as Gameboy, Walkman, and cameras etc.) should not be brought to school. The school is not responsible for loss or damage that may occur to student belongings. Cell phones at elementary schools are discouraged.

Gum is not permitted at school.

M

aa

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8 <i>PTA Mtg.—6:30 pm</i>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <i>NO School Memorial Day</i>	28	29	30	31	

Family Involvement

Capitol Hill School Site Council

Capitol Hill School encourages the involvement of parents and the community in our children's education. There are numerous ways to contribute at school, from assisting teachers in the classroom to participating in school-wide goal setting, planning, and fund raising. Capitol Hill School thrives because of its active and creative parents. All interested people are invited to share their time and talents with the school.

All schools in Oregon must have a Site Council as directed in Education Reform Bill (HB 3565). The Site Council is composed of the principal, staff, parents, and community representatives. Capitol Hill's Site Council meets once a month on goals that support the school's Comprehensive Achievement Plan. Please consider serving on the Site Council, as it is an opportunity to be involved in the school improvement process. Contact the Principal if you are interested.

Volunteering (no volunteers at this time)

Parents can be an invaluable asset in the classroom as a regular helper, an occasional "extra hand" or an expert in a particular field. **Parent volunteers**

may work directly with students, assist teachers with materials preparation, or help out on field trips or special projects. Teachers are flexible and will work around your schedule. Volunteers must be PPS background checked before volunteering: pps.net/volunteer

PPS and Capitol Hill School requires all visitors, including volunteers, to check in at the office and wear nametags while they are on the school grounds. Contact the PTA or your child's teacher to learn how you can become a volunteer.

Parent Teacher Association (PTA)

The Capitol Hill PTA is an active service group that provides vital support to the school by coordinating volunteers, carrying out school and community projects, and funding educational and enrichment activities. All parents are invited to attend PTA meetings on the **second Wednesday of each month beginning at 6:30 p.m.** PTA membership entitles you to vote at these meetings (one vote per paid membership). The PTA publishes monthly meeting minutes that inform parents of volunteer accomplishments and opportunities on the school website.

Capitol Hill PTA officers and committee chairs lead the school in a wide variety of activities through the year, including fund raising, community service, legislative monitoring, parent/child activity evenings, classroom and office assistance, safety programs, and more. The PTA's fall survey provides a chance for parents to sign up for PTA offices, committees, or events for the coming year.

Join Us for Lunch (not at this time)

If you would like to visit and have lunch with your child, please check in at the

office. You will get a name tag to wear while on the school grounds before meeting your child in the cafeteria. There is a charge for anyone having cafeteria lunch.

Classroom Visitation Policy (not at this time)

Parents are welcome to visit their children's classrooms. Visitations should be scheduled during regular school hours and confirmed 24 hours in advance with the teacher. The exception to this would be on days that tests are given or when a substitute will be in the classroom. Students not currently enrolled in Capitol Hill will not be permitted to visit classrooms.



Capitol Hill Elementary School

**Dedicated to the Whole Child; Defined by Strength,
Character & Excellence**

Principal: Aimee Alexander Shea
Principal's Secretary: Heidi Reichelt
School Secretary: Mike Eskew

Office : 503.916.6303

Fax: 503.916.2616

Principal's email:

aalexandershea@pps.net

Office Hours: 7:30 a.m. – 3:15 p.m.

Children First. Learning First.

