

ainsworth School

Family Handbook



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Webpage: www.pps.k12.or.us/schools/ainsworth/



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STAFF

Name	Position	E-mail Address
Lyndsey Arnold	2 nd grade teacher	larnold@pps.net
Carmen Bittner	Literacy Support	cbittner@comcast.net
Kendall Bromley	Secretary	kbromley@pps.net
Noah Chadd	Principal's Secretary	nchadd@pps.net
Linda Christensen	Literacy/Math Support	lchriste@pps.net
Janet Colasurdo	Technology coach	jcolasur@pps.net
Nancy Dalla Corte	5 th grade teacher	ndallaco@pps.net
Lisa Daone	Speech Pathologist	ldoane@pps.net
Sarah Dulcich	Kindergarten teacher	sdulcich@pps.net
Kristian Erickson	3 rd grade teacher	kerickson@pps.net
Kelly Fale	Kindergarten teacher	kfale@pps.net
Sarah Fredericks	1 st grade teacher	sfrederi@pps.net
Melissa Gonzalez	2 nd grade teacher	mgonzalez1@pps.net
Myndie Good	2 nd grade teacher	mgood1@pps.net
Diane Goff	4 th grade teacher	dgoft@pps.net
Craig Hallman	Library assistant	challman@pps.net
Ben Hildner	Counselor	bhildner@pps.net
Sherri Jorgensen	PE teacher	sjorgens@pps.net
Monica Lagos-Anker	Kindergarten teacher	mlagos@pps.net
Cindy Lind	After School Care	ainsworthafterschool@gmail.com
Lynn Malzahn	Art teacher	lmalzahn@pps.net
Robyn Mann	5 th grade teacher	rmann@pps.net
Kara Marx	5 th grade teacher	karamarx@pps.net
Donald McKie	2 nd grade teacher	dmckie@pps.net
Jessica McKie	1 st grade teacher	jmckie@pps.net
Kris Meyer	Assistant Principal	kmeyer@pps.net
Kathy Moore	1 st grade teacher	kmoore2@pps.net
Diane Nielson	3 rd grade teacher	urbanon@pps.net
Jose Olavarrieta	4 th grade teacher	jolavarr@pps.net
Tammy O'Neill	Principal	toneill@pps.net
Mijail Otero	5 th grade teacher	motero@pps.net
Ken Peirce	3 rd grade teacher	kpeirce@pps.net
Mili Portillo	Educational Assistant	mportill@pps.net
Isabel Recht	1 st grade teacher	irecht@pps.net
Roxanne Ross	Cafeteria manager	ns132@pps.net
Koll Reynolds	4 th grade teacher	kreynold@pps.net
Darcy Rudnick	Para Educator	drudnick@pps.net
Pam Sesar	ELL teacher	psesar@pps.net
Molly Sutherland	Educational Assistant	msutherland@pps.net
Kris Vala	Kindergarten teacher	kvala@pps.net
Tina Weitman	Learning Center teacher	tweitman@pps.net
Barbara Van Eeckhart	School Psychologist	bvaneekhout@pps.net
Rochelle Villenave	School Nurse	rvillena@mesd.k12.or.us
Sabrina Williams	Custodian	swillia4@pps.net
DeBose White	Head Custodian	dwhite@pps.net
Daphne Wood	4 th grade teacher	dwood1@pps.net



Insworth Staff 2014-15

Grade Level	English		Spanish	
Kindergarten	Sarah Dulcich	Kelly Fale	Monica Lagos-Anker	Kris Vala
1 st Grade	Sarah Fredericks	Kathy Moore	Jessica McKie	Isabel Recht
2 nd Grade	Lyndsey Arnold	Don McKie	Melinda Good	Melissa Gonzalez
3 rd Grade	Kristian Erickson	X	Diane Neilson	Ken Peirce
4 th Grade	Diane Goff	Daphne Wood	Jose Olavarrieta	Koll Reynolds
5 th Grade	Nancy Dalla Corte	Robyn Mann	Kara Marx	Mijail Otero

Support Staff		Specialists		EAs	
Speech Pathologist	Lisa Doane	Music	Maya Gascoyne	Spanish	New Hire
Learning Center	Tina Weitman	PE	Sherri Jorgensen	Spanish	Mili Portillo
ELL	Pam Sesar	Technology	Jani Colasurdo	English	Molly Sutherland
Counselor	Ben Hildner	Art	Lynn Malzahn	Math/Literacy Support	Linda S. Christensen
School Nurse	Rochelle Villenave	Library	Craig Hallman	Para Professional	Darcy Rudnick
School Psychologist	Barbara Van Eeckhart	Spanish Tutor	New Hire	Literacy Support/ Spanish	Carmen Bittner

Custodians		Nutrition Services	
Head Custodian	Debose White	Cafeteria Manager	Roxanne Ross
Evening Custodian	Sabrina Williams	After School Care	Cindy Lind

Secretaries		Administration	
Principal's Secretary	Noah Chadd	Principal	Tammy O'Neill
School Secretary	Kendall Bromley	Assistant Principal	Kris Meyer

THE AINSWORTH MISSION STATEMENT

To support all students in achieving their very highest educational and personal potential, to inspire in them an enduring love for learning and to prepare them to contribute as citizens of a diverse, multicultural and international community. Our staff, families and community members' vision is to sustain and continue to develop a school that provides our children with the best education possible. The content of the education program includes:

- A rigorous and challenging curriculum that promotes personal success, educational excellence and physical well-being.
- A development of the skills necessary for self-direction and life-long learning.
- A sense of connection with, and service to, both the local and global community.
- The expectations of respect for oneself and for others.
- A campus environment that is emotionally and physically safe in its physical setting.
- An appreciation on the part of all students for the arts.

We will support this vision by setting high expectations for all. We will achieve this vision through collaboration and a strong partnership among students, families and staff through the investment of our individual and collective time, skills and leadership.

WHAT YOU NEED TO KNOW

PPS has created a web page to cover key news and information about district practices, programs and priorities intended to help you support your student's success. Here is the link and the resources are along the left and a helpful newsletter is posted to the right.

<http://www.pps.k12.or.us/back-to-school/>

DAILY SCHEDULE

7:30	School Office Open
7:50	Busses Arrive
7:55	Students Arrive
8:00	First Bell
8:05	Tardy Bell
11:05 - 11:30	Kindergarten Lunch
11:00 - 11:30	First Grade Lunch
11:35-12:00	Second & Third Grade Lunch
12:05 - 12:30	Fourth & Fifth Grade Lunch
2:15	Dismissal Bell
4:00	School Office Closed

ARRIVAL AND DEPARTURE OF STUDENTS

Because we cannot offer early supervision, we request your assistance in making sure that children arrive to school at the specified time. Please drop your students off between 7:55-8:00am near the outside door closest to their classroom.

Classroom routines and learning start immediately at 8:00am. The tone for the day is set during the first half-hour of school when directions are given and opening activities are held. Anxiety

and missed learning can result when a student arrives to class late; therefore, we ask your help in establishing a habit of being on time to school each morning.

At the end of the school day, classroom teachers supervise dismissal and bus loading so we ask that students be picked up promptly at 2:15. Students are expected to go directly home unless prior written notice is received from parents directing us to allow their child to take a different bus or to go home with another family.

HOME/SCHOOL COMMUNICATION

Communication is a critical component to any successful partnership. At Ainsworth we strive to communicate openly, honestly, and in a timely manner with families.

ELECTRONIC NEWSLETTERS

A weekly electronic *NewsNotes* newsletter provides information to families from the principal, various committees and programs at Ainsworth. These will also be archived on the webpage.

FLYERS

The school sends home special letters, bulletins, and school district publications with students.

LIST SERVE

The principal and assistant principal share detailed information and reminders on special subjects, upcoming events and volunteer opportunities through email.

WEBPAGE

This webpage will be kept current with upcoming events and important information. Please check back continually throughout the year. <http://www.pps.k12.or.us/schools/ainsworth/>

FAMILY/TEACHER COMMUNICATION

Whenever a question or concern arises, we encourage family members to contact teachers by telephone or email. Your child's teacher knows each child as an individual and as a group member; if there is a problem or question, the teacher is the best person to contact for information. Parents may contact the principal if they have unresolved questions or concerns.

The best time to contact your child's teacher is before school 7:45-7:55am and after school 2:30-3:00pm. If you call during the instructional day, you will be directed to the teacher's voicemail. In some situations, such as serious peer conflict, behavior problems, counseling needs, chronic bus problems, or special academic concerns, it is appropriate that the teacher involve the principal or other support staff.

PARENT/TEACHER CONFERENCES

A family conference with the teacher is held in October. Conference scheduling information will be available during our Parent Curriculum Night and directly from your child's teacher. If you wish for a conference with the classroom teacher or support staff at any other time, please call for an appointment at 503-916-6288. We will try to accommodate your request for a conference as quickly as possible. Teachers will contact parents if a child is having difficulty in a particular area or having difficulty completing assignments and/or homework.

ATTENDANCE

Students are expected to attend school and classes regularly and on time. Parents/guardians are legally responsible to have their children in school. Classroom teachers cannot release children early without office permission; therefore, we require that parents/guardians check students out through the main office. The office cannot release a student to anyone who is not listed on the child's emergency information form.

Please call the office if your child will be out of school due to illness or family emergency. You will receive an automated telephone call from the district if your child is absent, even if have reported the absence. If a child has a chronic attendance or tardy problem, Ainsworth staff will contact parents to offer support in assuring regular, on-time attendance. State law requires schools to withdraw students who are absent ten (10) consecutive school days for any reason.

MAKE-UP PROCEDURES FOR EXTENDED ABSENCES

Work cannot be supplied to students prior to vacations or during short absences; however, make-up assignments will be given upon the student's return.

Written work cannot replace classroom instruction, but it certainly can help students partially regain lost class time. Please review the following procedure for acquiring homework for extended absences:

- Parents should call the school and request make-up work at least a day in advance.
- Secretary notifies teachers of homework request.
- Teacher returns with assignments and materials to the school office.
- Parents pick up the homework from the school office between 2:45-4:00.
- Students are responsible for returning finished homework and books when they return to school.
- Teachers review homework and assess instructional needs upon return to the classroom.

SHORT TERM ABSENCES/TARDIES

Students who are absent or tardy must present a written excuse to their teacher when they return to school within 3 days of the absence. The excuse should include the date, the name of the student, the reason for the absence, and the signature of the parent/guardian.

INCLEMENT WEATHER/LATE OPENINGS

Information concerning school closures is broadcast on the radio and television stations at regular intervals beginning at 5:30am. Below are additional ways to receive the most up to date information. In the event of a late opening, classes will begin at 10:00 am.

- The district instantly publishes the information through <http://www.flashalert.net/news.html?id=69>
- An automated phone call is sent to affected families using registration information.
- The district has set up a Twitter feed to relay closure, delay and emergency information at no cost. You may sign up to receive the free alerts at www.twitter.com. Simply search PPSAlerts and click "follow". If you do not already have one, you will need to [set up a Twitter account](#).

- To receive text message alerts, simply text @portlandschools to 23559.
- Information is also posted on the [PPS Facebook page](#).
- Because snow days may be added to the end of current school year, we request that vacation plans be made after the last week of school.

EARLY CLOSURES/ALTERNATE ROUTES

Please look for the “Transportation To and From School” form in the Back to School packet. This form provides specific information in case school closes early and should be turned in each year. A more detailed Inclement Weather Bulletin with alternate school routes is available on the Student Transportation web page: <http://www.pps.k12.or.us/departments/student-transportation/1404.htm>

TRANSPORTATION SERVICES

Buses are available for children who live within the Ainsworth school boundary. Schedules can be found at <http://www.pps.k12.or.us/depts-c/bus/index.php>. Select Ainsworth on the drop-down menu. Make sure to check out snow routes, which differ from the regular schedule, both in time and location.

EMERGENCY INFORMATION

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

CLASSROOM CELEBRATIONS

Ainsworth classrooms celebrate Halloween and Valentine’s Day. More information will be communicated as we approach these events. Please notify your child’s teacher if you do not want your child to participate so that we may provide alternative activities.

Please contact your child’s teacher in advance to schedule other celebrations such as birthdays. Any food items must be commercially prepared and be wrapped in individual portions.

While birthday parties and other social events outside of school are not the school’s responsibility, a reminder seems appropriate. Usually these special events are talked about at school and students not included can have hurt feelings. Please be sensitive to this issue when planning parties and encourage children to try to keep these events out of their in-school discussions. We ask that party invitations not be handed out at school.

LOST AND FOUND

Please label everything your child wears or brings to school with a nametag. The Lost and Found is located in the hallways by the cafeteria. Because of the volume of materials left at school, all items are gathered and placed in Lost and Found. All items left in Lost and Found are donated to the PTA Clothes Closet at winter break and at the end of the school year.

PETS

Pets are not allowed in classrooms except on special occasions, such as show and tell. Students must have permission from their teacher prior to bringing pets. We understand some families who walk to school may have their dogs walk with them. Please do not leave your pet unattended or tied to the school fence especially during drop-off and pick-up times.

STUDENT HEALTH

COMMUNICABLE DISEASES

Ainsworth is governed by the health policies of the Multnomah County Health Department, whose general policies regarding absences for communicable diseases are listed below. It is the policy of the county Health Department that children with undiagnosed skin conditions remain out of school until the condition is completely cleared up, or until a statement is presented from a physician that the condition is non-communicable. Common colds and stomach flu are communicable and students should be protected against exposure to them. A child with a beginning cold or upset stomach should be kept home until they are free of symptoms and the student is able to participate in classroom activities.

To provide for your child's special medical or mental health needs, it is important to promptly tell the school and school nurse:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect their immune system.
- When your child has a health condition need that requires specialized care at school.
- For more information, please visit the MESD Website: <http://www.mesd.k12.or.us/>.

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. Please be sure the emergency phone numbers on the registration form are properly listed and remain accurate. When parents or emergency contact persons cannot be reached and/or the nature of the accident or illness seems serious, 911 will be called for paramedic treatment, transportation to a medical facility or further recommended treatment.

If a student becomes ill during school hours, students must be signed out of the office before going home. A child may not be sent home unless someone is contacted. The office staff is able to care for sick children on a short-term basis only.

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

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, and keep home 24 hours after fever subsides.
- 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 only be disclosed to public health officials.

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 when necessary for school personnel to care for and respond to your child’s needs. When you do not authorize release of health information, it may limit the type of care your child is able to receive. By allowing the release of your child’s health information, you can ensure that your child will receive needed emergency health care should the need arise. Parents (and their eligible students) may generally access their own child’s records and can request an amendment if they believe the record is inaccurate, misleading or in violation of the student’s rights of privacy.

HEALTH SCREENINGS

Oregon law requires vision and hearing screenings; the MESD nurse oversees these screenings. The usual screening schedule is:

- Dental: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7.
- 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 dental, 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 on file at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd

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.

Required immunizations:

<http://public.health.oregon.gov/preventionwellness/vaccinesimmunization/gettingimmunized/pages/school.aspx>

Upon written request from parents/guardians (forms 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 NURSE

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. The hours of the school's nurse will be Wednesdays and Fridays. 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 the information necessary to assist students with special medical and mental health needs such as health history and medical diagnosis and treatment specifics. The nurse may use this information to train school staff to help with your child at school. In order to obtain this information, the nurse may:

- Talk with parents and the student.
- 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.
- Look at health records.
- Check a body area (examples: listen to the heart, feel the skin, look in the ears).

The nurse may help teach about good health practices such as healthy eating, effective hand washing procedures, and positive social skills. If your child has an immediate, short term or chronic health concern, including allergic reactions to food items or bee stings, the school nurse will work with you, your child, your physician and school staff to ensure that his/her health needs are met while at school. You may call the school or email Rochelle Villenave at rvillena@mesd.k12.or.us

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. Please ask your medical provider if your child's medication can be given outside of school hours. 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 unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- Make sure the school has an adequate supply of all medications required. All medication not picked up by the end of the school year will be destroyed.

INSURANCE

Please check this resource if you are in need of health insurance support for your child.

<http://www.oregonhealthykids.gov/>

GUIDELINES FOR SAFE HANDLING OF FOOD IN SCHOOL

To help prevent the spread of disease, the District has adopted procedures for the safe handling of food in the classroom and cafeteria. All food brought into the classroom for sharing must be prepared in a commercial kitchen and individually sealed. Please make sure your student understands that trading or sharing food is not allowed.

GUIDELINES FOR THE SAFE HANDLING OF BODY FLUIDS

Every person's body fluid is treated as though it is potentially infectious and is treated according to District procedures. Parents may observe these practices when they visit school or hear their child discuss them:

- Disposable gloves are worn whenever there is contact with body fluid.
- All staff and students are encouraged to care for their own bleeding, if possible.
- Good hand washing practices are reinforced.
- Body fluid spills are properly cleaned and disinfected.
- If garments are bloodstained we will request clean clothing from home or attempt to provide substitutes items.

SCHOOL SAFETY

A SAFE, POSITIVE CARING COMMUNITY OF LEARNERS

The safety of your child(ren) is of the utmost importance to us. We spend considerable time during the fall reviewing safety practices with children and ask that these messages are reinforced at home. If adults observe unsafe practices or events, please contact the school office immediately.

The following are the State required minimum emergency preparedness procedures:

- During the first month of school, a fire drill will be held weekly; once a month drills will continue throughout the school year.
- Two earthquake drills are required each school year.
- Two lockdown drills are required each school year.

SAFETY PATROL AND SAFETY LANES

Fifth grade students trained in the Safety Patrol program will maintain the safety lane crossings at Vista and Elm and Elm and 21st streets for student crossing at the following times: 7:45-8:05 am and 2:10-2:20 pm.

BUS SAFETY

Students who ride the bus are expected to obey the rules for good conduct, which are posted in each bus and sent home with all children. Dangerous behavior on the bus or at the bus stop will be handled according to PPS discipline policies and may result in the suspension of bus riding privileges. As part of the District's safety program, students will practice emergency bus procedures in the fall and spring.

PLAYGROUND RULES

We are fortunate to have wonderful play structures on both the fields of our school. During the month of September, we instruct our students on safe uses of this equipment, post these for reference, and send home the information for families to reinforce.

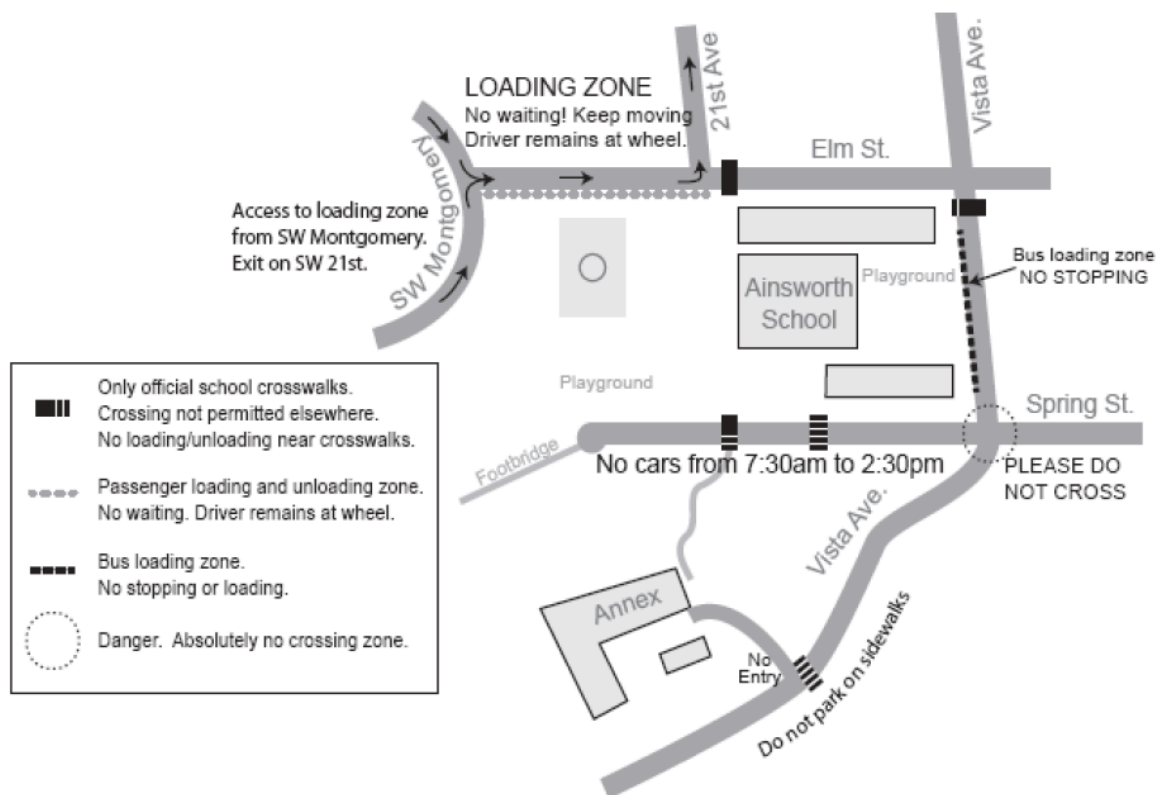
BICYCLE SAFETY

Riding bicycles to school is encouraged. Please remind your student that helmets must be worn whenever riding bicycles or scooters and that they should always follow safe riding procedures. Bicycles and scooters should be parked in the bicycle racks provided in the front of the main entrance and locked during the school day. The school is not responsible for any theft of bicycles and scooters. Bicycles, skateboards, nor scooters should be ridden on the school grounds.

DROP OFF & PICK UP

Roads get busy around pickup and drop off every day. If you are going to the building with your child, park a block or two away and walk. Rules are in place to ensure safety, including the following: do not drive down SW Spring St next to the school; do not walk across SW Vista Ave at SW Spring St, instead cross at the light at SW Elm St; do not stop on SW Vista Ave in front of school.

If you are dropping off your child, there is a "kiss and drop" along the north side of the school at Elm St, between SW Montgomery and SW 21st Ave. You need to enter Elm from Montgomery, drop your child off at the designated area, and then exit by turning left onto SW 21st. Do NOT continue on SW Elm to SW Vista.



SECURITY

Ainsworth School is comprised of four different buildings: the main building, the north and south wings and the annex. The main entrance on Spring Street is open during school hours. All other doors must remain locked during the school day.

Parents and family members are asked to help keep our buildings safe and secure. We ask that everyone be aware of and provide support for the following procedures:

- All visitors, including frequent volunteers, must sign in at the main office and obtain an identification badge to wear for the duration of their visit.
- All staff members have been instructed to stop any adult who does not have proper identification and to escort or notify by phone that a visitor is coming to the office to sign in and receive a badge.
- If volunteers notice an unidentified person in the school, or on school grounds, they should notify a staff member or escort the visitor to the office to sign in.
- All students must be signed out from the school office before leaving the campus during the day. Please do not go directly to the classroom to pick up a child for an appointment. Teachers have been instructed to redirect parents to the office. The office will notify the teacher that the student is to come to the office to be signed out or a parent will be coming to the classroom door to pick up their child.

AFTERSCHOOL CARE

Ainsworth Afterschool Care is a non-profit certified childcare center for children who attend Ainsworth School and is governed by a parent association. For information regarding this program, please contact Cindy Lind at 503-223-9744 or email ainsworthafterschool@gmail.com
Afterschool Care Blog: <http://ainsworthafterschool.wordpress.com/>

SPECIAL EDUCATION

The district staffs a part-time learning center teacher, school psychologist, and speech and language pathologist to support Ainsworth students. These specialists provide direct support to students with special learning needs, as well as consultative services to classroom teachers. Please contact administration if you have any questions about their support services.

USE OF THE SCHOOL BUILDING

After-hours use of the Ainsworth must be approved by the principal and the PPS Civic Use of Buildings department; the permit application is available online at:
<http://www.pps.k12.or.us/departments/civic-use-of-buildings/index.htm>

A \$15 fee must accompany certain requests for use of the building.

OFFICE SERVICES

Ainsworth's office hours are from 7:30 am to 4:00 pm. The school office is available to assist students, staff and parents. If you have any questions or concerns that cannot be answered by the classroom teacher, please contact the school office. We are always available to serve parents but find there is a high demand from staff and students from 8:00 - 9:30 am, 11:15-1:00 pm and 2:15-4:00 pm.

NUTRITION SERVICES

LUNCH

The price of hot lunch, which includes milk, will be \$2.70 and \$.40 for reduced price lunches. The price of milk is \$0.50. If a student is on free or reduced lunch and chooses to bring a snack lunch, s/he will need to pay \$0.50 for milk. The school lunch calendar can be found at <http://www.nutrition.pps.k12.or.us/docs/pg/10056>

Students are not allowed to leave the campus during lunchtime unless a parent has informed the school office in writing that the child is leaving. A student must be checked out through the office if s/he is to go out to lunch with a parent. Students have 45 minutes for lunch and recess.

PAYMENT

Kindergarteners and new students need to pay for meals the first day of school or have an approved meal application on file. Meal accounts for continuing students must have a positive balance to obtain a meal.

FREE OR REDUCED MEALS

Students who qualified for free or reduced price meals in 2013/14 are permitted to carry over the eligibility until October 1, 2014 but must reapply to continue to receive benefits after this date. Families must apply for free to reduced-price meals for the 2014/15 school year online at <http://www.pps.k12.or.us/departments/nutrition/3984.htm>

FULL-PRICED MEALS

Families can pre-pay for school meals in the cafeteria (checks payable to: PPS Nutrition Services) from 7:50-8:00 every morning or on-line at <https://mylunchmoney.com/>. Family members eating lunch at school may purchase a lunch from cafeteria staff for \$4.20.

Students who borrow from the cafeteria will bring a note to parents asking that the cafeteria be reimbursed for the loaned lunch price. No student will go without eating due to lost or forgotten money. Students may not borrow money from each other to pay for lunch.

The following steps are taken to communicate with families and students about cafeteria meal accounts.

Low Balance:

1. Cafeteria staff will begin gentle verbal reminders to students to bring money when the account balance falls below \$13.00 (approximately five lunches).
2. Students may be given a reminder note to take home.
3. Families may receive a reminder phone call from the cafeteria staff.
4. Families who have provided an email address may be notified via email.

Negative Balance:

1. Phone calls to families will be initiated by the Nutrition Services auto-dialer when the cafeteria account balance is negative \$2.70.
2. Cafeteria staff will provide a gentle verbal reminder to the student to bring money when the student comes through the cafeteria line.
3. A letter for the family may be delivered to the teacher's mailbox for the student to take home to the family.
4. A reminder phone call to the parent/guardian will be made a minimum of one time and the call will be documented by the Cafeteria Lead on the Account Balance Tracking Form.
5. If the account remains unpaid and reaches a negative \$13.50 (5 meals) the Cafeteria Lead will notify the principal or assistant principal that the student will be given only milk, fruit and vegetables from the salad bar.
6. Students will need to provide a meal from home if their account remains a negative \$13.50 and they have been provided food from the salad bar for five days.
7. School Administrators, PTA or other groups have the option to set up a cafeteria account to pay for student meals that are not eligible to be covered by federal funding.

Families are encouraged to enroll in the online prepayment service <https://mylunchmoney.com/> for convenient online payments and account tracking. There is a \$1.95 transaction fee for this service. Contact Nutrition Services at 503-916-3399 for assistance or if you have any questions.

For more information, please visit the Nutrition Services website:
<http://www.pps.k12.or.us/departments/nutrition/index.htm>

STUDENT REPORT CARDS

Report cards, indicating student achievement and areas needing additional support, are sent home at the end of each quarter.

First Grading Period – November 7, 2014
Second Grading Period – January 29, 2015
Third Grading – April 9, 2015
Fourth Grading Period – June 11, 2015

PARENT INPUT ON PLACEMENT

In the spring, parents have an opportunity to provide input into their child's instructional program for the next school year. The staff and the principal carefully consider the information provided by parents when making class placements; the input must be in written form. Families will be notified in August of their child's placement for the 2015-2016 school year.

AINSWORTH DISCIPLINE

Ainsworth's discipline philosophy consists of five basic components:

- School wide expectations are clear, consistent, taught and reinforced at the beginning of the school year and re-taught frequently throughout the year.
- Students should make good behavior choices: be kind, be respectful, be responsible, and be safe.
- All staff members are responsible for all students.
- Enforcement of expectations should be fair and equitable.
- Parents should be partners in learning to reinforce positive behavior choices.

Discipline Procedures:

- Discipline is progressive. Each teacher has a plan for first or minor disruptions. For frequent or major disruptions, parent and administrators are notified.
- Due process is followed during the referral process. Consequences following referrals will be communicated to referring staff member and to parents by the administrator.
- Staff actively works, in a collaborative fashion, to discover the root causes for frequent disruptive behavior.
- All discipline procedure will adhere to guidelines in the PPS Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights and Discipline.

PORTLAND PUBLIC SCHOOLS BEHAVIOR EXPECTATIONS

The following behavior expectations apply to all students, in any school, at any school sponsored activity, and traveling to and from school.

Attendance and Punctuality – Students are expected to attend schools and classes regularly and on time.

Drug Related Activity (Alcohol/Drugs) – Students must not use, possess, or sell/transfer alcohol or drugs, or anything that looks like a drug in the schools, on school grounds, at school activities, or during school hours. Students whose behavior indicates they are under the influence of drugs or alcohol will be disciplined.

Tobacco – The use of tobacco products is prohibited in School District buildings or on District grounds at all times.

Protection of Property - Students are expected to recognize the property rights of staff members, other students and the public by:

1. Using property (equipment) only for its intended purposes without damage to property;
2. Obtaining permission to use property belonging to others; and
3. Reporting to school officials situations which may result in damage to, loss of, or misuse of property.

Protection of Physical Safety and Mental Well Being – Students are expected to respect the educational climate and the physical and emotional well being of other students and staff. Students are expected to resolve conflicts by discussion, to utilize problem-solving techniques, and to seek and accept assistance by staff members.

Appropriate Learning Environment – Students are expected to act in a manner that permits teachers to teach and students to learn, without interference or disruption.

STUDENT RESPONSIBILITIES

At Ainsworth School we feel one of our most important goals is to teach students to be responsible for themselves and for their behavior. We believe that appropriate student behavior is a result of staff, parents and students working together to build skills that increase a child's ability to:

1. Solve problems successfully.
2. Develop positive relationships with others.
3. Become productive individuals.
4. Recognize when their actions are interfering with the rights of others.
5. Recognize their rights within the limits of society.
6. Respect the property rights of others.
7. Understand and appreciate other cultures and ethnic groups.
8. Develop a sense of responsibility for their actions and an awareness and acceptance of the consequences of their behavior.
9. Succeed in school and develop a life-long love of learning.

DRESS CODE

Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents/guardians.

Students may be directed to change dress or grooming if it:

- interferes with the learning process or school climate,
- threatens the health or safety of the student or others,
- does not provide adequate coverage of the body (examples include bare midriffs, visible under-garments, plunging necklines, see-through materials or sagging pants),
- is alcohol, tobacco, or other drug related (including advertising or advocating the use of such products),
- is vulgar, lewd, obscene or promotes behavior that would violate school rules,
- is insulting, and/or demeaning to a particular person or group,
- is indicative of gang activity or membership.

Schools may impose additional dress codes or uniform requirements. Families will be notified of such requirements by the school. Reference: 4.30.013-AD.

Ainsworth students may not wear shorts, skirts, or dresses that are too short – appropriate length of a garment must exceed the fingertips of the person wearing this clothing while arms are at rest against the body. The minimum width for shoulder straps is 1 inch. Students should also not bring make-up to school and/or apply any make-up while at school.

PERSONAL POSSESSIONS

Please discourage your children from bringing toys, sports equipment, and electronics to school. The district does not pay for or replace student property that is stolen, lost or damaged at school.

Some Ainsworth teachers allow electronic readers. During this activity the teacher will look out for its safety and remind students to return the item to his/her backpack; however, these items are brought at your own risk. Students will only be allowed to access materials and websites approved by their teacher.

Students are asked to cooperate in the following areas:

- Cell phones and iPods are not allowed during school hours.
- No toys or electronic games brought from home unless allowed by a teacher for sharing in class.
- No sports equipment brought from home for use before, during or after school.
- No trading or bartering or selling of personal items belonging to students at school during school hours.
- No gum or candy in class or during recess breaks.
- If students wear hats, they must be placed in backpacks or lockers during the instructional day.
- If students bring purses to school, they must be placed in lockers during the instructional day.

Fourth and fifth grade students are assigned lockers to use while attending school. Personal items should be placed lockers for the duration of the instructional day.

TEXTBOOKS/LIBRARY BOOKS

Students may be charged for lost or damaged textbooks or library books supplied by the school. Report cards will be withheld if fines are not paid.

STUDENT MONEY

Please limit the amount of cash that students carry to the amount needed for a single day. Students become very distressed when they lose or misplace money brought to school.

HOMEWORK POLICY

There will be homework that is grade level appropriate. Teachers will be sharing their expectations and homework policy during Curriculum Night in September.

KINDERGARTEN – GRADE 3

Students at the primary level should ordinarily complete all basic assignments within the school day. Homework of reasonable length is entirely appropriate in helping students improve their basic skills or accelerating learning. Parents are encouraged to read with and be involved in enrichment learning of various kinds with their children.

GRADES 4 & 5

Some pre-planned homework is necessary to advance the application of knowledge and skills learned in class. Students' initiative and responsibility in completing assignments should be encouraged. Enrichment and extra credit work should be on a voluntary basis.

When students fail to finish daily in class work, they will be expected to complete it at home. Students leaving the classroom for voluntarily chosen activities, such as instrumental music, are responsible for requesting and completing all regular classroom assignments on time.

STUDENT COUNCIL

Ainsworth Student Council is made up of elected representatives from the third, fourth and fifth grades.

PARENT INVOLVEMENT

Volunteering is an integral part of our home/school partnership. Family and community members extend and enhance classroom learning as well as organize all major school-wide events. Additionally, parent committees provide on-going support and advice to the staff. (See additional volunteer information below under PTA)

Every three years, volunteers must complete a background check conducted by Portland Public Schools. Volunteer applications are available online or in the main office; more information can be found on the PPS volunteer webpage: <http://www.pps.k12.or.us/volunteer/index.htm>.

AINSWORTH FOUNDATION

The Ainsworth Foundation is committed to preserving and enhancing the quality of education through on-going fundraising efforts focusing on staffing needs. The Foundation works in partnership with staff, students, parents and alumni to identify priorities at Ainsworth and throughout Portland Public Schools.

For more information visit the Ainsworth Foundation website at: <http://ainsworthfoundation.org>

PARENT TEACHER ASSOCIATION (PTA)

The Ainsworth PTA works with school staff to determine the resources needed to support academic and community enrichment endeavors. Examples of programs that are organized and/or supported by the PTA are: Book Fair, Field Day, The Buzz Book, Science Fair, Buckaroo Carnival, Home Tour, Arts Fair and Teacher Appreciation Week.

Room captains are identified for each classroom by the PTA; captains recruit volunteers for activities throughout the year, including Buckaroo, Field Day, field trips, and lunch service. Parents and family members who wish to volunteer in the classroom should talk to their child's teacher. Volunteer opportunities will be communicated regularly throughout the year.

All parents are invited to attend the general membership meetings and executive board meetings. Meeting dates and times are posted on the school calendar on the Ainsworth website. A complete list of PTA activities and fund raising events, as well as sub-committee chairs and officers' names, email addresses and phone numbers can be found at the front of The Buzz Book.

SITE COUNCIL

The membership of the Site Council has been mandated by the Oregon Educational Improvement Act for the 21st Century and by Portland Public Schools' Board of Education. Membership consists of the school principal, teachers, classified employees, and parent/guardian representatives.

The mission of the Ainsworth Site Council is to promote educational excellence, student learning, and achievement while fostering family/school/community partnerships. All parents are welcome to attend the Site Council meetings, which are generally scheduled for the first Monday of each month at 2:30 pm. See the school calendar for specific dates.

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 Schools Board of Education 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.

District Title VI & Title IX Contact:
Greg Wolleck, HS Regional Administrator (503-916-3963)

District 504 Contact:
Tara Vargas, Student Services (503-916-2000, x71016)

American Disabilities Act Contact:
Human Resources Legal Counsel (503-916-3246)

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