

CHAPMAN ELEMENTARY SCHOOL 2023-2024

FAMILY HANDBOOK AND CALENDAR



KG -5TH GRADE

1445 N.W. 26TH AVENUE

PORTLAND, OREGON 97210

PHONE: 503-916-6295

FAX: 503-916-2617

ATTENDANCE LINE: 503-916-3619

WWW.PPS.NET/CHAPMAN

PORTLAND PUBLIC SCHOOL DISTRICT



Staff Roster

Kindergarten Teachers

Jerry Riccardi
Jriccardi@pps.net

Michelle Mulvihill
Mmulvihill@pps.net

First Grade Teachers

Mellissa Mabry
Mmabry@pps.net

Shalonda McGhee
Smcghee@pps.net

Hannah Sutton
Hsutton@pps.net

Second Grade Teachers

Pamela Lyons
plyons@pps.net

Liesl Schaedig
lschaedi@pps.net

Allyson Kuedell
akeudell@pps.net

Third Grade Teachers

Shannon McLaughlin
shannon@pps.net

Angelina Muñoz
Amunoz3@pps.et

Fourth Grade Teachers

Gennie Keller
Gkeller@pps.net

Kevin Bush
Kbush@pps.net

Fifth Grade Teachers

Karen Ritzinger
Kritzinger@pps.net

Zachary Schreib
Zschreib@pps.net

Specialists

Reed Clark
Music Teacher
rclark@pps.net

Ryan Studt
Physical Education
rstudt@pps.net

Melissa Juska,
Library Media Center
Mjuska@pps.net
Mark Reynolds
ESL Teacher
mreynold@pps.net

David Hall,
Counselor
Dhall2@pps.net

Heather Oztanschemel
Counselor
Hoztanschemel@pps.net

George Gostovich
Art Teacher
Ggostovich@pps.net

Hannah Lommen
Instructional Support Specialist
hlommen@pps.net

Tracy Bingham
Special Education Teacher
tbingham@pps.net

Bradi Burns,
Instructional Coach
Balaridh@pps.net

Stacy Rosoff,
Reading Specialist
Srosoff@pps.net

Office Staff

Pamela Van Der Wolf, Principal
pvanderw@pps.net

Gabriel Corona,
Assistant Principal
Gcorona@pps.net

Julia Young,
School Secretary
Juyoung@pps.net

Kristen Mawdsley
Principal's Secretary
kmawdsley@pps.net

Chapman Elementary School

Chapman provides a learning environment where we all work together to reach our fullest potential.

We believe:

- ❖ All children can learn.
- ❖ Each child is a unique individual valued for his or her own abilities, talents, and learning.
- ❖ Each child deserves encouragement, support, and a sense of well-being.
- ❖ In a positive learning environment that sets high and individual expectations.
- ❖ Education is a partnership among community, home, school, and students.
- ❖ In mutual respect among students, staff, and families.
- ❖ In a safe, secure, and cooperative environment.
- ❖ Students have a responsibility for their learning, personal integrity, and commitment to their family, school, and

PPS VISION

A graduate of Portland Public Schools will be a compassionate critical thinker, able to collaborate and solve problems, and be prepared to lead a more socially just world. For a full scope of the PPS Vision, please see Portland Public Schools reimagined



PPS MISSION

We provide rigorous, high quality academic learning experiences that are inclusive and joyful. We disrupt racial inequities to create vibrant environments for every student to demonstrate excellence.

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		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 First Day of School (1 st -5 th) 	30	31	1	2

2023

Vaux's Swifts



Chapman Elementary School's chimney hosts a famous colony of 30,000 to 40,000 Vaux's Swifts during the fall migration. Swifts use the chimney as a nighttime roost. The swifts can be seen circling the school's chimney at dusk in late August and early September.

As recently as 2000, if the furnaces were turned on, the air venting up the chimney could kill the swifts roosting inside. To accommodate the swifts, students, teachers, and staff voluntarily went without heat in classrooms and donned sweaters until after the Vaux's Swifts migration in the fall.

The Audubon Society of Portland and other community partners worked collaboratively to make the necessary changes to the school's heating system to protect the swifts and to allow Chapman students and staff to work in warm classrooms!

To learn more about the migration of the Vaux's Swifts, you may contact the Audubon Society of Portland at 503-292-6855.

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
3	4 Labor Day No School	5 First Day of Kindergarten 	6	7	8	9
10	11	12	13 PTA Meeting 6:00-7:30 in the Library	14	15	16
17	18	19	20	21 Back to School Night	22	23
24	25	26	27	28	29	30

2023

Chapman Site Council

Chapman's Site Council provides leadership and direction to the instructional program. The primary purpose of school site councils is to improve student learning.

Council membership consists of parents, teachers, a classified employee, and the principal. Their respective peer groups elect parents, teachers, and a classified employee.

Chapman's Site Council meets once per Month and the meetings are open to the public. All interested parties are welcome to attend.

2023-2024 Site Council Representatives

Principal: Pamela Van Der Wolf

Parent Representative: Jane Sproul

Parent Representative: Oliver Wallace

Teacher Representative: Shannon McLaughlin

Teacher Representative: Ryan Studt

Classified Representative: TBD

PTA Outreach

Thanks to the hard work and generosity of many of our families, the PTA is able to provide some assistance to families in need. This assistance may include emergency food, clothing, school supplies, and holiday baskets.

Contact the PTA if you would like to be involved in supporting families. Contact the principal if you or someone you know is in need of this type

of assistance. She will help connect you with PTA or community resources.

Parent & School Collaboration

Chapman PTA

Chapman is a very special school, in part because of the fine group of hard-working parents and staff who are involved with the Parent Teacher Association. You will receive information about the PTA in the Back to School packet and in the weekly Chimney Flyer newsletter. The PTA sponsors educational programs, coordinates parent volunteers, and conducts fund raising events to benefit the school. For more information, visit them online at <http://www.friendsofchapman.org/>. The PTA Mission is threefold:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

2023-2024 PTA Board

- President: Chelsea Miller
- Vice President: OPEN
- Secretary: Katie LaBonte
- Treasurer: Courtney Keating
- Communications Manager: Jen Kane
- Outreach: Leandra Houle
- Family Engagement Coordinators: OPEN
- Membership Chair: OPEN

Chapman Foundation

The Chapman Foundation was established in 1994 to generate resources urgently needed to restore and sustain high-quality education for the students of Chapman Elementary School. The Foundation each year strives to replace declining public revenues with contributions from Chapman families and other supporters. The Chapman Educational Foundation raises money to support the school's educational plan as developed by the principal in consultation with parents and teachers. Additional information about the Foundation is available at <http://www.friendsofchapman.org/>. School foundations are the only way a school can raise funds to pay for additional school personnel, or full-time equivalents (FTE).

2023-2024 Foundation Board

President: Annie Usher

Vice President: OPEN

Treasurer: Cari Shwerd

Grant Writing Coordinator: OPEN

October

2024

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6 Picture Day	7
8	9	10	11	12	13 No School for Students	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student Placement and Administration

School Office

The school office hours are 7:30 am to 3:15 pm. You may reach the school office by telephone at 503-916-6295.

Occasionally it is necessary to get messages and materials to your child. The office staff will be glad to assist with the delivery of messages or packages. Parents are asked to not interrupt classes. A simple delivery or short conversation with the teacher, during class time, interrupts the instruction for the whole class.

All visitations and volunteering must be arranged with the classroom teacher before arrival. Visitors and volunteers must report to the office, check-in, and wear a name badge.

Classroom Placement

Children receive the most benefit from their educational experience when they are in a setting representative of the greater community in which they live. For this reason, the class assignment of children takes into account many factors to assure that each class is organized in a way that maximizes the intellectual, emotional, and social development of each child. Each new school year gives children the opportunity to develop new friends. This is a life-long skill that is necessary for joining new groups, clubs, and

teams, as well as for success in middle school, high school, and beyond.

School staff put a great deal of effort and energy into creating a smooth transition from one grade level to the next. Teachers provide information about each child's progress, skill levels, behavior, leadership skills, and special needs. This information, along with parental input shared on the Student Placement Questionnaire, and recommendations from specialists all help shape class rosters. The lists will be as balanced as possible for gender, ethnic groups, achievement levels, leadership qualities, behavior, and special needs.

Our objective is to find the best match so all children meet both academic and social goals. We understand the importance of class placement and strive to achieve that magical classroom chemistry where all children thrive.

Student Visitors

Occasionally families have children from other schools, sometimes from out of town, visiting their homes. Often these children would like to visit Chapman. However, we are unable to accommodate student visitors during the school day.

Communication with the Principal and Assistant Principal

If you wish to meet with the Principal or Asst Principal for any reason, you must call the office to make an appointment. Generally, the Assistant Principal is responsible for matters of discipline and related concerns while the Principal oversees all other school business. Outside of an appointment there will be opportunities to communicate with building administrators in an open forum (Parent Coffees, PTA meetings, etc).

Lincoln Cluster Schools

Chapman Elementary School is part of the Portland Public School system and the Lincoln Cluster. Ainsworth, Bridlemile, Chapman, Forest Park, and Skyline are the elementary schools in the Lincoln Cluster. East and West Sylvan Middle Schools, Lincoln High School, and the Metropolitan Learning Center are also part of the Lincoln Cluster.

All of the Lincoln Cluster elementary schools follow the PPS quarter calendar.

November

2024

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3 No School	4
5	6	7	8 PTA Meeting 6:00-7:30 in the Library	9	10 Veterans Day – No School	11
12	13	14	15	16 Picture Retake Day	17	18
19	20 Conferences — No School	21 Conferences – No School	22 No School	23 No School	24 No School	25
26	27	28	29	30		

Daily Routine

Before & After Supervision

Student supervision is not available before or after school. Parents need to be mindful of school hours and make arrangements to ensure their child is appropriately supervised before and after school.

Before and After School Care

Friendly House provides before and after school care for many Chapman students. The Friendly House program is designed to provide a positive before and/or after school experience for children with opportunities for individual and group activities.

The Friendly House before school program operates from 7:00 to 7:50 am. The after-school program runs from 2:15 until 6:00 pm. Friendly House operates Monday through Friday and provides childcare services during most school vacations and inservice days.

Friendly House assesses fees using a sliding scale that is based upon income and family size. For more information contact Friendly House at 2617 NW Savier Street, or phone 503-228-4391. You may also visit them online at www.friendlyhouseinc.org.

Supervision

Chapman Elementary School maintains a closed campus. Students may not leave the school grounds during the lunch period or at any other time during the school day. Students are supervised throughout the school day and are not to be out of sight of the playground supervisors or a teacher at any time.

Arrival Time

Teachers arrive to their designated areas outside at 7:54 to welcome students into the building. There will be some supervision of students starting at 7:45, please make sure

that your student is in line by 7:55. Arrival after 8:00 is considered tardy.

Absences / Automated Calls

Parents may call Chapman's Attendance line (503-916-3619) to leave a message regarding the reason for a student's absence from school.

To avoid automated calls from our Student Information System, notify the **school office** before 9:30am to excuse your student's absence.

If you do not call/email to notify the school about your student's absence, you will receive an automated call around 10:00am to notify you of the absence. Late students **MUST** check-in to the office, or the system will still recognize them as absent.

Withdrawal from School

State law requires schools to withdraw students who are absent ten (10) consecutive school days for any reason. To reenroll a parent must review the registration form, sign and provide current proof of residency.

Drop Off & Pick-Up Parking

Traffic and parking congestion around Chapman require parents to be particularly careful when bringing children to school and picking them up when school is dismissed. The following rules are essential for the safety of our students.

- Only park in designated parking spaces. **Do not stop or park in the bus loading area on NW Raleigh St by the blacktop.** The only drop off zone is on NW Pettygrove St.
- Do not "double park" in the street.

- Do not block the driveways of neighbors.
- Do not stop or park in the bus loading area or in crosswalks.

Some parents choose to park a couple of blocks away and walk their students to school.

Dismissal Time

School is dismissed at 2:15 pm. If you are picking your student(s) up be sure to allow plenty of travel time to get to school by 2:15 pm. Supervision is not provided after school is dismissed. Students are expected to go directly home or to an after school program in which the student is enrolled.

Dismissal Plan

The school needs to know how and where your child goes after school (bus, parent pickup, etc). When there is a change in the routine (such as after school care or who picks up your child), please let your child's teacher know in advance by sending a note (staff can not always monitor their email while teaching, so a note is best). If an unexpected change occurs during the day, call the school office **before 1:30pm**.

Bikes, Skateboards, & Shoe Wheels

Chapman provides a bicycle rack for the storage of bicycles during the school day. However, Chapman cannot be responsible for damage or loss of bicycles. Children need to secure bikes with a good locking mechanism. All children in the State of Oregon who ride bicycles are required to wear safety helmets.

Once they arrive on campus students are to walk their bikes, carry their skateboards, and/or remove any wheels built into shoes. Riding bikes, skateboards, or shoe wheels on school grounds is prohibited at all times.

December

2023

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

School Meals

All students who wish to eat breakfast and lunch can do so at no cost.

Families can also choose to send their child to school with a lunch from home.

Breakfast is offered to students as they come into the school and is then taken to the classrooms. Lunch is at different times for different grades, check with your teacher about classroom schedules.

Microwave and/or Fridge Not Available

The school does not have the ability to refrigerate or to warm or heat foods brought from home. Parents should pack lunches that are ready to eat and do not require additional preparation at school.



January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 No School	2 Classes Resume	3	4	5	6
7	8	9	10 PTA Meeting 6:00-7:30 in the Library	11	12	13
14	15 Dr. Martin Luther King, Jr. Day No School	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024

School Procedures & Communication

Quarter Grading Periods

Chapman Elementary School follows a quarterly schedule. The school year is divided into four equal grading periods of approximately nine (9) weeks each.

Report Cards

Report cards are prepared for kindergarten through fifth grade students three times during the year. These reports are aligned to State Standards.

The first grading period ends on Thursday, November 2nd, 2023. The day after, Friday November 3rd, is a teacher planning day with no students. Student progress will be shared during Parent Teacher conferences in November.

The second grading period ends on Thursday, January 25th, 2024. The third grading period ends on Friday, April 4th, 2024. Both are followed by a teacher planning day with no students.

The fourth quarter grading period ends on the last day of the school year and the final report card will be mailed home the week of June 17th, 2024.

Parent Conferences

Parent-teacher conferences provide an important opportunity for conversations about student performance and the educational program. Fall conferences are scheduled for Monday & Tuesday, November 20th and 21st, from 8:00am – 8:00 pm. Teachers will schedule conference appointments in advance. *Parents are encouraged to make every effort to take advantage of this opportunity to collaborate with teachers about their child's progress.*



DRESS CODE

- Chapman follows the PPS District Dress Code. This policy applies to all schools in Portland Public Schools grades PK-12, with the exception of schools with a Uniform Dress Code policy. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Weekly Newsletter

Chapman's *Chimney Flyer* newsletter is sent out to the Chapman community every week. This newsletter contains important information about upcoming events including changes to the school schedule and helpful information for families. Please be sure to look for this newsletter when it arrives in your email or comes home in your child's backpack. The newsletter is distributed electronically.

The *Chimney Flyer* is produced as a collaborative effort between the school and the Chapman PTA.

Student Testing

All Oregon students in the third, fourth, and fifth grades participate in the Oregon State Smarter Balanced Assessment Tests in reading and mathematics, and fifth grade students take a State science test.

Teachers also routinely assess student performance at regular intervals. These evaluations assist teachers in measuring individual mastery and reveal students needing additional support.

Supplies & School Materials

Most books and school materials are provided by Portland Public Schools. Teachers will advise parents and students concerning other supplies that may be needed. Students may be asked to replenish supplies several times throughout the year. Families are expected to pay for the cost of school equipment, books, or materials that are lost or damaged.

School Library

Children are encouraged to use Chapman's library. Parents are also welcome to use the school library free of charge. Families will be asked to pay for lost or damaged library books.

February

2024

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

School Procedures & Communication

Electronic Communication

In addition to district correspondence, Chapman families will receive email communication about events and news from school. An electronic version of the Chimney Flyer Newsletter as well as other announcements will be delivered to parents who have indicated an email address on the student verification registration form.

Teacher Letters & Communication

Teachers periodically send home classroom newsletters. Most are delivered via email; let your child's teacher know if you would prefer a paper copy.

School Telephone

Children cannot be called from class to talk on the telephone. Such calls would disrupt classroom activities and are not permitted.

Students may use school telephones only with the permission of school staff and only to communicate about school business. The school has limited phone lines and telephones are not available for students to make social arrangements. Families are asked to plan after school activities prior to the beginning of the school day.

Questions and Parent Concerns

There are times when parents have questions about their child's program or an incident at

school. Sometimes a problem can be difficult to understand based upon the explanation of a young child. The best practice is to collect more information and to hear more about the situation before drawing a conclusion.

Parents are encouraged to begin by talking with the teacher. A quick phone call, email, or note to the teacher will often easily resolve a misunderstanding. Teachers work with your child every day; they know them as individuals and as members of a group. When there is a problem or question, the teacher is generally the best person to contact. Frequent communication between home and school is the only way to eliminate misinformation.

Administrator Involvement

Teachers will sometimes involve the Assistant Principal or the Principal in cases involving serious peer conflicts, behavior problems, counseling needs, or special academic concerns. Parents may wish to contact the principal (via the school office) if they still have questions or concerns after consulting with their child's teacher or if they have an issue requiring immediate attention.

Special Conferences

Parents who would like to meet with their child's teacher should email the teacher. For meetings with the principal or asst principal, please call the office at 503-916-6295 to request an appointment. Requests will be accommodated as quickly as possible and a

meeting scheduled at a mutually agreeable time. Teachers are unable to conference or take phone calls during the school day. Email is the most effective way to contact your child's teacher.

School & Classroom Visits

All visitors are required to report to the office, sign-in, and wear a badge. This is PPS policy and is designed to protect the safety of all children.

Parents are not permitted to visit classrooms for the purpose of delivering a message or to hold a conversation with their child or any other student. Emergency messages will be handled through the office. Every effort is made to limit interruptions to classroom activities.

Any visitation or volunteerism should be arranged with the teacher prior to your visit.

Parent & Community Volunteers

Chapman welcomes and appreciates the many hours parents and community volunteers contribute to enhance our educational program. There are a number of ways that parents can be involved at Chapman Elementary School.

Individuals interested in volunteering their time and talents may contact the school office or the PTA Volunteer Coordinators. Volunteers must complete a *Criminal History Background Check* and sign a *Confidentiality Agreement*. Apply online at pps.net/volunteer

March

2024

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13 PTA Meeting 6:00-7:30 in the Library	14	15	16
17	18	19	20	21	22	23
24	25 Spring Break – No School	26	27	28	29	30
31						

School Procedures

School Volunteers Criminal History Checks

Chapman School welcomes parent and community volunteers. We take every precaution to ensure the safety of our children. Portland Public School District requires all volunteers to complete a *Criminal History/Background Check*. These background checks need to be renewed every three years. The school office maintains a list of approved volunteers and will gladly check to see if your paperwork is current. Apply online at www.pps.net/volunteer.

Volunteers make Chapman School a very special place and are a vital part of the educational program. Their support of Chapman children is very much appreciated.

Cell Phone Policy

CHAPMAN CELL PHONES/ELECTRONIC EQUIPMENT & DEVICES

Why a cell phone policy?

Chapman is joining other PPS schools to decrease device use due to distraction, cyberbullying, social media misuse, addiction, and other negative aspects of these devices. Excessive use of personal devices may impact typical adolescent brain development. Our electronic devices policy preserves the entire school day for instructional purposes and healthy social interactions.

What constitutes a "personal electronic device"?

Any student-owned electronic device with a cellular or internet connection, and gaming devices. This includes all cell phones, tablets, watches, laptops, and whatever they invent next.

OUR POLICY

- All personal electronic devices, should be left at home. **Our policy is OFF and AWAY during the school DAY.**
- Families can communicate through the office phone if there is a need to leave messages.
- If cell phones and electronic equipment, including earphones and earbuds, are brought to school, **they must remain off and put away in a backpack at all times, including recess, between 8:00 and 2:15.** Cell phones & electronic equipment are not to be kept on a student's person (pocket, binder, etc.) for the duration of the school day.
- **Please note, we do not have secure lockers for students and we are not responsible for lost or stolen devices. If a student wants to turn their device into the office for safekeeping until the end of the day, they are welcome to do so.**
- If a student has their phone out, a staff member will first give a gentle reminder to put it away. If the phone is out a second time, the phone will go to the office until the end of the day. Families will be notified when this happens. Students must remember to pick up their device. We are not responsible for tracking them down if they forget it.

Field Trips Field trips enhance learning and extend the classroom studies into the real world.

Most often teachers request parent chaperones to assist with field trips. Please let your child's

teacher know if you are available and interested in supporting field trips.

Chapman's central location allows for easy access to many locations and events. Classes may take walking field trips, or access events by taking advantage of Portland's public transportation system. Some trips will require the use of a school bus.

Field Trip Permission Slips

Teachers will send home information about field trips along with permission slips. Parents are required to grant and sign permission for each specific trip. Parents grant permission for short "walking field trips" on a special form that is included in the first day packet.

Parents may be asked to contribute to offset the cost of field trips. Often, parents who have the means to do so may also contribute to assist families who may be unable to support the cost of field trips. No student will be excluded from participation on a field trip because he or she is unable to pay for expenses.

Lost and Found

Parents are encouraged to carefully label clothing and other personal items that children wear or bring to school. We will make every effort to return labeled items to students.

Periodically, throughout the year, unclaimed items that remain in Lost and Found will be donated to local charities. Before doing so, we will offer multiple opportunities for families and students to look through the collection for their lost items.



April

2024

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

Health & Safety

Illness During the School Day

A student who becomes ill during the school day should, with the teacher's permission, report to the office. The school has a Student Health Assistant to take care of students' minor health needs, and a Registered Nurse is at school once a week. If a student's temperature is 100 degrees or above, or if the child does not seem to feel better in a short time, vomits, has a rash, etc., a parent is contacted to come and pick up their child. Please be sure that the emergency phone numbers and contact information listed on the Registration Form is up-to-date.

Inclement Weather

Information concerning school closures or late openings is broadcast on the radio and television at regular intervals. School days cancelled due to inclement weather may be made up at the end of the school year.

Emergency Early Closure

In the event that a storm or other emergency should occur during the school day, parents are expected to have an *Emergency Closure Family Plan* on file with the school. Cell phone numbers are helpful when storms may interfere with regular phone service. The *Emergency Closure Family Plan* form is included in the Back to School packet that students carry home on the first day of school. Please complete this form and return it to school and update the information if it changes during the school year.

Building Security

Chapman is a safe and secure learning environment. Parent cooperation and compliance with these safety procedures is appreciated. Please be aware of the following safety procedures:

1. All exterior doors will be locked after 8:10am.
2. All visitors and volunteers are expected to immediately report to the office, sign-in, and wear a badge while at school.
3. Teachers and other school staff have been instructed to stop any adult who is not wearing a badge and to redirect them to the office.
4. Signs are posted on all doors directing visitors, including parents, to the office.

ALL visitors should check in with the office before visiting any of the buildings on school property (this includes portables and other detached structures). Please ring the buzzer to the right of the front doors to reach the office.



Safety Committee

Chapman, like all public schools, is required to have a safety committee that meets monthly to ensure the safety of everyone using our building and facilities. Any safety concerns should be immediately forwarded to the principal for the review of the safety committee.

Emergency Procedures & Drills

PPS works hard to ensure that all staff and students are trained to respond effectively and efficiently during an emergency at or near school. One of the many ways we accomplish this is through our mandatory drill requirements. The following drills are conducted each school year:

- Monthly Fire Drills
- Two Earthquake Drills
- Two Lockdown Drills
- One Secure Drill
- One Team Response Drill

For information on each drill and how your family can support students in preparation for drills, view the district drill information at www.pps.net/chapman, then navigate to Our School>Emergency Drills.

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4
5	6 Teacher Appreciation Week	7	8 PTA Meeting 6:00-7:30 in the Library	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 No School	28	29 School Musical	30 School Musical	31	

2024

Fostering Positive Student Behavior and Learning

Personal Property & Toys

Students should not bring personal property and toys to school. Even on the playground, these personal items may cause disagreements and problems. If these items are a disruption they will be confiscated and students may pick them up at the end of the day. If problems continue, items will be confiscated and parents may be asked to pick them up. Personal property may also be lost, damaged, or stolen, and the school cannot guarantee the item's safe return.

Harassment and Bullying

Portland Public Schools is committed to maintaining a learning environment that is free of harassment and bullying. Students shall avoid any conduct or action that could be characterized as harassment or bullying. Students violating this policy will be subject to discipline, up to and including expulsion.

Parent Contact

Parent assistance will sometimes be enlisted through a parent contact. This contact may be in the form of a phone call, email, or note home. Notes should be signed and returned to the teacher to ensure the communication has reached the parent. A strong parent and teacher partnership promotes responsible student behavior.

Classroom Rules and Procedures

Chapman teachers have developed their classroom rules and procedures consistent with PPS and school policies while accounting for the age and developmental needs of their students. All classroom management procedures are designed to teach appropriate behaviors and to assist students in solving problems.

Student-Teacher Conference

Teachers use student conferences as a way to teach and reinforce positive behaviors. Often times the teacher will request that the student complete a "Think Sheet" before they discuss the problem behavior.



A student-teacher conference may be held at the moment the problem behavior occurs, before or after school, or during another time selected by the teacher. The conference might be held with one student or a small group of students.

During the conference the teacher will likely:

- Review the incident.
- Help the student(s) recognize the problem with their behavior.
- Work out a plan for improving the student's behavior.
- Secure the student's commitment that the behavior will change.
- Remind the student of consequences for unacceptable behavior.

Parental support and reinforcement of reasonable expectations is very much appreciated.

Student-Parent-Teacher Conference

These conferences are especially effective when the student sees that the teacher and parents are working together to teach and reinforce safe, responsible, and respectful behavior expectations. The student should leave this conference understanding what is expected of him or her and knowing that adults will help guide him to make responsible choices.

Principal Conference

In some instances the principal will conference with a student regarding poor behavior choices. He/She will also follow a problem-solving and teaching model when interacting with students.

Consequences

Occasionally students must experience consequences for inappropriate behavior. These consequences may include recess time outs, loss of privileges, assignment to a "buddy" classroom, community service, behavior contracts, and special assignments. Teachers determine initial consequences to help teach and reinforce the desired behaviors.

The school principal, or her designee, may implement more formal interventions (i.e. minor or major suspensions from school) when the behavior is serious, repeated, or other interventions have not effectively addressed the unacceptable behavior.

Considerations

Consistency is our objective in the enforcement of school rules and procedures. Within this framework a variety of factors are considered regarding the assignment of consequences.

- Age and maturity of the student
- Emotional and physical health of the student
- Student's involvement and previous behavior problems
- Available resources

June

2024

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7	8
9	10	11 Last Day of School	12 (Inclement Weather Makeup Day)	13 (Inclement Weather Makeup Day)	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30					* These dates are subject to change if the school year is extended	

STUDENT HEALTH SERVICES

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

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

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

BEFORE AND AFTER SCHOOL PROGRAMS

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

CONTAGIOUS CONDITIONS

To decrease the spread of contagious conditions in schools:

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

EMERGENCY INFORMATION

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

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students will not be excluded from school if they have lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

- *Health information may be shared with school personnel on a "need to know" basis. This may include when this health information is necessary for school personnel to respond to your child's health/safety needs, or if needed by the school team to develop an individualized education plan.*
- *By allowing release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.*
- *When you do not authorize release of health information, it may limit the type of care your child is able to receive.*
- *Parents (and their eligible students) may generally access their own child's record and can submit an amendment if they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy.*

HEALTH SCREENINGS

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

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

Screening results for dental, hearing and vision are all sent home to parents.

If you do not want your child included in these screenings you must submit a written request to the school each school year.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (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.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

SCHOOL NURSES

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will obtain necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

The nurse may:

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

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

SCHOOL HEALTH ASSISTANTS:

In addition to the School Nurse, some schools have a School Health Assistant (SHA) on site to assist students. The SHA is not a nurse, but works under the direction of the nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. **Only medication that is necessary to be given during the school day will be kept at school.** Remember **to ask your medical provider if your child's medication can be given outside school hours.** This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school, on the Chapman website under the "School Nurse" section, or on the MESD website under "School Health Services" and "Parent and School Staff Info"). 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.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up by the end of the year will be destroyed.**

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: Tammy Jackson, Director, Student Services (503-916-5460)

American Disabilities Act Contact: Human Resources Legal Counsel (503-916-3455)