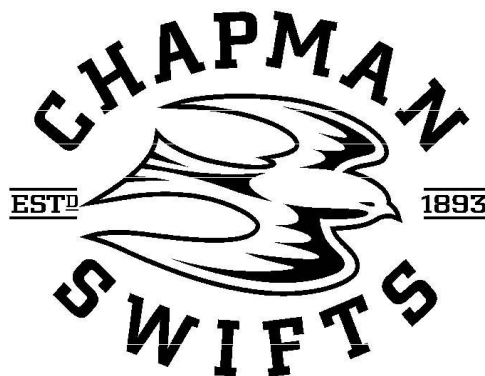


CHAPMAN ELEMENTARY SCHOOL 2016 – 2017

FAMILY HANDBOOK AND CALENDAR



CHAPMAN SITE - 1ST - 5TH GRADE
1445 N.W. 26TH AVENUE
PORTLAND, OREGON 97210
PHONE: 503-916-6295
FAX: 503-916-2617

RAMONA SITE - KINDERGARTEN
1545 N.W. 13TH AVENUE
PORTLAND, OREGON 97209
PHONE: 503-916-6296
FAX: 503-916-2717

WWW.PPS.K12.OR.US/SCHOOLS/CHAPMAN/

PORTLAND PUBLIC SCHOOL DISTRICT



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 community.




Successful Schools Framework

- ❖ Every 3rd grader reading at benchmark by end of 3rd grade
- ❖ 50% reduction of exclusionary discipline and 50% reduction of racial disproportionality in exclusion
- ❖ Accelerate trajectory of increase in our 4 year and 5 year graduation and completion rate

August

2016

<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 Teacher Planning Day (No School)	24 Teacher Planning Day (No School)	25 Teacher Planning Day (No School)	26	27
28	29 First Day of School 1 st -5 th Grade 	30	31			

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 vented 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 Swifts, you may contact the Audubon Society of Portland at 503-292-6855.

September

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 First Day of School Kindergarten	2	3
4	5 Labor Day (No School)	6	7	8 Back to School Night 6:30-8:30 Tag Information Session 8:00-8:30pm	9	10
11	12	13 S.T.O.P.P.S. Bus Safety 9:45 (1 st -2 nd) 10:05 (3 rd -5 th)	14	15	16 PTA General Meeting 8:30am Volunteer Training 9:00am	17
18	19	20 Picture Day (1 st -3 rd Grades)	21 Late Opening (2 hour late start) Picture Day (4 th -5 th Grades)	22 Picture Day @ Ramona Kindergarten	23	24
25	26	27	28	29	30	

Parent & School Collaboration

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 the second Tuesday of every other month from 2:30 to 4:00 pm in room 18. The meetings are open to the public and all interested parties are welcome to attend.

2016-2017 Site Council Representatives

Principal:

Pamela Van Der Wolf

Parent Representatives:

[TBD]

Teacher Representatives:

[TBD], Meeting Facilitator

[TBD]

Classified Representative:

Cynthia Stevens

Friends of Chapman

Friends of Chapman is a partnership between the Chapman Education Foundation and the Chapman PTA. As returning families know, and new families are soon to discover, Chapman is a very special school. A big part of our success is a supportive partnership between the staff, parents and community. We would like to build on this spirit of collaboration through Friends of Chapman. In addition to a closer partnership between the PTA and the Foundation, we will reach out to local businesses and, most importantly, call on Chapman families to participate in our fundraising at whatever level works for you.

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 Spotlight 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.

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. He will help connect you with PTA or community resources.

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).

2016-2017 PTA Board

President:	Christy Marten
Vice President:	Helen Shum
Secretary:	Sarah Groom
Treasurer:	Morgan Nystrom
Teacher Rep:	Anne Williams
Communications Mgr:	Kari Carney
Rm Parent Coordinator:	Shaunna Levy
Outreach:	Liz Barnette
Volunteer Coordinator:	Tiffany Goldwyn
Membership/Directory:	Janani Viswanathan
Merchandise Sales:	Brigitta Glanz

2016-2017 Foundation Board

Chair:	Nici Griffith
Vice Chair:	[TBD]
Treasurer:	Anna Dvortcsak
Auction Chair:	Veery Harper Janel Hanson

Dining Night	
Coordinator:	Kelly Farrell
Business Outreach:	Nici Griffith

October

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Scholastic Book Fair	4 Scholastic Book Fair	5 Scholastic Book Fair	6 Scholastic Book Fair	7 Scholastic Book Fair	8
9	10	11	12	13	14 Statewide Inservice Day (No School)	15
16	17 OMSI Classes	18 OMSI Classes	19 Late Opening (2 hour late start)	20 OMSI Classes	21 OMSI Classes	22
23	24 OMSI Classes	25 OMSI Classes	26 OMSI Classes	27 Grandparents/ Special Friends Visit	28	29
30	31					

Student Enrollment & Daily Schedule

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.

Student Cell Phones

Student's cell phones must be turned off and stored in backpack on the bus and during school hours.

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.

School Office

The school office hours are 7:30 am to 3:30 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 visitors or volunteers must report to the office, check-in, and wear a name badge.

Student Record Requests

Leaving Chapman? If a student moves within the United States, standard practice is for the family to enroll the student in their new neighborhood school, which will send a request for records to the last school. The request will be fulfilled within 10 days as required by law.

If you will be leaving the country, or going into another situation where it is necessary to request "official" records to hand-carry, make the request early, as it generally takes 3-5 days to produce the necessary copies. We are required to produce records 10 days after the request is made, so please don't wait until the final moment to make your request.



November

2016

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3 Picture Retake Day Chapman Grading Period Ends	4 Teacher Planning Day (No School)	5
6	7	8	9 Conferences (No School)	10 Conferences (No School)	11 Veterans' Day (No School)	12
13	14	15	16	17	18 CHAPMAN AUCTION PTA General Mtg	19
20	21	22	23 (No School)	24 Thanksgiving (No School)	25 PPS Closed (No School)	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.

Noon 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.

Absences / Autodialer

To avoid autodialer calls, notify the school office before 9:30am to excuse your student's absence. (Please note: Teachers are unable to mark excused absences in our student information system.) Parents may call Chapman's Attendance line (503-916-3619) or email (chapattend@pps.net) to leave a message regarding the reason for a student's absence from school.

Mid-morning of each school day (approximately 10:00am) the autodialer will acquire a list of students marked absent-unexcused in our student database. The autodialer will then make phone calls to the primary phone number to notify parents of the absence and to remind them of the need to explain the absence.

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 "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.

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.

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.

Dismissal Plan

The school needs to know how and where your child goes after school. Please fill out and return the form provided in the Back to School packet. 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. If an unexpected change occurs during the day, call the school office *before 1:30pm*.

December

2016

<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
	WINTER BREAK					
25	26	27	28	29	30	31
	WINTER BREAK					

Daily Routine & Meals

Withdrawal from School

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



Change in School Bus or Bus Stop

Occasionally a parent needs their child to ride a different bus or get off the bus at a different stop for some special reason (i.e. change in child care arrangements). In these instances the parent must write and sign a note requesting the change. The note must be approved by the office and then presented to the bus driver. Students are asked to bring these notes to the office in the morning; there is not adequate time to process these requests before buses depart after school. This same procedure is followed when another child is to ride the school bus and disembark with a classmate. It is very important that the student and parent know the bus number and bus stop.

Meal Program

Chapman uses a computerized ticket system to account for student lunch money. This system makes the purchase of meals quick and convenient. Each student is issued a card that acts as his or her own personalized "credit card" for purchasing school breakfast, lunch, or milk. Parents simply deposit money into their child's account and the child swipes their card to make a purchase. The cafeteria manager accepts cash or checks before lunch service begins. Another option is to pay online at www.myschoolbucks.com. Your child's student ID# is required and can be found on report cards, school correspondence or by contacting the school office. Meal accounts for continuing students must have a positive balance to eat school meals. Kindergarteners and new students need to pay for meals the first day of school or have an approved meal application.



Free and Reduced Meal Program

All students who were receiving free or reduced-price meal benefits at the end of last year must complete a NEW meal application for the 2016-17 school year. If benefits are denied or reduced when the NEW application is approved, families will receive ten days notice before the change is made. Students who have not submitted a NEW application will be required to pay full price starting *Monday, October 10, 2016*.

Chapman School provides a federally funded free or reduced price breakfast and lunch for children of families whose total income is at or below the guidelines established by the federal government. The Nutrition Services Department mails reminders to returning families. Applications are online at www.nutrition.pps.k12.or.us and available in the school office. Parents should contact Nutrition Services at 503-916-3399 if their family circumstances and income change during the school year.

School Breakfast

Breakfast is served beginning at 7:40 am in the cafeteria. Students may eat their breakfast in the cafeteria between 7:40 and 7:55 am. At 7:55 the tables are put up and the cafeteria is converted into a gymnasium. Children who qualify for free or reduced priced lunch are also eligible for breakfast

School Lunch

Hot lunches are served in the cafeteria beginning on the first day of school. The price for a student lunch, including milk, is \$2.70. The cost of a reduced price lunch is \$.40.



Milk

Students who bring sack lunches may also use their meal card or cash to purchase milk. The cost of milk is \$.50 for a half-pint.

Microwave Not Available

The school does not have the ability 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

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 New Year's Day	3	4	5	6	7
	WINTER BREAK →					
8	9	10	11	12	13	14
15	16 MLK Day (No School)	17	18 Late Opening (2 hour late start)	19	20 PTA General Meeting 8:30 am	21
22	23	24	25	26 Grading Period Ends	27 Teacher Planning Day (No School)	28
29	30 OMSI Classes	31 OMSI Classes				

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 twelve (12) weeks.

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 3, 2016.

The second grading period ends on Thursday, January 26th, 2017. Students will carry their second quarter report card home on Thursday, February 2nd, 2017.

The third grading period ends on Thursday, April 6th, 2017. Students will carry their third quarter report card home on Thursday, April 13th, 2016.

The fourth quarter grading period ends on the last day of the school year and the final report card will be mailed home on approximately June 16th, 2017.

Parent Conferences

Parent-teacher conferences provide an important opportunity for conversations about student performance and the educational program. Fall conferences are scheduled for Wednesday & Thursday, November 9th and 10th, from 8:00am – 8:00 pm. Teachers will schedule conference appointments, in advance. *All parents are encouraged to make every effort to take advantage of this opportunity to collaborate with teachers about their child's progress.*



Appropriate Dress

Clothes should be clean, modest, appropriate fit and suitable for the weather. Flip-flops, short-shorts, halter-tops, tank tops, and bare midriff tops are not appropriate for school. "Wheels" in the heels of shoes are not permitted during the school day or on school grounds.

District Policy - Reference: 4.30.013-AD:

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.

Spotlight Weekly Newsletter

On Mondays, or the first day of the school week, the *Spotlight* newsletter is sent out to the Chapman community. 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 for those parents who have an email address. Paper copies are sent home for parents who do not have an email address on file with us.

The *Spotlight* is produced as a collaborative effort between the school and the Chapman PTA. Articles for the *Spotlight* must be approved by the principal and submitted electronically to the editor before 2:00 pm on the Wednesday before publication.

Distribution of Materials

PPS has policies and procedures for the distribution of materials. These policies apply to flyers and the community information table. To learn more about these policies and procedures visit <http://www.pps.net/Page/2588>.

As of July 1, 2006, all non-school group materials that are distributed through Portland Public Schools must display the non-discrimination statement of that non-school group. This statement is required regardless if a group is a non-profit, for-profit, PTA, school booster club, individual school foundation, or the Portland Schools Foundation.

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

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 OMSI Classes	2 Report cards sent home w/ Students OMSI Classes	3 OMSI Classes	4
5	6 OMSI Classes	7 Fall 2018 Kindergarten Information Mtg 9:00-10:00am @ Ramona Bldg OMSI Classes	8	9	10	11
12	13	14	15 IMMUNIZATION EXCLUSION DAY	16	17	18
19	20 Presidents' Day (No School)	21	22	23	24	25
26	27	28				

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 Spotlight 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, paper copies will be sent home with students of parents who do not have an email address on file with us.

Chapman's Website

Chapman's website is a good source of information. www.chapman.pps.k12.or.us

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 or misunderstanding 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.

Principal Involvement

Teachers will sometimes involve the principal in cases involving serious peer conflicts, behavior problems, counseling needs, or special academic concerns. Parents may wish to contact the principal 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 or the principal should 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 and may have meetings before and after school.

School & Classroom Visits

All visitors are required to report to the office, sign-in, and wear a badge. This PPS policy 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.

The school administrator regularly conducts school tours and welcomes parents new to our community of learners. Classroom visits are limited in scope and under the direction of the principal who is able to describe the instructional program and answer questions.

Classroom teachers are directed not to release children to anyone or to permit them to talk to anyone unless they are listed on the student's registration form or have been granted permission by the principal or his designee. This procedure protects children and the rights of parents.

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. The *School Volunteer Handbook* describes many of these opportunities.

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 <https://apps.pps.net/volunteermanagement/>.

March

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 Vision /Hearing Screenings K, 1 st , 3 rd ,5 th	3	4
5	6	7 Math & Science Night	8	9	10	11
12	13	14	15 Late Opening (2 hour late Start)	16	17 PTA General Meeting 8:30am	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
	SPRING BREAK →					

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 <https://apps.pps.net/volunteermanagement/>.

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.

Confidentiality Agreement

Volunteers are expected to respect student privacy. Under Federal law, state law and Portland Public Schools policy student information is confidential. School volunteers are expected to maintain these high standards and must agree to a *Confidentiality Statement*; which is included when you apply online for a background check.

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 by riding TriMet buses, the Streetcar, or the Max light rail system. Some trips will require the use of a school bus.

Occasionally, private cars will be used to transport students to special events. Parents or school personnel who transport students in private vehicles will be required to follow designated procedures.

1. Complete and submit to the teacher the necessary insurance and Statement of Qualification forms.
2. Have a valid Oregon driver's license.
3. Have a valid background check and be cleared as a school volunteer.
4. Have an operable seat belt for each child.
5. Have no student under the age of twelve (12) or less than five (5) feet tall seated in the front seat where there is an airbag for the passenger's seat.
6. Have child safety seats for small children.



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.

Parents are also encouraged to frequently check the lost and found area to retrieve their child's belongings. Theft of these items is rarely a problem; most often they are absentmindedly left on the playground or in the cafeteria. Jackets, sweatshirts, caps, mittens, and boots often look alike and are difficult to return to the owner if they are not clearly labeled.



Each year many bags of clothing go unclaimed and are donated to the PTA Clothes Closet.

April

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Testing begins- 5 th grade (3 rd & 4 th to follow)	4	5	6 Run For the Arts Grading Period Ends	7 Teacher Planning Day (No School)	8
9	10	11	12	13 Report cards sent home w/ students	14	15
16	17	18	19 Late Opening (2 hour late start)	20	21 ART BALL 6:00-8:00pm	22
23	24 Secretary/ Admin. Professionals Week	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. When children complain of being ill, continually cough, or exhibit signs of illness, they are sent to the office. The school secretaries dispense band aids, ice, sympathy, and take temperatures. They are not trained medical professionals. 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. We must rely on the secretaries' good judgment and the ability of the child to share about his or her condition.

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 (June 12-16th).

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.

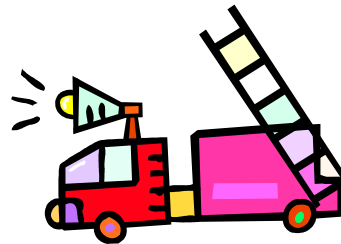
Building Security

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. The front doors will remain open during the school day.
2. All other doors are locked after the school day begins (approximately 8:10am).
3. All visitors and volunteers are expected to immediately report to the office, sign-in, and wear a badge while at school.
4. 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.
5. Signs are posted on all doors directing visitors, including parents, to 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

Procedures are in place to ensure that all students are safe in event of a fire, earthquake, or other threat to student safety. All teachers and students practice these procedures regularly. These practice drills are designed not to frighten children, but instead to empower them to be safe.

Fire Safety

Fire drills are practiced once a week during September and then once per month for the remainder of the school year. Fire drills require the evacuation of the building. Everyone is required to evacuate the school except for the principal, custodian, and office staff. These individuals are responsible for checking to ensure the building is vacant. These drills are timed and practiced under a variety of circumstances.

Earthquake Safety

Earthquake drills are also regularly practiced. Children "duck and cover" under their desks as part of these drills. Adults may take shelter in doorways or under desks.

Lock Down

Procedures are also in place to protect students and staff from inside or outside dangers. All doors, exterior and interior, are locked, shades are pulled, everyone is moved away from windows, and students and adults use earthquake sheltering precautions. These procedures may be practiced as part of our regular safety drills.

The use of "Lock Down" as a protective measure is rare. In the event that these measures were taken due to a problem in the neighborhood, an explanatory letter will be sent home with students.

May

2017

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1 Teacher/ Staff Appreciation Week	2	3	4	5	6
7	8 OMSI Classes	9 Fall 2018 Kindergarten Information Mtg 9:00-10:00am @ Ramona OMSI Classes	10 OMSI Classes	11 OMSI Classes	12 OMSI Classes	13
14	15 OMSI Classes	16 OMSI Classes	17 Late Opening (2 hour late start)	18	19 PTA General Meeting 8:30am	20
21	22	23	24	25	26	27
28	29 Memorial Day (No School)	30 Volunteer Appreciation Tea 2:30-3:30	31			

Fostering Positive Student Behavior and Learning

Personal Property & Toys

Students are discouraged from bringing personal property and toys to school. Even on the playground, these personal items may cause disagreements and problems. 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.

While specific procedures may vary some from classroom to classroom, the following strategies are fairly universal.

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 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 his 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

2017

<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 FIELD DAY	9 Last Day of School Grading Period Ends	10
11	12 Teacher Planning Day (No School)	13 Teacher Planning Day (No School)	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Staff Roster – Chapman Site 1st – 5th Grade

First Grade Teachers

Barb Andrews, room 10
bandrews@pps.net

Claire Holm, room 12
cholm1@pps.net

Shalonda McGhee, room 9
smcghee@pps.net

Hannah Miljkovic, room 11
hmiljkov@pps.net

Second Grade Teachers

Hayley Duncan, room 3
hduncan1@pps.net

Megan Fieser, room 1
mfieser@pps.net

Alodie Lopez, room 4
alopez1@pps.net

JoLynn Maleah, room 5
jmaleah@pps.net

Hannah Delaney, room 2
hdelaney@pps.net

Third Grade Teachers

Rochella Farnand, room 15
rfarnand@pps.net

Shannon McLaughlin, room 14
shannon@pps.net

Karen Ritzinger, room 16
kritzinger@pps.net

Stacy Rosoff, room 13
sroff@pps.net

Fourth Grade Teachers

Evin Aksay, portable 25
eaksay@pps.net

Gennie Keller, portable 26
gkeller@pps.net

Nadine Trincherro, portable 27
ntrinche@pps.net

Leah Johnson, room 8
ljohnso2@pps.net

Fifth Grade Teachers

Kevin Bush, room 22
kbush@pps.net

Jim Hendrickson, room 24
jhendric@pps.net

Allyson Sievers, room 21
asievers@pps.net

Anne Williams, room 23
awilliam@pps.net

Office Staff

Pamela Van Der Wolf, Principal

Britt Kuether, Asst. Principal, Rm 15 ½
bkuether@pps.net

[TBD], Principal's Secretary
[\[TBD\]@pps.net](mailto:[TBD]@pps.net)

Janel Hansen, School Secretary
jhansen@pps.net

Stephanie Cox, Counselor, Rm 18B
scox@pps.net

Ariel Frager, Counselor, Rm 19
afrager@pps.net

Specialists

Reed Clark, Music Teacher, B1
rclark@pps.net

Debbie Jetton, Music Teacher, B4
djetton@pps.net

Ryan Studt, Physical Education, Gym
rstudt@pps.net

Cynthia Stevens, Library Media Center
csteven1@pps.net

Ann Hanson, Media/Technology Assistant, room 17
ahanson1@pps.net

[TBD], Mandarin Teacher, room 18
[\[TBD\]@pps.net](mailto:[TBD]@pps.net)

Mary Dilles, ESL Teacher, room 23 ½
mdilles@pps.net

Paige Pepperwood, School Psychologist, room 18A
ppepperwood@pps.net

Myndi Brand, room 20
mbrand@pps.net

Janine Storm, Part Time LRC Teacher, room 20
jstormvanleeuw@pps.net

Rhonda Bahmanyar, Speech Pathologist, room 19
rbahmanyar@pps.net

Staff Roster - Ramona Site - Kindergarten

Kindergarten Teachers

Melissa Forst, room 159
mforst@pps.net

Katie Davenport, room 158
kleveille1@pps.net

Richard Melling, room 157
rmelling@pps.net

Casey Rodhe, room 160
crodhe@pps.net

Office Staff

[TBD], Asst. Principal

Heather Maharry, School Secretary
hmaharry@pps.net

Stephanie Cox, Counselor
scox@pps.net

Ariel Frager, Counselor
afrager@pps.net

Specialists

Debbie Jetton, Music Teacher
rclark@pps.net

Ryan Studt, Physical Education
rstudt@pps.net

Cynthia Stevens, Library Specialist
csteven1@pps.net

Ann Hanson, Library/Media/Technology Specialist
ahanson1@pps.net

[TBD], Mandarin Teacher
[\[TBD\]@pps.net](mailto:[TBD]@pps.net)

Specialists

Paige Pepperwood, School Psychologist
ppepperwood@pps.net

Myndi Brand
mbrand@pps.net

Janine Storm, Part Time LRC Teacher
jstormvanleeuw@pps.net

Rhonda Bahmanyar, Speech Pathologist
rbahmanyar@pps.net

Mary Dilles, ESL Teacher
mdilles@pps.net



2016-17 School Quarter Calendar

Calendars are on the district website: www.pps.net; click on "Calendar" tab.

(Subject to possible revision)

* Snow Make-Up Days will be added at the end of the school year.



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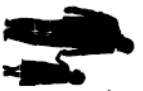
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30	31					

AM Morning Conferences, No PM School for Teachers (no school for students)
AM/PM/EVE Morning/Afternoon/Evening Conferences (no school for students)
cc Classified Connection (PD for classified employees)
END End of School Year
eve Optional Evening Conferences (school decision)
grd Grading Period Ends
H Holiday (schools and all offices closed)
HC Holiday Commemoration (schools and all offices closed)
INS Statewide Inservice (no school - all 192, 202, 210, 225 & 230 employees off)
Lo (K-8) Late Opening (grades K-8 only) - Professional Development Time (schools start 2 hours late)

MT Mid-Term Progress Reports Entered into Student System
PLAN Teacher Planning Day
PROF Professional Development Day
START Start of School Year
TR-FH High School Transfer Application Deadline
TR-FMS Elementary/Middle School Transfer Application Deadline
X Schools and Offices Closed
***** Prof. Dev. Day or Teacher Plan Day (school decision)
ns/op Snow make-up days - this would move END, GRD, and PLAN days over accordingly
 Schools closed, district offices open

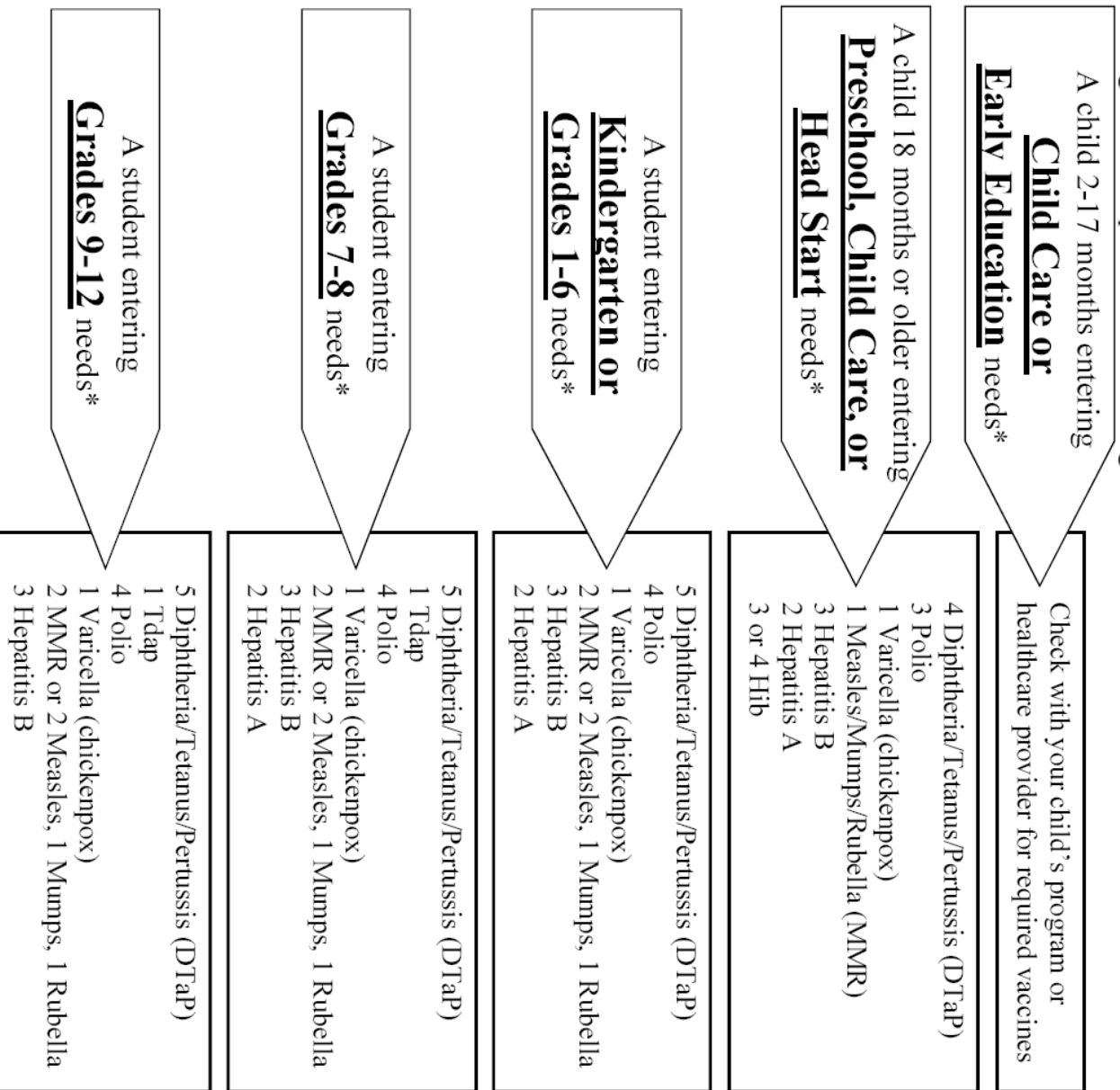


Parents, don't let your child get left behind!



School Year 2016-2017

Oregon law requires the following shots for school and child care attendance*



**At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Please check with your child's school, child care or healthcare provider for details.*

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 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. 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)