

The Odyssey Program At East Sylvan



PARENT AND STUDENT HANDBOOK 2019-2020

August 2019

Greetings!!

It is with great pleasure that I welcome you to the new 2019-2020 school year!! It is amazing to me how fast summer flies by and before we know it, we return for another year of teaching, learning, and sharing. I hope that each of you had a restful summer, and have re-energized for the school year ahead.

The Odyssey Program has many strong programs, and the constant growth in test scores is a reflection of your hard work and dedication. This is work that demands all of our instructional talents, continuous modification and adjustment, and an increasing ability to analyze, diagnose, challenge, support and remediate. Our goal is to ensure that all of our children will receive the precise instruction that they need to achieve. All students can be successful and together (home and school) we encourage this growth and development.

This handbook provides you with information that you will need for the opening of school, as well as, the expectations held The Odyssey Program, and The Portland Public School District. I encourage you to read and review the information as you prepare for the school year. The calendar is as complete as possible for this time; as always, circumstances may cause some dates to change or be added. I will communicate these as needed.

I am looking forward to a year of growth, achievement, professional satisfaction, and fun as we work together.

Cheers to a new year!

Dr. Eryn Berg, Principal



MISSION AND PROGRAM DESCRIPTION

Odyssey is a unique and innovative k-8 program dedicated to educating the whole child. We create lifelong learners, able to think independently, critically, and creatively and willing to take responsibility for learning and community membership.

*The Odyssey Program is inclusive, actively recruiting and accepting applicants based on space available. It meets the educational, emotional, and social needs of a diverse heterogeneous population.

*Our teachers use a team-teaching approach to instruction, dedicating themselves to a philosophy of educational excellence and innovation through collaboration. They develop meaningful partnerships with the education, business, and attending communities, and will model these values for their students.

*Trained in teaming and leadership skills, The Odyssey Program's students develop both a real sense of community and a true appreciation of the importance of each individual. They are members of flexible, mixed-age teams, working cooperatively on projects, meaningful problem solving, and the development of critical and creative thinking.

*The Odyssey Program provides enriched, contextually based, hands on learning experiences, incorporating extensive field studies, explorations, and performance-based culmination activities. These experiences enhance student learning and help make their education meaningful.

Odyssey's curriculum is proven for:

*Academic achievement of students at all levels of ability in all subjects.

*Academic achievement for low income students, students, of color, and English Language Learners.

*Exemplary community and parent involvement.

*Development of learning skills essential to academic success.

*Development of leadership and cooperation skills.

The outcome of experiential, hands-on, integrated learning reaches all learning styles, supporting individual needs, and cooperatively offers every child an opportunity to succeed. Although complex thinking is rigorous and challenging, Odyssey's vision incorporates successful learning skills to ensure that no child is left behind.

2019-2020 ODYSSEY PROGRAM SCHOOL STAFF

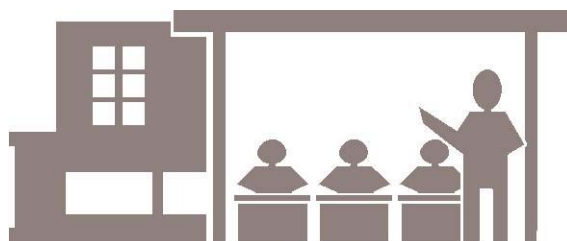
Grade Level.....	Name	Room
K-2.....	Kate Wilebski	21
K-2.....	Susan Gregoire	23
K-2.....	Edie Howard.....	19
3-5	Dede Marron	10
3-5	Angela LeVan.....	11
3-5	Heather Mankowski	9
6-8	Alan Damon	4
6-8	Kristina Rothwell	1
6-8	Harmony Brinks-Detzer.....	2
6-8	Jack Rainey.....	3

Office Staff

Principal.....Dr. Eryn Berg
 Principal's Secretary.....Angela Hoffart

School Support Staff

Title	Name	Room
Art Specialist.....	TBD.....	32
Media Specialist.....	TBD.....	5-Library
Learning Center Teacher	Blake Engeldorf	32
Speech/Language	Caroline Kornberg	32
ESL Teacher	Peter Puhvel.....	32
Counselor	Stephanie Cox.....	33
PE Teacher	John Payne	Café/Gymnasium
Day Custodian.....	Connie Haskell	12
Night Custodian.....	Shaun McCauley	12



THE ODYSSEY PROGRAM TEN ESSENTIALS

1. Themed-Based Learning
2. Integrated Studies
3. Multi-age, flexible groupings
4. Team Teaching
5. Differentiated instruction
6. Cooperative Learning
7. Community Based program
8. Open- Ended
9. Enriched
10. Interactive

The Odyssey Program's educational model is designed around the ten essential components which have been researched, developed, and successfully implemented since 1994. These are unique characteristics of the Odyssey Program.

DAILY SCHEDULE

- 7:55 a.m. Warning Bell
- 8:00 a.m. Start of school Bell
- 2:15 p.m. Dismissal Bell (K-5)
- 2:30 pm Dismissal Bell (6-8)

Students should not be dropped off before 7:40 AM since there is no supervision for them at that time. If you find it necessary to drop your child off before 7:40 AM on a daily basis, you may want to check with the office so we can help you make appropriate arrangements.

GRADING PERIODS

- 1st Quarter August 28, 2019 – October 31, 2019
- 2nd Quarter November 4, 2019 – January 24, 2020
- 3rd Quarter January 28, 2020 - April 3, 2020
- 4th Quarter April 7, 2020 – June 5, 2020

OPENING DAY PACKET

On the first day of school parents receive a packet of information. The contents of this packet are important and should be carefully reviewed. Be sure to return the necessary forms as soon as possible. One of the forms is a registration form. Please complete all requested information and be sure to answer all questions, then return the form to school. Under parent/guardian work phone, be sure to indicate the telephone number(s). This is important in the event that you must be reached during the day. It is also essential to list two emergency telephone numbers. Please do not list your family physician/clinic as an emergency contact. An emergency contact should be someone who is able to come to school for your child in the event he/she is ill or hurt. It is imperative parent/guardian sign the registration form. **PLEASE KEEP THE OFFICE INFORMED OF ANY CHANGES ON THE REGISTRATION FORM.**

Let the office know in writing whenever you authorize someone to pick up your child other than those listed on the registration form.

CLASSROOM VISITS

Parents are welcome as school visitors. If possible, contact your child's teacher the day before your planned visit to make the necessary arrangements. Visitors must sign in at the school office and wear a visitor's badge to ensure the safety and security of our students. We ask that young children not accompany visitors in the classroom. Please remember the teacher will be teaching during your visit. If you have questions or would like to conference about your child, please make an appointment with the teacher for a later time. Email addresses can be found on the Odyssey Program website.

STUDENT VISITORS

From time to time, families have children, either their own or visitors from out of town, who want to visit The Odyssey Program during the school day. This creates a hardship for teachers who already have full classrooms. We therefore do not allow any student visitors during instructional day.

CALLING THE SCHOOL

The number for the school office is 503-916-6310. Calling classrooms during class time is disruptive to teaching. If you need to contact a teacher during the school day please send an email or leave a call the school to leave a voice message.

The Odyssey Program FAX number is 503-916-2124. The FAX is operating 24 hours a day.

VOLUNTEERS

Volunteering in the Odyssey Program is a way for parents, guardians, grandparents, and community members to show students how much they value education. There are many different ways to get involved including: evening events; take home projects; classroom activities; and field trips. The list of opportunities keeps growing. Volunteering can be done on a schedule to meet your needs. We do ask that young children not accompany volunteers in the classrooms or on field trips. If you are interested, please fill out the PTA form in the opening day packet and the district background check form. When volunteering, always sign in at the office and obtain a volunteer badge to wear while you are in the building. When you volunteer everyone wins, the students, the teachers, and you!

SCHOOL BEHAVIOR

Research indicates there is a strong correlation between student achievement and a safe and orderly environment. School-wide guidelines and expectations provide an important base for students to develop an understanding and internalize that all behaviors have consequences. This enables students to know where they stand and help create both a sense of freedom and security. The goal of The Odyssey Program Discipline Plan is to make our school a safe and secure place for both students and staff to ensure learning occurs. Students are instructed in the rules for all Portland Public School students as outlined in the PPS Students Rights and Responsibilities handbook. The PPS Student Rights and Responsibilities handbook will be the guide for disciplinary actions.

ODYSSEY PROGRAM RULES

- Be Safe
- Be Responsible
- Be Respectful

ODYSSEY PROGRAM EXPECTATIONS

- Be courteous to others.
- Respect others' rights to learn, property of others, and the property rights of the school.
- Attend school regularly, on time, with appropriate materials, and be ready to learn.
- Leave all toys and non-instructional items at home.



- **Keep Odyssey a safe place. Visitors need to check into the school office. Please use appropriate doors to enter and exit the school.**
- Cooperate with all staff.
- Become responsible school citizens.
- School rules and consequences apply to students as they come to school and return home.

SCHOOL BUS INFORMATION

For the safety of everyone, students are expected to exhibit good conduct at all times, including at the bus stop, loading, unloading and on the bus. When inappropriate behavior occurs, the bus drivers try first to talk to the students and give warnings. When that fails, they write official bus referrals. Behavior which distracts the driver or otherwise endangers the riders can lead to being denied the use of the bus. If the bus does not arrive at the bus stop when scheduled or if you have other problems concerning buses, please call the Student Transportation Department at 503-916-6901.

Rules Governing Students Riding School Buses

1. Students being transported are under authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals, except approved assistance guide animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the bus driver.
13. Students shall keep the bus clean and refrain from damaging it.
14. Students shall be courteous to the driver, to fellow pupils and passersby.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules governing students Riding School Buses must be kept posted in a visible place in all school buses.

OAR 581-53-010

Walkers

We encourage you to teach your children safe walking routes as well as the importance of walking directly home after school and not talking to strangers.

STUDENT DRESS EXPECTATIONS

Portland Public School policies state that 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. Students may be directed to change dress or grooming if it interferes with the learning process or school climate or threatens the health or safety of the student or others. The District prohibits clothing or displays that are sexually suggestive, alcohol-, tobacco-, or drug-related, vulgar or insulting, demeaning to a particular person or group, or indicative of gang membership.

HOMEWORK

Homework is assigned to our students to reinforce, provide practice, or extend skills taught in the classroom. Completing homework assignments develops good work habits and encourages students to be responsible. Students are expected to complete and turn all homework assignments in on time. Homework assignments can serve as a link between parent, child, and teacher. If you have any questions about homework feel free to call your child's teacher.

MAKE-UP WORK

Teachers have the obligation and responsibility to assist students when they need missed work assignments. However, it is not reasonable to expect teachers to take time from their direct instruction of students during regular school hours to prepare missed work assignments. To help avoid this situation, we ask that for brief absences students have the responsibility to request make-up work on their return. For extended absences, parents should contact the school and request work and materials a day in advance. This will allow the teacher time to prepare what is needed.

LOST AND FOUND

If everyone would put their child's name on the inside labels of their clothing and on lunch boxes, you would save a lot of money each year. You would be amazed at what is in our lost and found and never claimed. The lost and found is kept on the clothes rack on the mezzanine level near to the nurses office.

Small items such as jewelry, coin purses and money are kept in the office.

SCHOOL NURSE

Health services are provided by a licensed registered nurse from Multnomah Education Service District one day per week. If your child has an immediate, short-term, or chronic health condition, the nurse will work with you, your child, your child's physician, and school personnel to assure that his/her health needs are met while at school. The nurse can also provide information regarding health care resources in the community.

WITHDRAWAL

Please let the office know a day or two in advance should you plan on withdrawing your child from The Odyssey Program. If you plan on enrolling in another Portland Public School you must initiate the transfer with the PPS Enrollment and Transfer Department at 503-916-3205

ACCIDENTS

Occasionally a child may injure himself/herself at school while not being directly observed by a teacher. If and when this happens, he/she must inform the teacher of the incident. This is not only an insurance requirement, but is essential in our efforts to provide adequate care for him/her. It is a school policy to contact the child's parents and advise them of the matter.

ATTENDANCE AND TARDINESS: ON TIME – EVERY DAY

Chronic tardiness or multiple absences can present problems for the classroom. Students coming in late to the classroom can disrupt the classroom and interrupt instruction. Students who have multiple absences often require additional support from the teacher to “catch up,” can impede team progress, and struggle to keep up with other students.

We ask that parents and guardians make every effort to get their children to school on time, every day. We understand that students get sick, or need to visit the dentist, doctor or optometrist on occasion. In fact, we ask that parents and guardians keep students home if they have a fever, runny nose, persistent cough or other symptoms. We are happy to consider illness and appointments as excused absences.

If your child needs to be out of school, we ask that inform the school of the absence or tardiness in one of two ways. You can send a note with the student when he or she returns to school or you can call the office at 503-916-6310.

Class begins at 8:00 AM. Students are expected to be in class and ready to work at that time. Students, who arrive after 8:10 AM, either with or without a parent, are expected to pick up a tardy slip in the office before going to class.

SCHOOL MEALS

Free and reduced lunch reminders are sent home during the summer months. If a family's financial circumstance changes during the school year the forms may be filled out or changed at any time. Please contact the office and we will be happy to assist you in contacting the appropriate district department.

Each student in the school will receive a bar coded card which is scanned each time a meal is purchased. All cards, whether for paid or free lunches look the same. Parents may pay as much as they wish into the student's account on a weekly or monthly basis. If there is no money in the account the account may be debited one time and must be paid on the following day. Students who have no lunch money are never expected to go without lunch.

All K-8 students can purchase a breakfast in the school office. Breakfast service begins at 7:45 AM. Students eating breakfast will not be considered tardy.

2019-2020

School meals: Plan ahead so your student is fed on the first day of school.

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 or reduced-price meals: Families can apply for free or reduced-priced meals at www.pps.k12.or.us/departments/nutrition. Students who qualified for free or reduced-price meals in 2019-2020 must reapply **and be approved before **October 4th** to continue to receive benefits - but it's best not to wait. Students who have not been reapproved will be asked to pay full price on October 11th, 2019.**

Full-price meals: You can pre-pay anytime for school meals **in the school cafeteria or office. You may pre-pay for school meals online at www.SchoolCafe.com.**

Meal Prices for the 2019-2020 School Year

Breakfast Prices

K-5	\$1.50
6-8	\$1.50
Reduced price	\$.00
Adult	\$2.25

Milk Only	\$.50
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Lunch Prices

K-5	\$2.90
6-8	\$3.15
Reduced price	\$.00
Adult	\$4.40

FIELD TRIPS

Written permission slips for field trips are sent home prior to the trip. Parents will be asked to help pay for any trips they may be taking. No child will be denied a field trip experience due to lack of funds. The field trip permission slips need to be signed and returned before the trip. Parents are often needed to help with field trips. The teachers will request parent helpers when needed.

DONATIONS

Donations made to an individual school or to individual classrooms by persons or groups such as the PTA become the property of Portland Public School District.

LICE INFORMATION FOR 2019-2020

The Odyssey Program K-8 School adheres to the Portland Public Schools district-wide head lice policies stated below:

- Students found with nits remain at school.
- Students with live lice are sent home at the time discovered.
- Students with lice and/or nits receive treatment information.
- Whole school and/or classroom screenings are not done.

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

Again, in accordance with PPS policy, there are no classroom screenings that take place. It is not to the discretion of the schools to create a unique policy and practice. Rather, all schools must comply with the PPS policy.

ELECTRONIC DEVICES, CELL PHONES AND TOYS

Problems can, and often do, occur when students bring toys and electronic devices to school. Many items end up getting lost, stolen or broken. We ask that parents be thoughtful about what they let their children bring to school. Expensive and irreplaceable items should remain at home.

Students in kindergarten through third grade should not bring toys to school unless they are bringing them for a teacher directed sharing time. Older students may bring items to school with the understanding that they are responsible for the safe keeping of those items. School staff will not be responsible for taking care of lost or broken items. Items that become a problem (being used during class time, being fought over, etc.) will be held by the teacher until the end of the day and the student will not be allowed to bring the item back to school.

Video games and other electronic devices are often a distraction to the educational environment and are subject to confiscation. Electronic equipment confiscated from students will be held for parents/guardians to pick up. Staff time will not be spent investigating the loss or theft of, or damage to, the above type of items.

Students in grades 6 to 8 may use personal music players (itouch, iPods, iphones) before or after school. These items will be confiscated if used during the school day. They must be stored in backpacks during school hours. Our policy is off and away all day! The school is not responsible for such items if they are lost or stolen.

Cell phones may not be used during the school day. Phones must be turned off and stored in backpacks during school hours.

Odyssey Program Behavior Expectations

	School-wide	Cafeteria	Hallway	Bathroom	Assembly	Playground
Be Safe	Calm body	Walking feet	Walk to the right	Walking feet	Walking feet	Stay visible within the recess area
	Hands and feet to self	Eat only your own food	Body facing forward	Wash hands with soap	Keep a clear center aisle	Hands and feet to self
Be Respectful	Use kind words	Leave seats open for anyone	Hands to your sides	Quiet voice	Follow directions of presenter	Take turns
	Give personal space		Give personal space	Give others privacy	Sit flat on floor, legs crossed	Get help to solve problems
	Use voice level for area					Games are open to everyone
Be Responsible	Take care of our school	Raise hand and wait to be excused	Use a hall pass	Straight in, straight out	Sit in assigned area	Stop play right away when whistle blows
	Follow adult instructions	Clean up area	Straight there, straight back	Clean up	Stay seated until excused	Return equipment Go straight to your line

COMMUNITY RESOURCES

Call for Help

Police, Fire, Emergency	911
Police, Non-Emergency	503-823-3333
Metro Crisis Intervention	503-223-6161
Poison Center	503-494-8968
Portland Women's Crisis Line	503-235-5333

Information

City of Portland.....	503-823-4000
Graffiti Removal	503-249-2856
Metro Recycling	503-234-3000
Multnomah County	503-248-3511
Multnomah County Health Department.....	503-248-3816
Portland Schools Public Information	503-916-3304

Children & Family Concerns

Child Abuse	503-731-3100
Oregon Drug & Alcohol Information	1-800-923-4357
Parents Helpline	503-238-8818

Miscellaneous

Creston Dental Clinic	503-916-5808
Park Bureau	503-823-2223

Portland Public Schools

Superintendent's Office.....	503-916-3200
District Office - Blanchard Education Service Center (BESC).....	503-916-2000
Odyssey Program Main Office	503-916-6310
PTA Clothes Closet.....	503-916-5840 ext. 266
Wilson Cluster Deputy Superintendent.....	503-916-6453

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



School Year 2019-2020



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

A child 2-17 months entering <u>Child Care or Early Education</u> needs*	Check with your child's program or healthcare provider for required vaccines
A child 18 months or older entering <u>Preschool, Child Care, or Head Start</u> needs*	4 Diphtheria/Tetanus/Pertussis (DTaP) 3 Polio 1 Varicella (chickenpox) 1 Measles/Mumps/Rubella (MMR) 3 Hepatitis B 2 Hepatitis A 3 or 4 Hib
A student entering <u>Kindergarten or Grades 1-6</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <u>Grades 7-11</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B 2 Hepatitis A
A student entering <u>Grade 12</u> needs*	5 Diphtheria/Tetanus/Pertussis (DTaP) 1 Tdap 4 Polio 1 Varicella (chickenpox) 2 MMR or 2 Measles, 1 Mumps, 1 Rubella 3 Hepatitis B

*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. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details. 1/2019

Portland Public Schools Nondiscrimination Statement: Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. — Board of Education Policy 1.80.020-P

District Title VI and Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)
District 504 Contact: Suzy Harris, Integrated Student Support (503-916-2000 x74214)
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)

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