

Family & Student Handbook
2023-2024



Faubion PK-8 School

Address:

2930 Northeast Dekum Street

Phone: (503) 916-5686 | Fax: (503) 916-2625

Dr. Karmin Williams, Principal

Cynthia Kieffer & Celina Garrido, Assistant Principals

***Faubion PK-8 School is a Title I funded school**

Dear Faubion Families,

Welcome to the 2023-2024 school year!

When we come together as a Faubion community, we can ensure all children have a quality educational experience in a safe environment that enables them to acquire the knowledge, skills, and attitudes necessary to become a confident, skilled individual, and reach one's highest potential.

It is our desire to help make your child's school experience as enriching as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about our school policies, general guidelines, and other helpful information.

Be sure to read the attached policies and procedures sections to become familiar with resources, school expectations, attendance requirements, bus policy, etc.

Please remember, open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via Remind, email or through our school office at 503-916-5686. You are also encouraged to maintain a high level of involvement in your child's school experiences by visiting the school! When children know their parents are interested and concerned about their education, their interest also increases. One way to do this is to attend the monthly Pastries with Dr. Williams sessions or other fun Faubion events. Please watch the calendar for these dates. We would love to see you there!

We look forward to getting to know your child and working with you during this upcoming school year. The school administration and staff are here to help and we will do our best to accommodate your needs. We look forward to working with you and your family this year.

Yours in Bulldog Pride,
Dr. Karmin Williams,
Faubion Principal

FAUBION'S EXPECTATIONS

- ✓ **Be Safe** (physically, verbally, and emotionally)
- ✓ **Be Responsible** (we nurture a safe, welcoming, and inclusive community)
- ✓ **Be Respectful** (we have integrity, and respect ourselves and others)

2023-2024 FIRST DAY(S) OF SCHOOL:

August 29th	Grades 1 – 6
August 30th	Grades 7 & 8, & Kindergarten (Last Names A-L)
September 1st	Kindergarten, (Last Names M-Z)
September 5th	All Kindergarten
September 11th	PK

SCHOOL HOURS

The main office of Faubion School is open 8:00am to 4:00pm. Students may enter the building at 8:37, students should be in class, in their seats, ready to learn by 8:45 when instruction begins.

All students are dismissed at 3:15pm. All staff, including classroom teachers, are on duty until 3:22 pm. To ensure their safety, students may only be picked up by adults on their registration forms. Additionally, students cannot be picked up early from school after 2:45 pm in the afternoon. It is extremely important that students arrive on time and remain throughout the school day. Any person picking up a student must be on the student's authorized registration form and show a picture ID. **WE WILL NOT RELEASE CHILDREN TO ANY PERSON NOT ON THE AUTHORIZED PICK UP LIST.**

It is imperative that students arrive at school on time, ready for instruction! We also stress the importance of students staying at school for the entire school day.

2023-2024 OPEN HOUSE

This is an opportunity for your family to meet the staff at Faubion. We encourage you to come!

**Monday, August 28th
4:00pm - 6:30pm**

We invite students and families to tour the school and visit their classrooms. Parents are also encouraged to join Faubion Community PTA and other community engagement opportunities at this event. Please be certain to check the class assignment listed on the postcard sent home and listed in Synergy.

BELL SCHEDULES FOR 2023-2024 SCHOOL YEAR

8:37	First bell
8:45	Instruction Begins
3:15	Dismissal

Middle School Schedules:

Regular Schedule- Monday through Thursday

Period 1	8:45-9:35
Period 2 (Flex)	9:40-10:05
Period 3	10:08 - 11:00
Period 4	11:04-11:56
Period 5	12:00 - 12:52
Lunch	12:55 - 1:30
Period 6	1:34 - 2:22
Period 7	2:24 - 3:15

Advisory Schedule- Fridays (and Club Days)

Period 1	8:45 - 9:30
Period 2	9:35 - 10:22
Period 3	10:24 - 11:12
Period 4	11:16 - 12:02
Period 5	12:06 - 12:52
Lunch	12:55 - 1:30
Period 6 (clubs)	1:35 - 2:25
Period 7	2:30 - 3:15

Building doors will open at 8:37 am each morning. There is no provision for supervision of students before or after school hours, so please do not send students to school earlier than the opening time. Should a student arrive excessively early, a phone call will be made to the parent to remind them of the school's policy and our concern for our child's safety. If your child arrives late to school, please

accompany him/her directly to the school office and let the school know that your child has arrived.

DISTRICT CALENDAR: Can be accessed [HERE!](#)

FAUBION EVENTS CALENDAR: Can be accessed [HERE!](#)

PK CALENDAR & INFORMATION: Can be accessed [HERE!](#)

*Faubion's Early Childhood Center adheres to a school year similar to Headstart. Please take note of the *No Student* days noted on the calendar in this handbook.

ACCOUNTABILITY AND ASSESSMENT

Students in PPS complete the district's MAP assessment in the fall, winter and spring. MAP measures reading and mathematics proficiency. Additionally, 3rd - 8th graders complete the state assessment each spring. <https://www.pps.net/Page/1133>

BIRTHDAY CELEBRATIONS

To provide and foster an equitable learning environment, we ask that birthday celebrations be held outside of school.

BUS SCHEDULES AND INFORMATION

Please have children at the bus stop five minutes prior to the appointed pick up time as traffic varies daily. Each day, children will be dismissed directly to buses, unless we have written notification of change. We must have a note from the parent/guardian each time your child will not be riding his or her regular bus home to the office by noon. If we don't have a note, the child will be sent on the bus. In case of a problem at a bus stop, please call the **Transportation Department at 503-916-6901 for information.** They will call Faubion with current/updated information.

CELL PHONE POLICY (Student cell phone)

We allow students to keep their cell phones in their backpacks or in their lockers during the school day. **They are not permitted to use them during the instructional portion of the school day unless they have a school official's permission.**

If students are caught using cell phones during the instructional day, it will be confiscated, sent directly to the office, and

returned at the end of the school day. The school will not be responsible for loss or theft of phones at school. Cell phones are not to be used in class or at any time during the instructional day without permission.. **Please do not call or text your child on their cell phone during instructional time.** If you need to reach your student due to an emergency, please call the main office.

CHANGE OF STUDENT ADDRESS OR TELEPHONE NUMBER

Please update contact information such as address, phone, email, and/or permitted contacts via ParentVue.

<https://www.pps.net/Page/2341>

CHILDCARE

If you are in need of before/after school childcare, please contact Ruby Primas at YMCA (RPrimas@ymcacw.org).

CHROMEBOOKS/VILS PROGRAM

All students in grades 6-8 will be provided a chromebook through Faubion's partnership with Verizon (VILS). Families are responsible for damage or loss of chromebooks. Students are expected to arrive to school each day with their charged, functioning chromebook.

Please contact Andy Covington for any tech issues

wcovington@pps.net).

CLASS ASSIGNMENTS

In making class assignments, we attempt to assign each child to a classroom that will be best for him/her. Children learn at different rates and in different ways. Students are provided a variety of learning experiences; materials and environments that will help each child become successful in school. Class rosters are established to meet the needs of all children. Principals will not approve a move simply because a child or parent prefers a particular teacher or to be with a group of friends.

COMMUNICATION

Faubion PK-5 staff will send home paper copies of newsletters and other important fliers on THURSDAYs in the *Thursday folder*. Middle school students will be given information in their Advisory periods. As we are a Title 1 school, please expect Newsletters every month.

Additionally, please feel free to connect any time with a staff member via email or the *Remind* app.

Information will also be emailed and/or texted as well. To stay up to date on information regarding Faubion School, please follow our Facebook page @PPSFaubion PK-8th Grade School and watch Faubion's webpage at <https://www.pps.net/Domain/114>.

DISCIPLINE

At Faubion School we utilize restorative practices, culturally-appropriate positive behavior intervention & supports, and conscious discipline to lay the foundation for a strong instruction-driven environment.

Restorative practices are utilized to build community and/or manage conflict. It is a method that is both proactive and reactive. Culturally appropriate positive behavior interventions & supports defines, teaches, and supports appropriate behaviors rather than focuses on student behavior in a primarily punitive manner. Conscious Discipline focuses on safety, connection, and problem solving in a developmentally appropriate manner. These methods are supported primarily by our school counselors, student success advocates, and prevention specialists at Faubion. It is our goal to support our community problem-solving and repair, and not exclusion from school.

In addition, Faubion School adheres to the guidelines set forth in the Students' Rights and Responsibilities Handbook created by PPS. <https://www.pps.net/Page/1065>

DRESS AND GROOMING

Faubion School adheres to PPS district policy on dress and grooming. If students violate these guidelines, parents/guardians will be called to come to the school and bring new clothes to remedy the issue.

EMERGENCY DRILLS

Throughout the year, students and staff will practice a variety of safety drills. Additionally, there are times when we must conduct these practices in the event of a real emergency. You may find more information regarding district emergency procedures at - <https://www.pps.net/domain/70>

EMERGENCY FIRST AID

The Nurse, Health Assistant, teacher, or member of the office staff shall administer first aid for minor injuries. If a student is seriously injured the nurse will make the determination if the paramedics need to be contacted and the parent / guardian will be notified immediately.

END OF THE SCHOOL DAY

When school is dismissed, students are expected to leave the school grounds within fifteen minutes, unless they are staying with a staff member or are participating in a school activity under the direct supervision of a staff member. Once students leave the school grounds, they will not be permitted to return unless they are attending a supervised activity.

It is important to note that there is NO FAUBION STAFF supervision of the playground after hours.

Early Pickup

If you must pick up your child during school hours, please send a note to inform the school of your intentions. Upon arrival you please check in with the front office and present the office staff with your ID. **Your child will not be released to anyone that is not listed on the registration form or to anyone without an ID.**

EQUITY POLICY

It is the [policy](#) of the Portland Public School Board 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.

FAMILY RESOURCE CENTER & PANTRY

Faubion Wrap-around Services runs and maintains a Food Pantry at the south entrance of Faubion School. The Food Pantry is available to all the Faubion community. We offer food boxes for the community - as well as vegetables, bread, dairy and sometimes protein (all dependent on donations, so it may not always be in stock). The pantry is open Wednesdays & Thursdays from 2-4pm.

Students are not permitted to enter the pantry without an adult. Inside the food pantry, we have a donation-based clothing closet for

adults and children. We invite families to make donations to our clothing closet so long as the items are gently used and washed. If you have a child ages 0-3 we can also provide diaper assistance. Please reach out to us for more information on any of the services we provide.

See contact info below:
Christina Gomez
cgomez@pps.com
text or call (503)278-6871

FOOD

Faubion School provides free breakfast and lunch for all students. Additionally, we ask that food brought from home is healthy in nature.

We DO NOT permit students to order food delivery from businesses or vendors. If food arrives via UberEats, DoorDash, etc, it will be kept in the main office until the end of the day. This is for safety reasons, as well as in keeping with federal policies regarding school lunch.

HEALTH ROOM & RELATED INFORMATION

Illness

When a student becomes ill at school they will be sent to the Health Room office. If it is necessary for the student to leave school, the Parent/Guardian or emergency contact will be contacted to come pick up the student. The student will remain in the school Health Room until the Parent/Guardian arrives. Before leaving the Parent/Guardian must sign the student out. Parents are urged to keep children at home if they are ill. Students are not allowed at school if they have a fever, contagious disease, an unidentified rash or head lice.

Medications

Some children may be required to take medication at school. When this occurs, the parent must bring in the medication and the "Authorization for Medication/Treatment at School" form that has been signed by the physician and the parent. An adult must bring medications in the prescribed container to the office. The medication remains in a locked area of the office. The school is only allowed to administer oral medications. A parent must administer any drops,

ointments or other medicines. Students must come to the office to take the medicine and remain there until it is swallowed.

Immunizations

Should be provided or before their first day of attendance, proof of:

- Full immunizations OR
- Certificate of Immunization Module and signed nonmedical exemption

All 7th graders must have a Tdap immunization.

Immunizations must include polio, diphtheria, whooping cough, tetanus, hepatitis B, chicken pox and measles.

INCLEMENT WEATHER

Winter months bring the problems of [inclement weather](#) and poor road conditions. Please tune in to local radio, television stations or text/email for information regarding transportation changes, school closures, or late starts. The terms that will be given to the news media regarding school closures are:

Late Opening ⇒ School begins after the regular starting time.

Schools Closed ⇒ No School; students are to remain at home.

LEGAL DOCUMENT CONCERNING CUSTODY OR GUARDIANSHIP

In most cases, when parents share joint custody, both parents have equal rights concerning their children. Please ensure that disagreements about custodial issues are resolved outside of the school. If there are any documents that concern custody or guardianship of your child (documents signed by a judge) a copy **must be on file** in your child's record.

LOCKERS

Each 6-8 grade student is assigned a locker. Lockers remain property of the school district and, as such, school officials reserve the right to inspect the contents of any locker when there are reasonable grounds to believe that it contains items contrary to school rules and detrimental to the conduct of the school, the educational process, or the students' and staff's welfare. Lockers are school property and any damage will be repaired at student expense.

LOST AND FOUND

Each year vast accumulations of clothing and personal articles are left at school. Many of these items are never claimed. You can help your child if these items are marked with his/her name. This will assist in the return of clothing to the owner. All lost and found items will be displayed on the Lost and Found table. Unclaimed clothing will be donated each quarter.

PHYSICAL EDUCATION & DANCE CLASSES

Due to safety factors, all children should wear tennis shoes or soft-soled shoes during PE class, and no shoes for dance class. Hard-soled dress shoes, sandals, and boots are not appropriate for the type of activities performed in class. Additionally, students are encouraged to wear shorts or leggings under dresses to participate in PE. Participation in both programs by every student will be required unless excused by a doctor for health reasons. If your child is temporarily disabled, please send a note with the date and reason for the excuse.

PROCEDURES FOR MORNING STUDENT DROP OFF

If you bring your child to school we ask that you use the student loading/unloading area located off Dekum Street at the front of the building. Please pull forward to the designated drop off spot before allowing your child to exit. Faubion staff will be there to supervise them beginning at 8:37 AM. If you arrive after 9:00 a.m. you will be required to bring your child to the front office and sign them in. **Please note there is no parking in the loading or unloading zone.**

PROCEDURES FOR AFTERNOON STUDENT PICKUP

Students in PK are to be picked up from the classrooms off of Rosa Parks (same as arrival area).

Students in Kindergarten may be picked up from the exterior kindergarten doors 3:15 - 3:22pm.

Students in grades 1-4 may be picked up in their classroom lines under the covered basketball area 3:15 - 3:22pm.

Students in grades 5-8 are released from their classrooms at 3:15pm and may meet you at your designated location.

After 3:22pm, elementary students will be with administration at the main doors until they are picked up. PK students will be at the PK rooms until picked up. Please remember that there is no adult Faubion staff supervision at the Faubion playground after school.

PARENT/TEACHER/STUDENT CONFERENCES & REPORT CARDS

Parent/Teacher/Student Conferences will be held all day on **November 20th and 21st, 2023**. There will be no school on November 22nd, 2023. Please plan to attend your child's conference so that the home-school partnership is strengthened. This is an extremely helpful interaction that assists teachers in getting to know their students. Parents are encouraged to bring their student to the conference.

Report cards will be sent home one week after the close of each grading period. Families are encouraged to keep in contact with their child's teacher. They can keep current with their child's involvement in the total school program and teachers can learn families' concerns.

P.T.A.

Faubion Community PTA meets monthly to plan community engagement events, fundraisers and addresses other items to best support our bulldog community. Our presidents this year are Serena Marquardt (smarquardt@pps.net) & Erica Hale (ehale1@pps.net).

PETS ON SCHOOL GROUNDS

All pets, including those on leashes, are not allowed on the school grounds (which includes the field and the building). Prior permission may be granted for special instructional demonstrations. Parent delivery and pick-up will be necessary.

SCHOOL SUPPLIES

A current school supply list is located on the school's website.

SITE COUNCIL

Faubion's Site Council functions as a parent/community advisory board, focused on the school's continuous improvement plan, as well as community school model. Interested in participating? Please email Dr. Karmin Williams (kwilliams6@pps.net).

SPORTS- MIDDLE SCHOOL

Faubion's middle school students are eligible to participate in athletics through PPS's PIL. Please consult their website for more information.

<https://www.pilathletics.com/>

S.U.N. SCHOOL

Faubion School houses a phenomenal S.U.N program. Programming includes arts classes, athletics, clubs, and academic offerings. For more information, please contact Gail Hardy at ghardy@pps.net

TAG (TALENTED AND GIFTED)

Portland Public Schools provide a Talented and Gifted Program (TAG) which serves some students who, based on test scores and other data, are believed to be, or show the potential to be, within the top 3% of the national student population in the area of intellectual/academic ability. Teachers consider rate and level of learning to accommodate TAG students in classroom instruction. Students in the TAG Program sometimes participate in classes and activities outside the regular classroom. Families may request an application for student inclusion in TAG. After screening is completed, students and families are notified of acceptance by Portland Public Schools.

TITLE 1

Faubion is classified as a Title 1 School. We utilize our extra Title 1 funding to hire staff, support our educators in their practices, as well as academic intervention services. Title 1 funds are primarily utilized to raise academic achievement at Faubion. Additionally, Title 1 funds support our school with Family Engagement events. You can find more information at - <https://www.pps.net/Page/1395>

TRILLIUM FAMILY SERVICES

At Faubion School we are fortunate to have two Trillium mental health professionals- Paulina Solis & Christopher Desert (prevention specialists). Interested in accessing these services? Please connect with a school counselor or Christopher Desert at Faubion School (cdesert@trilliumfamily.org).

VISITORS

All visitors should make prior arrangements with school staff, and the main office should know of your appointment. Visitors are asked to check-in at the main office. Your ID will be needed.

VOLUNTEERING

We encourage our Faubion community and family members to volunteer in all facets of our school experience. This may be in the classroom, on field trips, at events, leading an afterschool program, etc. If you are interested in volunteering, please complete the PPS background check (<https://www.pps.net/volunteer>) and contact Dr. Karmin Williams (kwilliams6@pps.net).

WELLNESS CLINIC

Exciting information regarding medical care in our clinic coming soon!

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the parent/guardian should contact the school office. Textbooks, chromebooks, and library books must be returned and any monetary obligations must be taken care of before leaving. The school where your child will be attending will request the necessary school records once you've completed enrollment.