

Forest Park Elementary School



Parent and Student Handbook
2020-2021 School Year

THE FOREST PARK VISION

Forest Park School is a community of lifelong learners that seeks to demonstrate the knowledge, skills, and values required for productive global citizenship with mutual respect, cooperation, trust, support, commitment and community involvement by setting high expectations to teach and challenge each child to achieve their fullest potential academically, intellectually, emotionally, creatively, socially and physically.

THE FOREST PARK MISSION

Sharing our world.

Exploring our futures.

Imagining our possibilities.

Together.

9935 NW Durrett Street • Portland, Oregon 97229 • Tel.: (503)916-5400 • Fax: (503)916-2730

Table of Contents

Daily Schedule	3
Student Registration and Withdrawal	3
Attendance	4
Coming and Going From FPE	
• Bus Transportation, and Private Vehicle Traffic Patterns at Drop Off and Pick Up	5
Nutrition Services	7
Student Health Services	8
Emergency Closures	9
Student/Parent Resources	10
• School Counselor, Student Intervention Team, School Psychologist, 504 Planning, Speech/Language Pathologist, Learning Center Support	11
School Climate and Behavioral Expectations	11
Home/School Communication	11
Miscellaneous Guidelines	12
• Pets/Dogs	14
	15
School Committees and Organizations	15
School Staff Assignments 2019-2020	

ONLINE	IN-PERSON												
<p>DAILY SCHEDULE REFER TO FPE 2020-2021 MASTER SCHEDULE 9.3.2020 FOR DISTANCE LEARNING</p>	<p>DAILY SCHEDULE</p> <table> <tr> <td>7:45 am:</td> <td>Doors Open to Students</td> </tr> <tr> <td>7:55 am:</td> <td>First Bell, student head to classrooms</td> </tr> <tr> <td>8:00 am:</td> <td>School day begins</td> </tr> <tr> <td>10:50 am-12:25 pm:</td> <td>Recess and lunch rotations</td> </tr> <tr> <td>2:10 pm:</td> <td>KINDER DISMISSAL</td> </tr> <tr> <td>2:15 pm:</td> <td>1ST - 5TH GRADE DISMISSAL</td> </tr> </table>	7:45 am:	Doors Open to Students	7:55 am:	First Bell, student head to classrooms	8:00 am:	School day begins	10:50 am-12:25 pm:	Recess and lunch rotations	2:10 pm:	KINDER DISMISSAL	2:15 pm:	1ST - 5TH GRADE DISMISSAL
7:45 am:	Doors Open to Students												
7:55 am:	First Bell, student head to classrooms												
8:00 am:	School day begins												
10:50 am-12:25 pm:	Recess and lunch rotations												
2:10 pm:	KINDER DISMISSAL												
2:15 pm:	1ST - 5TH GRADE DISMISSAL												

Note: For safety, students may not be dropped off prior to 7:45am, there is no adult supervision available. Student release time is at 2:15 pm. Parents picking up students after school should do so promptly at 2:15 pm. Portland Public Schools is not responsible for incidents, accidents, or injuries during unsupervised time. Thank you for your cooperation.

STUDENT REGISTRATION

REGISTRATION FORMS AND EXTENDED INFORMATION CAN BE EASILY FOUND ON THE PPS ENROLLMENT PAGE: [HTTPS://WWW.PPS.NET/PAGE/1034](https://www.pps.net/Page/1034)

We need the following information in order to register students to Forest Park School:

1. PPS Registration Form
2. Birth Certificate
3. Immunization record
4. Proof of residency (i.e. utility bill, escrow document, etc.)

Students will begin school 24 hours after completing the registration process.

Registration/Withdrawal of Students

Please be sure to complete all information on the Registration Form. Emergency contact information is essential. Please be certain that this information is kept current throughout the year. Inform us of changes in address, phone numbers at home and work as well as emergency contacts. Also, please notify the school if you will be moving or withdrawing your child from Forest Park. Electronic records are exchanged school to school once registration at a new school is complete.

Class Placement

Forest Park's classroom placement process utilizes a team approach in providing well-balanced, supportive instructional groups in all classrooms. To achieve this balance, staff teams create learning environments based on the following criteria: gender, achievement level, behavior, social needs, ethnicity, parent input, staff and principal input. Every possible effort is made to create an effective placement for all students. All placements are final.

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.

Visiting Forest Park During the School Day

All visitors, including parents, guardians, and authorized student contacts must come into the main office before proceeding to any other campus location. Let us greet you, sign you in as a guest, give you a badge, and help you in your school visit. All visitors must be signed in and wear a guest badge before proceeding to any campus location. Strangers are not allowed in the building, or on campus between 8am and 2:15 pm.

ATTENDANCE

THE STAFF AT FOREST PARK ELEMENTARY BELIEVE THAT THERE IS A STRONG CORRELATION BETWEEN REGULAR ATTENDANCE, SUCCESS IN ACADEMIC ENDEAVORS, AND MAINTAINING SOCIAL/EMOTIONAL HEALTH AT SCHOOL. FOREST PARK STAFF IS COMMITTED TO ENCOURAGING STUDENTS TO ATTEND ON TIME DAILY AND TO COMMUNICATE WITH PARENTS REGARDING THEIR CHILD'S ATTENDANCE.

Absences

Regular daily attendance is an important factor in ensuring successful achievement in school. The State of Oregon and Portland Public Schools has set an attendance goal of 95%. This would mean most students are absent fewer than 10 days per year. Students are expected to be at school each day that school is in session unless they are ill.

- *A sick child may not be in school. You will be asked to take your child home from school or keep them at home if they have had a fever of 100.5 degrees or higher, vomiting, diarrhea, or colored drainage from the eyes or ears within the past 24 hours. Children must be fever free without fever reducing medication for 24 hours before returning to school.*
- Students returning after an absence need to bring a note to the teacher stating the reason for their absence. **Parents may also call the FPE Attendance line to notify us directly of a student absence at 503.916.5400, option #1.** Parents of students with unexpected absences will receive an automated phone call after 10 am. We encourage parents to make medical or other such appointments for their children after school hours whenever possible.
- ***Long Term Absences*** - Please notify the school in writing of any long-term absences. We request that every effort be made to schedule vacations during regular school breaks to avoid unexcused absences. Please provide teachers with at least 24-hour notice to assemble make up assignments. Upon request, teachers will notify students of instructional goals that will be covered during a long term absence other than illness. It is the parent's responsibility to provide the instructional activities associated with the goals. Students absent longer than 10 consecutive school days are dropped from school enrollment. Please notify the office if this circumstance arises.

Tardies

Students should arrive at school no earlier than 7:45am and be prepared to start the school day promptly at 8am. Any student arriving after 8 am will be marked tardy.

After 8:10 am, escort your child to the main office for a note. **Do not drop your child off late without escorting them to the office.** We want to ensure verification with school staff that your child has arrived safely. The school administrator will contact families with chronic tardiness. Tardies are disruptive to both your child and to other students in the classroom.

Early Release

Students leaving school prior to dismissal time need a signed note stating the time and purpose. For security purposes, students will come to the office where they are released to a parent/adult. Parents must sign their student out from the office. We ask that parents do not go directly to pick up their child. Students will be released to individuals on the district's registration form only. A written note is required if a person other than the child's parents are picking up a student from school. Photo identification will be required.

Temporary Changes to After School Pick Up Plans

On occasion, student's regular after school destinations or method of transportation changes. Students need written permission to go home with another student/adult or to ride a different bus. With exception for emergencies, these alternative plans must be made prior to the start of the school day. A written note is required before a bus pass can be issued. If a student does not have a note, he or she will ride his or her regular bus or be sent to his or her normal destination. Emails written during the school day are often not seen by teachers until the end of day. Any last minute changes should be written in the morning or called into the office.

BUS TRANSPORTATION



Bus Schedule

The PPS Transportation Department emails bus stop and time schedules at the beginning of each school year to all families. Any changes in the schedule after the start of the year are sent with students on the affected bus and/or mailed to the students' home. The bus schedule is posted on the Student Transportation Website at <http://www.pps.net/Page/141>. If you have a concern, contact the Transportation Department at (503) 916-6901 or the school principal.

Parents/Guardians are responsible for seeing that their child(ren) boards the bus in the morning and heads to their afternoon destination immediately after exiting the bus. Children should know the name of their bus stop. For safety, all Kindergarten - 2nd grade riders wear a bus tag. Bus tags should remain on a backpack for the duration of the school year.

Bus Behavior Guidelines

- Be respectful, listen, and follow the directions of the bus driver
- Sit quietly, facing forward, with feet out of the aisle (no changing seats)
- Fighting is not allowed
- Inappropriate language is not allowed
- Proper conduct is expected on the way to and from school and while waiting at the bus stop
- Electronic device use is prohibited while riding the bus

District Bus Discipline Procedure

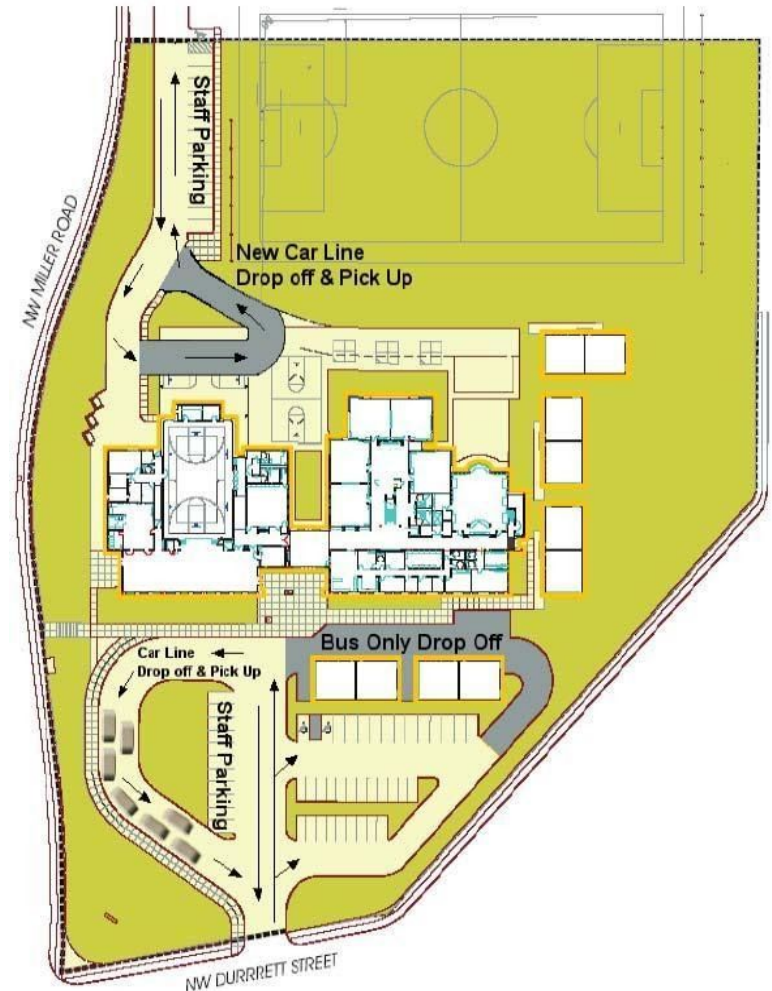
- | | |
|-----------------|---|
| 1 st | Written referral and warning |
| 2 nd | Written referral and parent contacted |
| 3 rd | Written referral, parent contacted, possible loss of bus privileges for a period of time, possible behavioral plan put into place |

PLEASE NOTE: Continued refusal to follow the directions of the bus driver or to obey bus rules may require the student to be excluded from riding the bus.

PRIVATE VEHICLE TRAFFIC PATTERNS FOR DROP OFF AND PICK UP

Please help keep our children safe by following established traffic patterns and rules:

- 1) Students arriving to school by private vehicle can be dropped off in the front or rear of the school. Around the grassy knoll, there is no parking during school hours. Parking in this area is available during after school and evening events only. **Students should always be dropped off curbside using passenger side doors to exit or enter. Each car should pull forward as far as possible, allowing multiple vehicles to unload at one time.**
- 2) Bus drop off is marked in the front of the building. Car traffic (driving or parking) is not permitted during the school business hours as students and staff use it as an "outdoor hallway". **Please oblige signs stating, "buses only".**



3) A drop off/pickup area has been created in the rear of the building. Cars will travel down the parking lot drive, looping under the covered play area and exit by way of the playground service driveway. Please note that this drop off area has two tight turns, one at the entrance and one on the playground turnaround. **The back drop off/pickup area is not recommended for large vehicles. To keep with the flow of traffic, this area is also intended for students who can disembark from their vehicle without adult assistance.** When using the rear drop off please pull all the way forward so four cars may drop off at one time.

Students being dropped off for school should always be dropped off via one of the two car lines/drop off areas. For their safety, **students should never** be dropped off or picked up in the parking lot. Parents volunteering or visiting the school should feel free to park and escort their children from the parking lot. Fire lanes (painted red) as well as no parking signs should be observed at all times. This includes after school and night time events. Our neighbors on Durrett and Miller also appreciate the same consideration to “no parking” regulations for the safety of our community and the observation of private roads through the Mill Creek neighborhood.

If you are picking up your child(ren) at dismissal time, **only Kinder parents may wait in the main hall foyer at dismissal time.** This will assist us in avoiding distractions outside the classrooms and provide a safe and secure environment for student dismissal. The front hallway is reserved for kindergarten parents after school. This keeps our youngest learners safe as they go from the teacher’s hands to the parent’s hands.

Morning Routines

All students are to report directly to the gym between 7:45 and 8:00 am. Students arriving late to school, after 8:10 am, must receive a tardy slip from the office prior to entering the classroom. School staff will monitor student arrival from 7:45 am to 8:00 am and dismissal from 2:15 pm to 2:25 pm daily. **Do not drop students off at school prior to 7:45 am.** The school does not have staff on duty to ensure your child's safety. **Do not allow your child to remain on the school grounds for late pick up.**

Crosswalk Safety

Students, parents and visitors are expected to use the crosswalk and guidance of the Safety Patrol when crossing Miller Road and when crossing from the parking lot to the front entrance of the school. Adults are asked to use the crosswalk and model safe behavior for our children. Please assist in keeping our Safety Patrol safe by dropping your child(ren) off in designated areas only.

Walkers and Bicycle Riders

Students living less than one mile from school are expected to walk or bike to school. Bicycles should be equipped with locks and students should observe safety rules and wear helmets as required by law. Skateboards, scooters, and rollerblades are not permitted at school.

After School Care

KidSpace after school care is a certified on-site childcare center for children who attend Forest Park School. Portland Jewish Academy governs the program. All students attending KidSpace come directly from their classrooms to the cafeteria for check in and attendance. For information regarding this program: contact Dylan Anderson at 503.535.3611 or by email at DAAnderson@PJAProud.org or online: <http://www.portlandjewishacademy.org/page.cfm?p=329>

NUTRITION SERVICES

CHILDREN WHO HAVE A WELL-BALANCED DIET AND GET SUFFICIENT SLEEP AND EXERCISE GENERALLY HAVE A BETTER SCHOOL EXPERIENCE. AT FOREST PARK STUDENTS HAVE 20 MINUTES OF RECESS BEFORE A 20 MINUTE LUNCH BREAK.

- Forest Park does not serve breakfast.

Lunch

- The price of hot lunch, which includes milk, is \$2.90 and \$.00 for students who qualify for free or reduced price lunches. The price of milk is \$.50. Family members are welcome to join us for lunch. Adult lunches are sold for \$4.40.
- The application for free/reduced priced meals can be found at <http://www.pps.net/Page/2464>
- The school lunch calendar can be found at <http://www.pps.net/Page/214>
- Students are not allowed to leave the campus during lunchtime unless a parent has informed the school office in writing that the child is leaving. A student must be checked out through the office if he/she is to go out to lunch with a parent.
- Students have a 40 minute lunch/recess.

Payment

Lunch payment may be made in the cafeteria with cash or check. We use a computer card lunch ticket program. You are encouraged to purchase several lunches at one time. Make checks out to PPS Nutrition Services or pay online via SchoolCafé at <http://www.pps.net/Page/2483> (there is a fee for this service). Family members eating lunch at school may purchase a ticket at lunchtime from cafeteria staff. *Tip: Sign up with <https://www.schoolcafe.com> and you will receive emails when accounts are low. You may then make the decision to use the service or send money with your child, but the emails telling you about low balances will come to you automatically, free of charge.*



STUDENT HEALTH SERVICES

TO SUPPORT STUDENT'S HEALTH, SAFETY AND ACADEMIC SUCCESS, OUR DISTRICT PROVIDES SCHOOL HEALTH SERVICES IN PARTNERSHIP WITH THE MULTNOMAH EDUCATION SERVICE DISTRICT (MESD):

PPS PARTNERS WITH MULTNOMAH COUNTY STUDENT HEALTH CENTERS (SHCs) TO KEEP STUDENTS HEALTHY AND FOCUSED ON SCHOOL. THERE ARE 10 SHCs THROUGHOUT MULTNOMAH COUNTY. THE CENTER SERVES K-12 STUDENTS AND DOES NOT HAVE ANY OUT OF POCKET COSTS FOR THE STUDENT OR FAMILY. [HTTPS://MULTCO.US/HEALTH/STUDENT-HEALTH-CENTERS](https://multco.us/health/student-health-centers)

INFORMATION ON HEAD LICE:

[HTTPS://WWW.MULTNOMAHESD.ORG/HEADLICEINFORMATION.HTML](https://www.multnomahesd.org/headliceinformation.html)

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 and school nurse:

- About new and changing health needs that can cause learning or safety challenges at school.
- If your child is undergoing treatments that affect their immune system.
- When your child has a health condition that requires specialized care at school.

Contagious Conditions

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough).
- Do not send your child to school with a rash, fever, diarrhea or vomiting, and keep home 24 hours after fever subsides.
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.

Head Lice

Parents are encouraged to check their children regularly for head lice. Students with live lice will be sent home with lice treatment information. The student will be re-examined for live lice. Any student with nits only will be 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. This means we will not check entire rooms or grades. Please check your child frequently at home. If you are in doubt about what to look for, come by the office staff. We are willing to demonstrate how to check your child for lice.

Health Information

- Health information may be shared with school personnel on a "need to know" basis when information about your child's health is necessary for school personnel to care for and respond to your child's needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- 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.
- Parents (and their eligible students) may generally access their own child's record and can request an amendment if they believe the records are 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 find children's health problems. The nurse oversees these screenings and results are sent directly to parent/guardians. The usual screening schedule is:

Dental: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

Hearing: Grades Pre-Kindergarten, Kindergarten, and 1

Vision: Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

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

Medication at School

Oregon law requires that all medication administered at school, prescription as well as over the counter medication, be dispensed from an original labeled container and accompanied by written consent from parents as well as written instructions from your physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. Aspirin, acetaminophen, throat lozenges, cough drops, etc. are not available from school personnel. The school office cannot dispense naturopathic medication at school. All medicine, including inhalers for asthma, must be secured in the school office and distributed by the principal or designee. Please contact the office before requesting that medicine be administered at school. The required medication form is enclosed in the BACK-TO-SCHOOL packet and is also available in the school office.

Immunizations

For attendance in Oregon schools the law requires that students must be fully immunized, in the process of receiving immunization, or have a signed statement of exemption on file at school. Students enrolling in school for the first time or enrolling from another country must present evidence of at least one dose of each vaccine. Students transferring from other schools have 30 days for records to be received. Children born in certain countries of high tuberculosis prevalence must present a certificate of clearance before attending school. Any student lacking up-to-date immunizations, or having incomplete records, will not be allowed to attend school. The Health Department will notify parents directly if immunization is needed to prevent a child's exclusion from school.

EMERGENCY SCHOOL CLOSURES

WE MAY EXPERIENCE SCHOOL CLOSURES, LATE OPENINGS, AND EARLY DISMISSALS DUE TO INCLEMENT WEATHER OR OTHER DILEMMAS. IT IS IMPORTANT THAT FAMILIES ARE WELL INFORMED WHEN UNUSUAL CIRCUMSTANCES INTERRUPT SCHOOL ROUTINES.

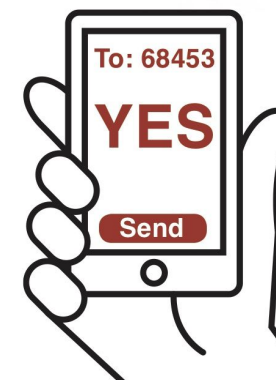
District Emergency Procedures

- In the event a storm strikes with little warning, students shall be kept in their respective buildings for safety.
- In the event that severe storms threaten, but give sufficient time for students to go home, they shall be dismissed from school on the order of the Superintendent's Office and shall proceed immediately home.
- In the event school is dismissed early, we will utilize the auto-dialer system to contact parents.

Inclement Weather Procedures

In the event of inclement weather, listen to your local radio or TV stations for late openings or school closures. *PPS uses the auto-dialer system to alert all PPS families when inclement weather will impact school. Be sure your phone numbers are up-to-date in our system so your family will receive the calls.* One of the following messages will be announced:

- **PPS 2-Hour Late Opening, Buses on Snow Routes:** schools will begin at 10:00 am. Buses on snow routes (distributed by PPS Transportation to all students on PM bus routes); **buses will be on snow routes for both am pick up and pm drop off.**
- **PPS Regular Opening, Buses on Snow Routes:** schools begin at regular starting time; **buses will be on snow routes for both am pick up and pm drop off.**
- **All PPS Schools or named schools closed.** Occasionally this will include all schools, but often it includes named schools only. Due to elevation, Forest Park is a likely school to be named for inclement weather closures so please listen closely to the announcement.



- **Get text alerts about school closures, delays, emergencies and school events: Text YES to 68453**

STUDENT/PARENT RESOURCES

FOREST PARK ELEMENTARY STAFF WORK HARD TO ENSURE SUCCESS FOR ALL STUDENTS. IT IS OUR GOAL TO PARTNER WITH PARENTS TO SUPPORT STUDENTS IN ACADEMIC, BEHAVIORAL, AND SOCIAL/EMOTIONAL SUCCESS. WE OFFER A VARIETY OF RESOURCES ON CAMPUS AND THROUGH THE PORTLAND PUBLIC SCHOOL DISTRICT. MORE INFORMATION IS AVAILABLE ON THE STUDENT SUCCESS AND HEALTH PAGE: [HTTPS://WWW.PPS.NET/PAGE/81](https://www.pps.net/page/81).

SCHOOL COUNSELOR

At Forest Park, the counselor provides direct counseling, teaches classroom guidance lessons, serves on the Student Intervention Team (SIT) and School Climate Team, and assists the principal in gathering information and responding to the behavioral or social-emotional needs of students if difficulties arise. Regularly scheduled counseling sessions require parent consent and scheduling availability, can be done within a group or individually, and are focused on supporting self-esteem and building skills. Classroom guidance lessons cover topics such as self-awareness, preventing and resolving conflict, coping strategies, and mindful engagement for building a vibrant and respectful learning environment.

STUDENT INTERVENTION TEAM

When student concerns arise (academic, behavioral, or social-emotional) a teacher will complete a Student Intervention Team (SIT) referral. Parents, teachers, school counselor, and school administrator, as well as other necessary staff, can participate in a SIT meeting. The purpose of a SIT meeting is to determine strengths in order to address challenges and in doing so, reviewing student work. Current supports are reviewed while defining new, more highly structured interventions are put into place.

SCHOOL PSYCHOLOGIST

The school psychologist functions as the school's primary link with district special education services. The school psychologist serves as a member of the SPED team, which meets regularly to determine plans of action for students with educational needs. If it is determined that assessment is not appropriate for the student, the school psychologist may assist the teacher or staff in developing a building-level plan to meet the particular needs of the student. If the student is to be assessed, it is the responsibility of the school psychologist to obtain written consent from the parent and coordinate information for eligibility consideration. In addition the school psychologist monitors and completes due process forms, and assists in Individualized Education Plan (IEP) development and supports the 504 process. The school psychologist acts as a consultant to teachers on academic or behavioral issues with students, and, as time permits, may become involved in giving direct service to individuals or small groups of students.

504 ELIGIBILITY AND ACCOMMODATION PLANS

Students who have a medical condition that substantially impacts school performance are eligible for 504 Services. If you have questions about creating a 504 plan, please contact our school counselor. We will set up a meeting to discuss your concerns with your child's teacher/s.

SPEECH/LANGUAGE AND SPECIAL EDUCATION SERVICES

Speech and language services are provided to students with communication disorders such as articulation, fluency, voice or language difficulties. The speech/language pathologist diagnoses and provides intervention for those students who are eligible for service based on Oregon State eligibility criteria. This specialist is a member of the special education team. The speech pathologist serves on the SPED team.

LEARNING CENTER

Students who qualify for special education assistance in reading, writing, and/or math are eligible to receive services from the ERC/LC staff. A certificated specialist provides supplemental instruction to students and all services are coordinated with the homeroom teacher.

SCHOOL CLIMATE AND BEHAVIORAL EXPECTATIONS

FOREST PARK ELEMENTARY SCHOOL CLIMATE ENCOMPASSES CULTURALLY RESPONSIVE POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS, RESTORATIVE PRACTICES WITH THE LENS OF RACIAL EQUITY AND PRACTICES OF COLLABORATIVE ACTION RESEARCH FOR EQUITY EXPLICITLY WOVEN IN.

THE FOREST PARK ELEMENTARY CLIMATE HANDBOOK

The FPE Climate Handbook is updated annually by the staff and parents involved in our School Climate Team. It describes behavior expectations, ways to communicate with parents about learning opportunities and behavioral changes, as well as ways we celebrate great school behavior with parents:

https://docs.google.com/document/d/1UGVbp9GrK3398fKQNdQsCF1Gp03Ar_m-8cgzB7kEmJA/edit

PORTLAND PUBLIC SCHOOLS BEHAVIOR EXPECTATIONS 2019-2020 (NOT YET UPDATED THROUGH DISTRICT).

Portland Public Schools supports consistent behavioral expectations and consequences for misbehavior. The Student Rights and Responsibilities Handbook is can be found at this address: <https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/5007/SRRD-Handbook-Final-English-08262019.pdf>

HOME/SCHOOL COMMUNICATION

COMMUNICATION IS A VITAL COMPONENT IN A SUCCESSFUL SCHOOL EXPERIENCE AT FOREST PARK ELEMENTARY. OUR GOAL IS TO PARTNER WITH YOU AND YOUR CHILD IN SUPPORTING CLEAR AND CONSISTENT COMMUNICATION.

With your child, communicate your interest in them and how they spend their day. With teachers, communicate any information that might help them instruct your child. It is especially helpful to address any concerns you have directly and immediately with teachers or individuals you have the concern with. Don't wait until a small question, comment or incident grows into a big one, or try to discuss things with friends and neighbors rather than teachers or administration. Every teacher has a unique teaching style and every child has their own learning style. What may apply for one child or teacher may not apply for another. If after communicating with the teacher, you have concerns that you would like to share, the principal is available to assist in addressing your concerns. Don't wait until a problem arises; we like to hear when your child is doing well, too!

Remember that if you have questions or concerns never hesitate to call upon us. Good communication is the key to a successful school experience.



Newsletter Subscriptions

Join our weekly, community newsletter by subscribing here: <https://k12.us9.list-manage.com/subscribe?u=bab508a7236bd89163f57cd71&id=8587690b07>

or view on the school website: <https://www.pps.net/Domain/115>

Parent/Teacher Communication

Clear and timely communication between parents and teachers is essential for the ultimate success of the child and their school career. Parents may contact teachers via phone, notes through their children, and email (see the Communication Chart for correct email addresses). We ask that parents set up appointments for meeting with teachers and honor the 15 minutes of prep time teachers have before and 40 minutes after school. If you call during the instructional day, your call will be forwarded to the teacher's voicemail.

Teachers will sometimes involve the principal or other support staff in situations such as serious peer conflict, behavior problems, counseling needs, chronic bus problems or special academic concerns. Parents may contact the principal if they still have questions or concerns that have not been resolved *after consulting with the child's teacher*, or if they have a serious issue needing the principal's immediate attention.

Parent/Teacher Conferences

Formalized conferences are held in the fall of each school year. During conference week there are no classes. Conferences are an excellent time to ask questions and share information about your child! Please remember that if you have concerns during the course of the school year, do not hesitate to request a conference. The Forest Park staff is happy to work together on addressing concerns. The PPS Calendar can be found: <https://www.pps.net/Page/2#calendar1/>

Messages to Students/Staff

To eliminate interruptions to classroom instruction, parents should clarify after school plans with children prior to arrival at school. We understand that this is not always possible but we appreciate any efforts to facilitate this. In the event you place a call to a teacher, please understand that they are not able to return phone calls until after classes are dismissed or as soon as non-student contact time permits. If your call is urgent, the office can get a message to your child or your child's teacher.

Classroom Visitations

Parents are welcome to visit their child's classroom. Arrangements may be made by calling the teacher at least one day in advance. We appreciate your efforts to minimize distractions by limiting unstructured visits to 30 minutes. Conference times may be set up if there are questions. A visit to the classroom, or when volunteering, should not be seen as an opportunity to conference with the teacher.

Homework Policy

Primary Grades K-2

Students at the primary level should ordinarily complete all basic assignments within the school day. When homework is appropriate, approximately 20 minutes of effort on a given day is considered manageable. It is recommended that all primary students have time to read for pleasure each day.

Intermediate Grades 3-5

All students in the intermediate grades are expected to benefit from homework. About 30 to 60 minutes of effort daily would be an average time to be utilized beneficially.

Please note that teachers will inform parents of their individual homework expectations at Back-to-School-Night. Teachers are unable to take time from their direct instruction of students during regular school hours to prepare homework assignments. Please assist us by noting the procedures for providing makeup assignments in the attendance section of this handbook.

MISCELLANEOUS GUIDELINES AND POLICIES

Recommendations for Other Schools/Programs

We understand families may be considering other school options, particularly in winter and early spring. Please bring your signed release to the office. All staff members should be given the courtesy of ten business days to complete a thoughtful recommendation. All letters of recommendation will be sent directly to the receiving school.

Birthday Invitations and Parties

We ask that birthday invitations not be distributed at school. Forest Park made the decision many years ago to forego individual birthday celebrations in classrooms. This is in keeping with the PPS Wellness Policy, wise use of school time for academics, respect of differing religious values, and staff's desire that school be a place where healthy habits are reinforced. For that reason, do not bring special treats to school.

Lost and Found

Parents are requested to put their child's name or other identifiable mark on clothing items to assist us in locating the proper owner. Unclaimed items are donated to the PTA Clothing Closet at Marshall. A mobile rack will be used to display items in the lost and found located near the music room across from the cafeteria.

Textbooks and Library Books

Students are responsible for assigned textbooks and library books. The student will pay for lost books. Parents are asked to return books that belong to Forest Park School.

Student Money and Valuables

To prevent loss and disappointment, students are asked not to bring large amounts of money or items of value.

Electronics or Other Devices at School

At FPE, we seek to partner with parents to limit students' recreational screen time. Our philosophy is that personal electronic device use is entertaining and even educational. As partners in teaching safe and appropriate use, we have guidelines we actively enforce. During class time, Ready to Learn guidelines determine their use, which is only academic. Our school guidelines follow district policy and can be found at this website: <https://www.pps.net/Page/10808> FPE is not responsible for the loss, theft or damage to students' personal electronic device/s. Students using PPS devices and/or WiFi network are subject to the Student and Staff Acceptable Use of District Technology Policy (AUP) 8.60.041-AD available at the bottom of the above-listed website.

Specific prohibited devices include: Apple Watches, Gizmo Gadgets, iPhones, Cell Phones, and any other device that can make or receive a call, text, or that can listen in to classroom instruction.

In this Room: *During Class Time and on the Bus*



1. *Use devices only for academic purposes with teacher permission*
2. *Stay completely off social media, texting and other personal uses*
3. *Keep device off and out of sight unless on for academic purposes*
4. *Leave device in class or other assigned area if leaving the classroom*
5. *Use only school computers during class time*
6. *Go to the office with permission to text or call a parent/guardian*
7. *Give device to school staff when requested*

Use of School Phone

The office phone may be used by students in the event of an emergency or with written permission from his/her teacher. Forgotten homework does not constitute an emergency. Rather we emphasize to students their personal responsibility to ensure assignments and school supplies are with them in the morning, helping students to plan and be prepared for their day.

Field Trips

A permission slip will be sent home for each school-sponsored field trip. We must have a signed permission slip by a parent or guardian to allow a child to leave school.

Pets/DOGS

Pets are not allowed at school except on special occasions, such as a show and tell. Students must have permission from their teacher prior to bringing pets to the classroom. The most tame and domesticated animal, if allowed on the school grounds, can become excited and inadvertently bite a child. We will contact Multnomah County to assist us when an animal is found on school grounds. While dogs are not allowed on school grounds, we understand some families who walk to school may have their dogs walk with them. Please do not leave your pet unattended or tied up at school fencing especially during drop-off and pick-up times, please make arrangements so the animal is not on campus..

Use of the School Building

We encourage multiple uses of the Forest Park School building with families and our community. Unfortunately, not all requests for space can be accommodated. A Civic Use of Buildings Permit form must be completed and approved before any event or enrichment class may be held at the school. The permit should be completed online at <http://www.pps.net/Page/1486>. A fee is sometimes required for certain requests for use of the building.

Portland Public Schools District Dress Code Policy

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

Allowable Dress & Grooming

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

Non-Allowable Dress & Grooming

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

Parents with any questions regarding these clothing guidelines should contact the principal.

SCHOOL COMMITTEE AND ORGANIZATIONS

Site Council

The Site Council collaboratively works to develop and implement the Forest Park's Comprehensive Achievement Plan. Membership includes staff members and parents who are elected for two-year terms. The community is welcome to attend the monthly meetings. Current members are posted on the Forest Park website.

Friends of Forest Park Elementary (FOFPE)

The Friends of Forest Park Elementary is affiliated with Portland Public Schools Foundation, an independent, nonprofit organization. Their purpose is to educate the community on the needs of students and schools to enhance (not replace) public funding of school. Funds raised are generally used for support staffing. For more information on the above committees and organizations, turn to the Forest Park website for details and chairperson contact numbers.

2020-2021 Calendars

Forest Park with PPS district calendar information may be found on our homepage calendar using this link: [Forest Park Activity Calendar](#)

FOREST PARK STAFF ASSIGNMENTS 2020-2021

Swingen	Cindi	Principal	lnewlyn@pps.net		Fink	Kathleen	Second	kfink@pps.net
Gleeson	Suzanne	Principal's Secretary	sgleeson@pps.net		Hildebrant	Allison	Second	ahildebr@pps.net
Sanders	Donna	Secretary	dsanders@pps.net					
O'Leary	Lizzie	Counselor	loley@pps.net		Smith	Amy	Third	asmith@pps.net
Davis	Trudy	Nurse	tdavis@mesd.k12.or.us		Holsclaw	Dina	Third	dholsclaw@pps.net
Brown	Stephanie	School Health Assistant	spark@mesd.k12.or.us		Langton	Brad	Third	blangton@pps.net
					Trinchero	Nadine	Fourth	ntrinche@pps.net
					Herkert	Jocelyn	Fifth	jherkert@pps.net
					Keefer	Debbie	Fifth	dkeef@pps.net
Pease	Ariel	First	apease@pps.net		Robbins	Amy	Fifth	arobbins@pps.net
Axon	Laura	Media Specialist	laxon@pps.net					

Pedersen	Mette	Library Assistant	mpedersen@pps.net
Huntley	Ian	PE	ihuntley@pps.net
Price	Bob	Music	bprice@pps.net
Blackman	Adriane	ESL	ablackman@pps.net
Smith	Melissa	Learning Resource Ctr.	
Potegal	Jennifer	Speech Pathologist	jpotegal@pps.net
Stevens	James	School Psychologist	jstevens3@pps.net
Hanover	Tessa	Paraeducator	thanover@pps.net
Updike	Gaye	Paraeducator	gupdike@pps.net
Hines	Meredith	Paraeducator	mhines@pps.net
Laurie	Gwen	Paraeducator	glaurie@pps.net
Wolford	Kevin	Head Custodian	kwolford@pps.net
Ner	Jaime	Evening Custodian	jner@pps.net



Portland Public Schools
501 North Dixon Street
Portland, Oregon, 97227-1807 - USA
503-916-2000

© 2019 Portland Public Schools · [Contact us](#) · [Terms of Use](#)

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

District Title VI & Title IX Contact:
Greg Wolleck, HS Regional Administrator (503-916-3963)
District 504 Contact:
Tara Vargas, Student Services (503-916-2000, x71016)
American Disabilities Act Contact:
Human Resources Legal Counsel (503-916-3246)

Published by



*Portland Public Schools
Portland, Oregon*