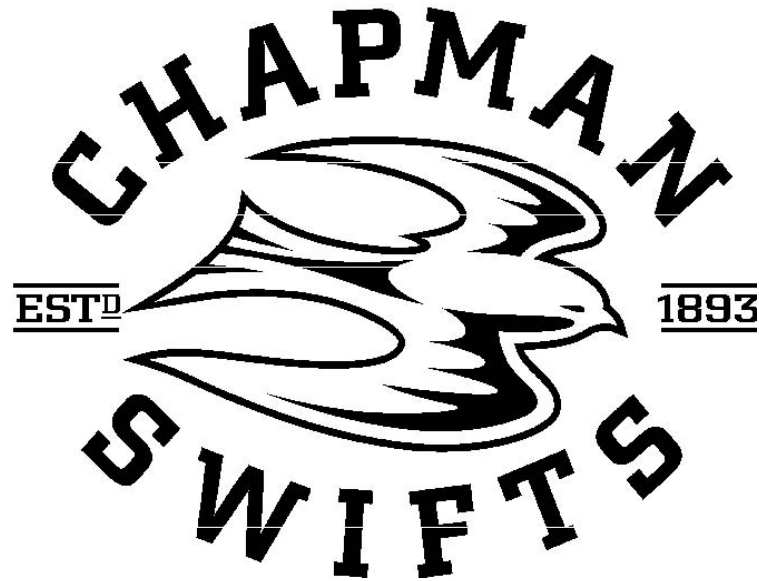


CHAPMAN ELEMENTARY SCHOOL

FAMILY HANDBOOK

2011 – 2012



1445 N.W. 26TH AVENUE
PORTLAND, OREGON 97210
PHONE: 503-916-6295

FAX: 503-916-2617

WWW.CHAPMAN@PORTLANDPUBLICSCHOOLS.NET

Vaux's Swifts



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

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

The Audubon Society of Portland and other community partners worked collaboratively to make the necessary changes to the school's heating system to protect the Swifts and to allow Chapman children and staff to work in warm classrooms! To learn more about the migration of the Swifts, you may contact the Audubon Society of Portland at 503-292-6855.

~ September 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
August 27 th is Community Care Day				1 Ice Cream Social 3:00-4:30 pm	2	3
4	5 Labor Day	6 First Day of School Grades 1 st – 5 th	7	8	9 First Day of School Kindergarten	10
11	12 Site Council Meeting 2:30 – 4:00 pm	13	14 PTA Board Meeting 7:00 pm	15 Swift Family Picnic	16 Round-Up Assembly	17
18	19	20 Picture Day	21 Late Opening School Begins @ 10 am	22 Back To School Night 6:30 – 8:30 pm	23 Round-Up Assembly PTA Genl Mtg 8:30 am Volunteer Training 9 am	24
25	26 Bike Safety 4 th Grade	27 Bike Safety 4 th Grade	28 Bike Safety 4 th Grade	29 Bike Safety 4 th Grade	30 Round-Up Assembly Bike Safety 4 th Grade Hearing Screenings- Kinder – 1 st Grades	Notes:

Chapman Elementary School



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

We believe:

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

~ October 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 OMSI classes – Art Rm	4 OMSI classes – Art Rm	5 OMSI classes – Art Rm	6 OMSI classes – Art Rm	7 Statewide Inservice Day NO SCHOOL	8 Yom Kuppur
9 <u>Monday, Oct. 10th</u> : Site Council Meeting 2:30 – 4:00 pm	10 OMSI classes – Art Rm S.T.O.P.P.S. School Bus Safety (All grades) PTA Book Fair	11 OMSI classes – Art Rm PTA Book Fair	12 PTA Book Fair - Family Night 6-8 pm PTA Board Mtg 7 pm	13 PTA Book Fair	14 Round-Up Assembly PTA Book Fair	15
16	17	18	19 Late Opening School Begins @ 10 am	20	21 Round-Up Assembly	22
23	24	25 Picture Re-Take Day	26	27	28 Round-Up Assembly Grandparents/Special Friends Day Costume Parade	29
30	31	Notes:				

Parent & School Collaboration

Chapman PTA

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

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

2011-2012 PTA Board

President – Linda Salinsky
Secretary – Ara Vallister
Treasurer – Liz Barnette
Spotlight Editor – Joseph Hutchins
Auction Chair – Elaine Mann/Dana Bach-Johnson
Outreach – Wendy Eyre/Stacy Rosoff
Volunteer Coordinator – Katharine Sammons

PTA Outreach

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

Contact the PTA if you would like to be involved in supporting families. Contact the principal if you or someone you know is in need of this type of assistance. He will help connect you with PTA or community resources.

Chapman Foundation

The Chapman Foundation was established in 1994 to generate resources urgently needed to restore and sustain high-quality education for the students of Chapman Elementary School. The Foundation each year strives to replace declining public revenues with contributions from Chapman families and other supporters. The Chapman Educational Foundation raises money to support the school's educational plan as developed by the principal in consultation with parents and teachers. Additional information about the Foundation is available at www.chapman-foundation.org.

School foundations are the only way a school can raise funds to pay for additional school personnel, or full-time equivalents (FTE). However, the Foundation is not limited to only purchasing the services of school personnel. The Chapman Educational Foundation, with the recommendation of the principal, may direct resources toward other critical needs within the school.

2011-2012 Foundation Board

Presidents - Sue Harrison / Amy Loy
Treasurer – Tom Diffely

Chapman Site Council

Site Council Purpose

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

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

Site Council Meeting Schedule

Chapman's Site Council meets each month from 2:30 to 4:00 pm in room 18. The meetings are open to the public and all interested parties are welcome to attend.

2011-2012 Site Council General Meetings:

The 2nd Monday of each month,
2:30pm to 4:00 pm.

2011-2012 Site Council Representatives

Parent Representatives:

Chandra Bird-Tucker

Teacher Representatives:

Bradi Burns

Britt Kuether

Classified Representative:

Jennifer Knight

Principal

Scott Choate

~ November 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Round-Up Assembly	5
6	7	8	9 Grading Period Ends PTA Board Mtg 7pm	10 Teacher Planning Day NO SCHOOL	11 Veteran's Day Holiday NO SCHOOL	12
13	14 Site Council Meeting 2:30 – 4:00 pm	15	16	17	18 Round-Up Assembly PTA Genl Mtg 8:30 am	19
20	21 Parent/Teacher Conferences NO SCHOOL (Report cards go home)	22 Parent/Teacher Conferences NO SCHOOL (Report cards go home)	23 No School	24 Thanksgiving Day No School	25 No School	26
27	28	29	30	Notes: No Late Opening Day in November.		

Student Enrollment & Daily Schedule

Classroom Placement

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

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

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

Student Visitors

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

Lincoln Cluster Schools

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

All of the Lincoln Cluster elementary schools follow the PPS trimester school calendar. East and West Sylvan Middle School and Lincoln High School follow a quarter calendar.

School Office

The school office hours are 7:30 am to 3:45 pm. You may reach the school office by telephone at 503-916-6295.

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

All visitors or volunteers must report to the office, check-in, and wear a name badge.

Daily Schedule & Routine

- Students who arrive before 7:50, and are not eating school breakfast, are expected to wait quietly in the front main hallway.
- Under no circumstances should children arrive before 7:35 AM.

Breakfast Served 7:35 to 7:55

Buses Arrive 7:45 to 7:50

Students Enter Hallways & Classrooms 7:50 to 8:00

Final Bell & School Begins 8:00

Lunch & Recess Times *Lunch times not finalized at the time this calendar was printed

Kindergarten & 1st Grade Lunch/Recess. **Approximately*** 11:00 to 11:50

2nd & 3rd Grade Recess/Lunch **Approximately*** 11:05 to 11:45

4th & 5th Grade Lunch/Recess . **Approximately*** 11:40 to 12:30

School Dismissal 2:15

- Student supervision is not provided before or after school. Parents who pick up at the end of the school day must pick up ON TIME. at 2:15pm.

~ December 2011 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Round-Up Assembly Chapman Auction	3
4	5	6	7	8	9 Round-Up Assembly	10
11	12 Site Council Meeting 2:30 – 4:00 pm	13	14 Late Opening School Begins @ 10 am PTA Board Mtg 7pm	15	16 Round-Up Assembly Sing Along Assembly 1:00 pm	17
18	19 Winter Break NO SCHOOL	20 Winter Break NO SCHOOL	21 Winter Break NO SCHOOL	22 Winter Break NO SCHOOL	23 Winter Break NO SCHOOL	24
25	26 Winter Break NO SCHOOL	27 Winter Break NO SCHOOL	28 Winter Break NO SCHOOL	29 Winter Break NO SCHOOL	30 Winter Break NO SCHOOL	31

Daily Routine

Arrival Time & Procedure

The first bell rings at 7:50 am and students are allowed in the general hallways and classrooms. Teachers are busy making final preparations for the school day and are not available to students or parents prior to 7:50 am (unless the teacher has specifically made arrangements to schedule an early morning meeting). Students who arrive before 7:50 am are expected to wait quietly in the main lobby. Under no circumstances should children arrive before 7:35 am.

Before & After School

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

Friendly House

Before and After School Care

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

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

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

On Time & Ready to Work

The final bell rings at 8:00 am and signals the beginning of the school day. All students are expected to be in their classrooms and ready to go to work at 8:00 am.

Students who arrive after the final bell (8:00 am) will be marked tardy by their teacher. Tardies will be reflected on the student's report card. Arrival later than 8:10 requires check-in and a pass from the office.

Autodialer

Mid-morning of each school day the *autodialer* will acquire a list of students marked absent in our student database. The autodialer will then make phone calls to the homes of those students to notify parents of the absence and to remind them of the need to explain the absence. Parents may call Chapman's Attendance line at 503-916-3619 to leave a message regarding the reason for a student's absence from school.

Drop Off & Pick-Up Parking

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

- Only park in designated parking spaces.
- Do not "double park" in the street.
- Do not block the driveways of neighbors.
- Do not stop or park in the bus loading area.
- Do not stop or park in crosswalks.

Noon Supervision

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

Dismissal Time

School is dismissed at 2:15 pm and students are expected to go directly home, to day care, or to an after school program in which the student is enrolled. Playground supervision is not available after school.

Bikes, Skateboards, & Shoe Wheels

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

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

To and From School

The school needs information about how your child travels between home and school. Please fill out and return the form provided in the Back to School packet you receive on the first day of school. When there is a change in the routine (such as after school care or who picks up your child), please let your child's teacher know in advance by sending a note. If an expected change occurs during the day, call the school office.

~ January 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Happy New Year!	2 New Year Holiday NO SCHOOL	3	4	5	6 Round-Up Assembly	7
8	9 Site Council Meeting 2:30 – 4:00 pm	10 Pedestrian Safety 2 nd Grade	11 Pedestrian Safety 2 nd Grade PTA Board Mtg 7pm	12	13 Round-Up Assembly	14
15	16 MLK Day NO SCHOOL	17	18 Late Opening School Begins @ 10 am	19	20 Round-Up Assembly	21
22	23 OMSI classes – Art Rm	24 OMSI classes – Art Rm	25 OMSI classes – Art Rm	26 OMSI classes – Art Rm	27 Round-Up Assembly OMSI classes – Art Rm	28
29	30 OMSI classes – Art Rm	31	Notes:			

Daily Routine & Meals

Withdrawal from School

State law requires schools to withdraw students who are absent ten (10) consecutive school days for any reason. A student who is absent from school without permission is considered truant and will be subject to disciplinary action.

Oregon Law (ORS 330.020) states that parents are responsible for making sure their children are in school.

Safe Routes to School

Chapman Elementary has been selected to pilot a program called *Safe Routes to School*. This program is sponsored by the City of Portland Office of Transportation and is designed to increase the number of kids safely walking and biking to school in Portland.

Portland Transportation is making a significant investment in education, encouragement, enforcement, and engineering services to implement the national SR2S model in Portland. Students learn safe practices through a variety of classes and supervised practice sessions.

- **Pedestrian Safety Education** classes for second graders
- **Bicycle Safety** classes for 4th grade students that include on-the-road bike experience



Change in School Bus or Bus Stop

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

Meal Program

Chapman uses a computerized ticket system to



account for student lunch money. This system makes the purchase of meals quick and convenient. Each student is issued a card that acts as his or her own personalized “credit card” for purchasing school breakfast, lunch, or milk. Parents simply deposit money into their child’s account and the child swipes their card to make a purchase. The cafeteria manager accepts cash or checks before lunch service begins. Another option is to pay online at www.mylunchmoney.com/index.aspx Your child’s student ID# is required and can be found on report cards, school correspondence or contact the school office.

Free and Reduced Meal Program

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

School Breakfast

Breakfast is served beginning at 7:35 am in the cafeteria. Students may eat their breakfast in the cafeteria between 7:35 and 7:55 am. At 7:55 the tables are put up and the cafeteria is converted into a gymnasium. Children who qualify for free or reduced priced lunch are also eligible for breakfast

School Lunch

Hot lunches are served in the cafeteria beginning on the first day of school. The price for a student lunch, including milk, is \$2.40. The cost of a reduced price lunch is \$.40.

Milk

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



Microwave Not Available

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

~ February 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Grading Period Ends	3 Teacher Planning Day NO SCHOOL	4
5	6	7	8 PTA Board Mtg 7pm	9	10 Round-Up Assembly (Report cards go home) Parents Night Out/ Kids Night In	11
12	13 Site Council Meeting 2:30 – 4:00 pm	14 Fall 2013 Kindergarten Information Mtg / Kinder Concert 9 – 10 am	15 Late Opening School Begins @ 10 am Kinder/1 st grade Musical Performances	16	17 Round-Up Assembly PTA Genl Mtg 8:30 am	18
19	20 Presidents Day NO SCHOOL	21	22	23	24 Round-Up Assembly	25
26	27	28	29	Notes:		

School Procedures & Communication

School Library

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

Supplies & School Materials

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

Parent Conferences

Parent-teacher conferences provide an important opportunity for conversations about student performance and the educational program. Fall conferences are scheduled for Monday November 21st, from 8 am – 8 pm, and Tuesday, November 22nd between 8 am and 8 pm. Teachers will schedule conference appointments, in advance. *All parents are encouraged to make every effort to take advantage of this opportunity to collaborate with teachers about their child's progress.*



Quarter Grading Periods

Chapman Elementary School follows a quarterly schedule. The school year is divided into four equal grading periods of approximately twelve (10) weeks.

Report Cards

Report cards are prepared for kindergarten through fifth grade students three (4) times during the year. These reports are aligned to State Standards.

The first grading period ends on Wednesday, November 9th, 2011. Parents receive their first quarter report card at their parent/teacher conference the week of November 21st.

The second grading period ends on Thursday, February 2, 2012. Students will carry their second quarter report card home on Friday, February 10th, 2012.

The third grading period ends on Thursday, April 12th, 2012. Students will carry their third quarter report card home on Friday, April 20th, 2012.

The fourth quarter grading period ends on the last day of the school year and the final report card will be mailed home on June 18th, 2012.

Student Testing

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

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

Spotlight Weekly Newsletter

On Monday, or the first day of the school week, the *Spotlight* newsletter is sent out to the Chapman community. This newsletter contains important information about upcoming events including changes to the school schedule and helpful information for families. Please be sure to look for this newsletter when it comes home in your child's backpack. The newsletter is also available electronically for those parents who subscribe to the *Chapman List Serve*.

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

Distribution of Materials

PPS has policies and procedures for the distribution of materials. These policies apply to information included in the school newsletter, attachments, and the community information table. To learn more about these policies and procedures visit www.nonschoolactivities.pps.k12.or.us or call 503-916-3992. Requests may be made electronically or faxed to 503-916-2125.

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

~ March 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 Round-Up Assembly	3
4	5	6 Math & Science Festival	7	8	9 Round-Up Assembly	10
11	12 Site Council Meeting 2:30 – 4:00 pm	13	14 PTA Board Mtg 7pm	15	16 Round-Up Assembly	17
18	19	20	21 Late Opening School Begins @ 10 am 2 nd /3 rd grade Musical Performances	22	23 Round-Up Assembly	24
25	26 Spring Break NO SCHOOL	27 Spring Break NO SCHOOL	28 Spring Break NO SCHOOL	29 Spring Break NO SCHOOL	30 Spring Break NO SCHOOL	31

School Procedures & Communication

Chapman List Serve

Chapman families may subscribe to receive email communication about events and news from school. An electronic version of the *Spotlight* and other announcements will be delivered to those who subscribe to this free service. Applications are included in the *Back to School* packet students carry home on the first day of school and in the school office. Jan Tullis manages the Chapman List Serve, and she may be reached at jtullis@pps.net.

Teacher Letters & Communication

Teachers periodically send home classroom newsletters. Look for these letters to go home on Monday's along with the *Spotlight*.

Chapman Websites

Chapman's website is also a good source of information. Chapman's PTA and Foundation also maintain websites.

www.chapman.pps.k12.or.us

www.chapman-pta.org

www.chapman-foundation.org

School Telephone

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

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

Questions & Parent Concerns

There are times when parents have questions about their child's program or an incident at school. Sometimes a problem or misunderstanding can be difficult to understand based upon the explanation of a young child. The best practice is to collect more information and to hear more about the situation before drawing a conclusion.

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

Principal Involvement

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

Special Conferences

Parents who would like to meet with their child's teacher or the principal should call the office at 503-916-6295 to request an appointment. Requests will be accommodated as quickly as possible and a meeting scheduled at a mutually agreeable time. Teachers are unable to conference or take phone calls during the school day and may have meetings before and after school.

School & Classroom Visits

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

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

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

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

Parent & Community Volunteers

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

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

~ April 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 Round-Up Assembly	7
8	9 Site Council Meeting 2:30 – 4:00 pm	10	11 PTA Board Mtg 7 pm	12 Grading Period Ends	13 Teacher Planning Day NO SCHOOL	14
15	16	17	18 Late Opening School Begins @ 10 am Run For The Arts 1 pm	19	20 Round-Up Assembly Report cards carried home	21
22	23 OMSI classes – Art Rm Secretary/Admin Prof. Appreciation Week	24 OMSI classes – Art Rm	25 OMSI classes – Art Rm	26 OMSI classes – Art Rm Art Ball 6 – 8 pm	27 Round-Up Assembly OMSI classes – Art Rm	28
29	30 OMSI classes – Art Rm	Notes:				

School Procedures

School Volunteers Criminal History Checks

Chapman School welcomes parent and community volunteers. We take every precaution to ensure the safety of our children and we complete *Criminal History Verification of Applicants* for school volunteers. These background checks need to be renewed every three years. The school office maintains a list of approved volunteers and will gladly check to see if your paperwork is current.

The *Criminal History Verification of Applicants* form is included as part of the Back to School packet.

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

Confidentiality Agreement

Volunteers are expected to respect student privacy. Under Federal law, state law and Portland Public Schools policy student information is confidential. School volunteers are expected to maintain these high standards and must sign a *Confidentiality Agreement*.

Medical Information for Volunteers

The safety of our volunteers is also important and we need to have emergency information on file for all volunteers. The *Medical Information Form for Volunteers* is located on the reverse of the *Criminal History* form.

Field Trips

Field trips enhance learning and extend the classroom studies into the real world. Most often teachers request parent chaperones to assist with field trips. Please let your child's teacher know if you are available and interested in supporting field trips.

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

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

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



Field Trip Permission Slips

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

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

Lost and Found

Parents are encouraged to carefully label clothing and other personal items that children wear or bring to school. Items that are labeled will be returned to your child.

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

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



~ May 2012 ~

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Round-Up Assembly	5
6	7 Teacher/Staff Appreciation Week	8 Fall 2013 Kindergarten Information Mtg 9 – 10:30 am	9 PTA Board Mtg 7pm	10	11 Round-Up Assembly	12
13	14 Site Council Meeting 2:30 – 4:00 pm	15	16 Late Opening School Begins @ 10 am	17	18 Round-Up Assembly PTA Genl Mtg 8:30 am	19
20	21	22	23	24	25 Round-Up Assembly	26
27	28 Memorial Day NO SCHOOL	29	30 4 th /5 th grade Musical Community Performance 12:30 pm	31 4 th /5 th grade Musical Student Body 12:30 pm Family Performance 6:00 pm	Notes:	

Health & Safety

Illness During the School Day

A student who becomes ill during the school day should, with the teacher's permission, report to the office. When children complain of being ill, continually cough, or exhibit signs of illness, they are sent to the office. The school secretaries dispense band aides, ice, sympathy, and take temperatures. They are not trained medical professionals. If a student's temperature is 100 degrees or above, or if the child does not seem to feel better in a short time, or vomits, a parent is contacted to come and pick-up their child. Please be sure that the emergency phone numbers and contact information listed on the Registration Form is up-to-date. We must rely on the secretaries' good judgment and the ability of the child to share about his or her condition.

Inclement Weather

Information concerning school closures or late openings is broadcast on the radio and television at regular intervals. School days cancelled due to inclement weather will be made up at the end of the school year (June 14 and 15th).

Emergency Early Closure

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

Building Security

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

1. The front door and one door on the south side of the school (to allow student access from the portable classrooms) remain open during the school day.
2. All other doors are locked after the school day begins (approximately 8:10).
3. All visitors and volunteers are expected to immediately report to the office, sign-in, and wear a badge while at school.
4. Teachers and other school staff have been instructed to stop any adult who is not wearing a badge and to redirect them to the office.
5. Signs are posted on all doors directing visitors, including parents, to the office.

Safety Committee

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

Earthquake Safety

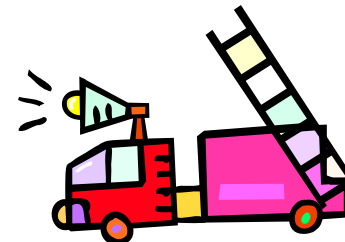
Earthquake drills are also regularly practiced. Children "duck and cover" under their desks as part of these drills. Adults may take shelter in doorways or under desks.

Emergency Procedures & Drills

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

Fire Safety

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



Lock In & Lock Out

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

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

~ June 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Round-Up Assembly	2
3	4	5 Volunteer Appreciation Tea – 2:30 pm	6 PTA Board Mtg 7pm	7	8 Round-Up Assembly Field Day – All Grades	9
10	11	12	13 5 th Grade Promotion 9:50 am End of Grading Period LAST DAY FOR STUDENTS	14 Teacher Planning Day *(Snow make up day)	15 Teacher Planning Day *(Snow make up day)	16
17	18 Final Report Cards Mailed Home	19	20	21	22	23
24	25	26	27	28	29	30

Fostering Positive Student Behavior and Learning

Personal Property & Toys

Students are discouraged from bringing personal property and toys to school. Even on the playground, these personal items may cause disagreements and problems. Personal property may also be lost, damaged, or stolen, and the school cannot guarantee the item's safe return.

Harassment and Bullying

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

Parent Contact

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

Classroom Rules and Procedures

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

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

Student-Teacher Conference

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



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

During the conference the teacher will likely:

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

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

Student-Parent-Teacher Conference

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

Principal Conference

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

Consequences

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

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

Considerations

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

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

Chapman Staff Roster

Chapman Elementary School

1445 NW 26th Avenue
Portland, Oregon 97210

Website: www.chapman.pps.k12.or.us

Kindergarten Teachers

Barb Andrews, room 3
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Richard Melling, room 5
rmelling@pps.net

Hannah Miljkovic, room 1
hmiljkov@pps.net

Casey Rodhe, room 6
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First Grade Teachers

Barbara Goldberg, room 2
bgoldber@pps.net

Britt Kuether, room 8
bkuether@pps.net

Cathy Yarne, room 9
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Second Grade Teachers

Gennie Keller, portable 26
gkeller@pps.net

Alodie Lopez, portable 25
alopez1@pps.net

JoLynn Maleah, portable 27
jmaleah@pps.net

Amy Wethington, room 12
awething@pps.net

Phone: 503-916-6295

FAX: 503-916-2617

Third Grade Teachers

Rochella Farnand, room 15
rfarnand@pps.net

Shannon McLaughlin, room 14
shannon@pps.net

Stacy Rosoff, room 13
srosoff@pps.net

Fourth Grade Teachers

Mark O'Doherty, room 20
modohert@pps.net

Nadine Trincherro, room 21
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Anne Williams, room 16
awilliam@pps.net

Fifth Grade Teachers

To Be Determined, room 24

Kevin Bush, room 22
kbush@pps.net

Bradi Burns, room 23
bburns@pps.net

Carrie Kuhlman
ckuhlman@pps.net

English Language Learners

Mary Dilles, ESL Teacher, room 15 ½
mdilles@pps.net

Office Staff

Scott Choate, Principal
schoate@pps.net

Brad Pearson, Asst. Principal
bpearson@pps.net

Stephanie Cox, Counselor
scox@pps.net

Angela Hoffart, Principal's Secretary
ahoffart@pps.net

Emily Wilson, School Secretary
ewilson1@pps.net

Specialists

Reed Clark, Music Room
rclark@pps.net

Malcolm Doi, Physical Education – Gym
mdoi@pps.net

Cynthia Stevens, Library Media Center
csteven1@pps.net

Jan Tullis, Technology Assistant room 19
jtullis@pps.net

Special Education

Gail Cloutier, Speech Pathologist
gcloutier@pps.net

To Be Determined, SLC-B room 11

Lee Kamery, SLCB room 10
lkamery@pps.net

Becca Dorn, School Psychologist
rdorn@pps.net

Marie (Barbara) Jones LRC Teacher,
bjones1@pps.net

STUDENT HEALTH SERVICES

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

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

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

CONTAGIOUS CONDITIONS:

To decrease the spread of contagious conditions in schools:

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

EMERGENCY INFORMATION

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

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home with lice treatment information. The student will be readmitted to school after treatment and re-examination for live lice. Any student with nits only will be allowed in school and monitored for re-infestation of lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

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

HEALTH SCREENINGS

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

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

Hearing: Grades Pre-Kindergarten, Kindergarten, and 1

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

If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

SCHOOL NURSES

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

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

The nurse may:

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

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

SCHOOL HEALTH ASSISTANTS:

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

MEDICATION ADMINISTRATION AT SCHOOL

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

- Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- **All medication must be delivered to school by the parent or responsible adult designated by the parent.** Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up by the end of the year will be destroyed.**