



PORTLAND PUBLIC SCHOOLS
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OFFICE OF THE SUPERINTENDENT

Carole Smith
Superintendent

June 8, 2010

Dear PPS families:

You may have heard in the news about the reported disappearance June 4 of a student from one of our schools, Skyline K-8 in Northwest Portland. It is an unprecedented and deeply troubling event.

All of us in Portland Public Schools are thinking about Kyron Horman and his family, and wishing for the best. We are doing everything we can to help authorities in this case and support the students, families and staff of Skyline School.

We also are reviewing our own operations to improve communications between our schools and our families, and to ensure that students are closely supervised and monitored throughout the day at all of our schools.

We are taking several immediate steps at all PPS schools:

- **Phone calls for unexcused absences.** Every K-8 and K-5 school will be required to use our automated call system to let families know of any unexcused absence during the day that the absence is recorded. Those calls should go out by late morning to the home phone number on record at the school. (Most of our schools already do so, but by Wednesday the system will be up and running everywhere. In the meantime, the school staff will call families directly about unexcused absences.)
- **Name badges.** We are re-emphasizing our existing policy requiring all school staff, contractors and volunteers to display their I.D. badges and for visitors to sign in and wear nametags at every school, during school hours. Any visitors who refuse to sign in and wear a name tag will be required to leave. I know you will support this effort, and will not only wear your badge or nametag, but will contact school staff in your student's building should you see someone who is not wearing one.
- **Arrival and dismissal practices.** A team of school district leaders, including principals, the teachers union and school security services, will review arrival and dismissal practices and identify ways we can ensure a smooth, well-coordinated transition of student supervision between families and teachers at the beginning and end of the school day.
- **Visitor sign-in.** As part of this effort, we will review our visitor sign-in practices for school events that bring large numbers of family members and community members into our schools.

If this situation or these actions have raised anxieties for you and your children, please feel free to call the **counseling hotline at 503-916-3931** or talk with your school counselor or principal for advice or support. We are here for you, particularly in helping you and your children address the safety and emotional issues raised by this situation.

We continue to hope for the best for Kyron and his family. If you have any information that may help in the search, please call the Multnomah County Sheriff's tip line at 503-261-2847 or 911.

Sincerely,

Carole Smith
Superintendent



Kyron Horman, age 7
Missing since June 4, 2010, from Skyline K-8 School, Northwest Portland
3 feet, 8 inches, 50 pounds, blue eyes, brown hair
Last seen wearing black cargo pants, dark-colored T-shirt with the "CSI" show logo, white socks, black Skecher tennis shoes with orange trim



PORTLAND PUBLIC SCHOOLS

FOREST PARK ELEMENTARY
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Tuesday, June 08, 2010

Dear Forest Park School Parent;

Portland Public Schools has mandated that all schools will begin using the district's automated attendance calling system, the Autodialer, this week. We understand it is difficult to implement a brand new system so late in the school year but know everyone can appreciate the extenuating circumstances. The safety of all students and transparency to all parents is our first priority. One of the ways we can support that goal is with accurate and consistent use of technology.

Beginning Wednesday, June 9th at 10:30 am, the Autodialer will begin calling all parents of students who are marked with an unexcused absence in our student information system. The Autodialer will make phone calls (to the "Home Phone Number" in eSIS) to those students to notify parents and guardians of the absence(s) and allow them to respond with an explanation. If an explanation is not available at the time of the call a return call may be made to our school office at 503-916-6168 or a note may be sent with the student when the student returns to school.

If the Autodialer calls and receives a busy signal or no answer it will try the call again, up to five (5) additional times.

If you believe you have received an Autodialer call in error regarding your student being absent from school, please contact the school office immediately to verify your student's absence.

Please feel welcome to forward feedback or questions to me, Kevin Crotchett, as the Autodialer begins to call your home. You may contact me by calling the school office at 503-916-5400.

Thank you for your understanding and cooperation.

Sincerely,

Kevin Crotchett
Principal