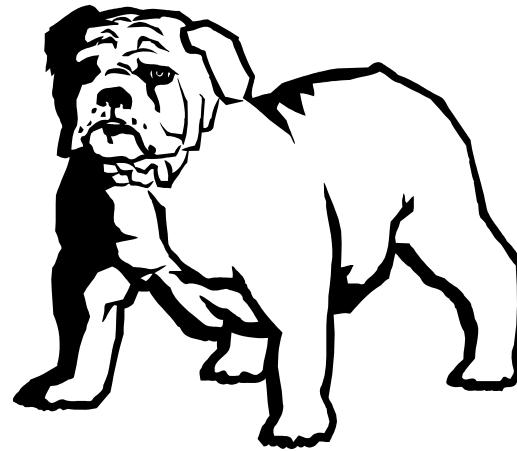
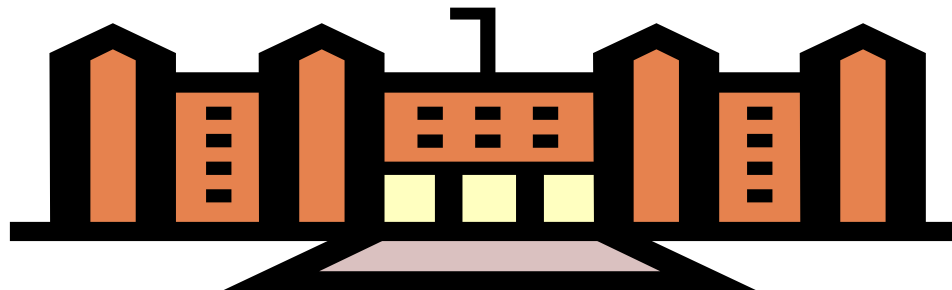


HARRISON PARK SCHOOL



Student/Parent Handbook 2011-2012

**2225 SE. 87th
Portland, OR 97216
503-916-5700**



2011 – 2012 SCHOOL INFORMATION

DAILY SCHEDULE – K-8

Office Hours.....	8:00 - 4:30
Building Opens	8:40
Staff Day (Monday-Friday)	8:25 - 3:55
Staff Meeting Times (Mondays).....	3:15 - 5:00
Student Day (Monday-Friday).....	8:40 - 3:00

SCHOOL DAY

Buses Arrive	8:30
First Bell	8:40
Tardy Bell.....	8:45
Lunch/Recess:	
1 st	11:07 – 11:37
2 nd	11:37 – 12:07
3 rd	12:00 – 12:30
Dismissal	3:00

HARRISON PARK SCHOOL CONTACT PHONE NUMBERS

Main Office	503-916-5700
S.U.N. School	503-442-9962
IRCO	503-234-1541
Health Clinic	503-988-4577
Student Transfer Office	503-916-3205
Student Transportation	503-916-6901

BELL SCHEDULES

Bell Schedule- Grade K - 6

First Bell.....	8:40
Tardy Bell	8:45
Lunch/Recess:	
1 st	11:07 – 11:37
2 nd	11:37 – 12:07
3 rd	12:00 – 12:30
Dismissal	3:00

Bell Schedule – Grade 7 & 8

First Bell.....	8:40
Tardy Bell.....	8:45
1 st Period.....	8:45 – 9:38
2 nd Period.....	9:41 – 10:36
3 rd Period.....	10:39 – 11:34
4 th Period (Lunch/Recess)	11:37 – 12:07
5 th Period	12:11 - 1:06
6 th Period.....	1:09 – 2:04
7 th Period	2:07 – 3:00
Dismissal	3:00

Welcome to Harrison Park School!

Dear Harrison Park Families:

Our mission at Harrison Park School is to increase student achievement, create a safe environment and encourage parent and community involvement. We are helping students develop skills and take responsibility for their learning by:

- *Completing assignments on time.*
- *Participating in classroom learning activities.*
- *Maintaining regular attendance.*
- *Becoming safe, respectful and responsible citizens in our school community.*

In this handbook, you will read about our expectations. We are all partners working together for the success of students. Students need to take responsibility for their learning by attending school regularly, completing work on time and participating in classroom learning activities.

We are looking forward to a successful school year as we all work together in building a safe, respectful, and responsible learning community.

Sincerely,

Harrison Park School Staff

Administrative Staff

Principal – John Walden

The Principal is responsible for the total operation of the school. This includes curriculum and instruction, student, staff, and community relations, personnel, all budgets, and staff development. The principal is available to conference with students and parents throughout the year. You may schedule an appointment with the Principal's Secretary at 503-916-5700.

Assistant Principal – TBA

The Assistant Principal is in charge of scheduling, the Talented and Gifted program, the Building Screening Committee, student government and student activities. The Assistant Principal supports the Principal to align curriculum, instruction, assessment, and professional development. In addition, the Assistant Principal also supports the Principal in development of partnerships with families and community to improve student learning.

The Assistant Principal is available to conference with students and parents throughout the year. You may contact the Assistant Principal by calling the main office at 503-916-5700 Ext. 79801.

Counselor – Cherie Allbaugh

The School Counselor works with students in the classroom setting, individually and in small groups to help with academic achievement, problem solving, and the development of positive self-esteem and attitude. The Counselor is available to conference with students and parents throughout the year. Topics of discussion may include positive discipline, mediations, goal setting, resolving conflicts, and making decisions with students. The counselor is available to conference with students and parents throughout the year. You may contact the counselor at 503-916-5700 Ext. 79861

Student Management Specialist (SMS) – Hank Darnell

The SMS works with students, staff, and parents to help resolve conflicts/issues involving students. Student contracts and behavior modification plans are coordinated by the SMS. The SMS also works with students and staff to promote a positive school environment where students are recognized for their achievements and contributions. The SMS is available to conference with students and parents throughout the year. You may contact the SMS at 503-916-5700 Ext. 79805

Nurse – TBA

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 nurse is available to assist when a student is not feeling well and also handles health issues, records, and medications. Students who become ill at school are to report to the main office and parents will be notified.

ADMINISTRATION OF MEDICATIONS

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.**

AFTERSCHOOL ACTIVITIES – SUN School

Harrison Park School has a variety of After School Activities offered for student participation. Our S.U.N. School organizes most of our after school activities. For information on these activities please call the S.U.N. School Coordinator at **503-442-9962** or stop by the office for a brochure. Activities such as art, chess, dance, drama, sports, homework club, and music are scheduled to meet during the course of the year.

ATTENDANCE POLICY

Daily Attendance

Regular school attendance, successful completion of school assignments, and attaining standards are closely related. Thus Harrison Park School students will be expected to be at school daily.

- Harrison Park School is a **closed** campus. This means that once students arrive **on school property**, they are to remain at school until the end of the day (3:00 pm). Doctor/Dentist appointments during the day require the parent/guardian to come into the office to check their child out, or provide a written note with a contact phone number.

A phone call or note from the parents/guardians is required for absences to be excused. We encourage parents/guardians to call on the day their child is going to be absent. In order to check-out mid-day, students must be picked up by parents/guardians or have a note from the parents/guardians.

We have an automated attendance system that will call home in the mornings at 10:00 am to report students who are absent from school that day. All families of students who are absent without notification to the office will receive the automated call.

Students who become ill during the school day should report the illness to the teacher. The teacher will refer them to the nurse or office. The office or nurse will call the parent/guardian, and together they will determine whether the student should remain at school or go home. In any case, a student is not allowed to leave without parent/guardian permission. If a student leaves school for any reason during the school day, the student must first receive permission and check out through the office.

Upon returning from an absence students must check in at the office for an admit slip that they will need to show to each teacher throughout the day. Students are responsible for making up schoolwork for absences.

If parents/guardians wish to obtain schoolwork for a student who is absent, they will need to contact the office 24 hours in advance. This notice allows the teachers sufficient time to write out specific assignments. Parents/guardians are asked to request assignments only when their student will be absent three or more days.

Excused Absences

Illness, Family Member Illness, Emergency. (AD 4.10.012 Administrative Directive)

Unexcused Absences

Absences for reasons other than those listed above are generally considered **unexcused**. If a student is found to be truant, a call will be made to parents/guardians as soon as possible. The administrative staff monitors students who develop an attendance problem. If your child misses school for the following reason it will be counted as an **unexcused absence**.

1. To go with family members to interpret during school hours.
2. Because student or parent slept in.
3. Due to lack of school supplies, clothes or alarm clocks. If you are unable to provide these, contact the school counselor for resources in the community.
4. Because he/she just does not want to go to school.
5. To baby-sit.

Tardies

Students are tardy when they ENTER the room after the tardy bell has rung (8:45 a.m.) Each unexcused tardy will result in consequences by the classroom teacher.

1 st offense	Warning
2 nd offense	Consequence – Call to Parent/guardian
3 rd offense	Consequence - Detention
4 th offense	Discipline Referral Written – Teacher

BEHAVIOR EXPECTATIONS – Discipline Policy - Section 2, page 1

“Be Safe” “Be Respectful” “Be Responsible”

1. Follow directions; respond politely in all situations.
2. Walk in the building using quiet, **appropriate language** and voices.
3. Keep body and objects to yourself.
4. Follow school dress code.
5. No bullying/harassment, verbal or physical.
6. Take responsibility for keeping our school safe and clean.
8. No Gum
9. Follow all school rules.

A positive behavior support program is in place to recognize students who follow the school-wide behavior expectations.

BICYCLES, ROLLER BLADES, SKATEBOARDS, SCOOTERS

Bicycles, roller blades, skateboards and scooters are permissible only as transportation to and from school. When arriving or leaving remember to be courteous, cautious, and alert to the safety of others. It is the student’s responsibility to lock his/her bike to the bike rack. Bicycles must be walked on the sidewalk or while on school property. Bicycles are not to be removed from the bike rack or ridden on school property during the school day. Skateboards, scooters and roller blades are not to be used on the sidewalk or while on school property. Skateboards and scooters must be kept in student lockers and **may not** be used on school property during the school day. Skateboards and scooters are not permitted on school buses at any time.

Note: Oregon State Law now requires all children under the age of sixteen to wear a bicycle helmet when riding a bicycle.

BUS TRANSPORTATION – Discipline Policy – Section 2, page 2

Safe, Responsible and Respectful Students

Bus transportation to and from school will be provided for students living 1.5 or more miles from school. Information concerning routes, pick-up points, etc. is included in the opening day packet. If you have questions regarding transportation, you may call 503-916-6901.

CELL PHONES

Cell phones, pagers and other electronic devices are **not allowed in school.** If you feel that your child must carry a cell phone for after school purposes, then the cell phone must be turned off and left in the student's backpack. Students assume full liability for these items when they are brought to school. **We are not responsible for lost or stolen cell phones, pagers or other electronic devices.** The office is available for **EMERGENCY** phone calls – both incoming and outgoing. Students may ask for a pass to use the office phone in the case of an emergency.

Consequences: If a cell phone, pager or other electronic device is found in a student's possession (i.e. outside the backpack)....

- 1st Time: A staff member will take the item away and the student may pick it up from the same staff member (or the assistant principal) at the end of the school day.
- 2nd Time: A staff member will take the item away and the parent/guardian must pick up the item from the same staff member (or assistant principal).
- 3rd Time: A staff member will take the item away, the parent/guardian must pick up the item from the staff member (or the assistant principal) and the student receives a discipline referral for insubordination.

COMPLAINT PROCEDURE

It is desirable that parents and students have an opportunity to make any concern known to the district and to afford the district an opportunity to review those concerns and respond to them. Parents and students are encouraged to discuss any concern informally with the principal of the school involved.

A complainant may file a complaint with the principal of the school, which the student attends. The complaint shall state with specificity the concern of the complaint and request a conference with the principal to discuss it. For further information refer to School Board Policy 4.50.030-P

COMPUTER AND INTERNET USAGE

Students are expected to follow the rules and procedures for the use of computers. Any student found abusing or damaging the computers will receive the appropriate consequences based on minor or major vandalism as outlined in the *Students' Rights and Responsibilities Handbook*.

Students using the Internet at school must have parent/guardian permission indicated on the *student registration form*. They must agree to abide by the provisions of the *PPSNet Acceptable Use Regulation Booklet* addressing personal safety, illegal and destructive activities, security, inappropriate conduct, respect for privacy and resource limits, plagiarism and copyright infringement, inappropriate access to material and web sites. This booklet is included in the opening day packet. Violation of the above will result in loss of Internet access and appropriate disciplinary actions.

DRESS CODE

“Appropriate dress contributes to a positive learning environment. (Refer to PPS Policies and Regulations Handbook #420.12). If the dress or grooming of a student disrupts the educational climate or processes ... the school has a legitimate concern and may require the student to change his or her dress or grooming.” Listed Below are examples but not limited to:

School is preparation for the work place. Clothing should reflect acceptable dress standards for work.

1. Clothing/jewelry promoting smoking, drugs/alcohol, violence, racism, vulgarity, profanity, insults, ridicules, or anything that is sexually suggestive is unacceptable.
2. Any **immodest** clothing such as crop tops, thin strapped tank tops, tubes, visible midriff, bare backs, see through, lace and/or underwear showing, cleavage showing, etc. is unacceptable.
3. Shorts, skirts and dresses need to be the length of the arms to the fingertips. (This includes the slit in the skirts.)
4. Sagging pants, hanging belts, or pajamas are unacceptable.
5. Backpacks and outdoor coats will be stored in lockers.
6. Hats, Hoods, hairnets, scarves, bandanas, or any other unacceptable headgear are not allowed.
7. Accessories such as sunglasses, head/arm/wrist bands, chains, choke collars/chains, spikes, pacifiers, etc. are not allowed.
8. Gloves, single or pairs are not allowed.
9. One pant leg or sleeve raised is not allowed.
10. Rolling shoes (with wheels) are not allowed.
11. Sunglasses

Field Trips

Well-planned and carefully conducted field trips can be an important supplement to in-school education programs. Field trips are encouraged within the context of the following requirements:

- As part of the instructional program, field trips must be planned with definite educational objectives stated in writing.
- Student and staff safety is the most important consideration when planning, conducting and supervising field trips.
- District behavioral expectations as presented in Portland Public Schools Student Rights, Responsibilities, and Discipline materials apply to students on field trips. Students in violation of behavioral expectations as indicated in these materials may be sent home from the field trip at parent/guardian expense and are subject consequences as set forth in the discipline materials.

When students have demonstrated behavior at school that would put their safety at risk during a field trip, the principal, teacher, counselor, and student management specialist will review their behavior and readiness to go on a field trip. Parents/guardians will be notified in advance if their child will not be able to attend a field trip.

GAMES AND TOYS AND ELECTRONIC ITEMS

Games and Toys and electronic items are not allowed at school. If students brings these items to school, the school and school district is not responsible for items that are damaged, lost or stolen! **This is the responsibility of the student.** If a student does bring these items to school they need to be stored in lockers and used only before and after the academic school day. These items include but not limited to:

- MP 3 Players, Ipods, Etc.
- Electronic games
- Skateboards
- Cameras
- Toys, stuffed animals, cards of any type.

First offense: confiscated items will be returned at 3:00 pm.

Second offense: parents will be called to pick up item from the school office.

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.

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.

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.

HOMEWORK POLICY

Homework is a valuable extension of classroom activities. It gives students experience in applying what they have learned in class, and opportunity to work independently, use time wisely and develop a sense of responsibility. The purpose of homework is to reinforce and maintain skills and knowledge, which serve as an extension of lessons previously taught. Students involved in advanced courses or special programs may be required to spend extra time on homework.

Safe, Responsible, Respectful students are expected to complete unfinished class work at home in addition to assigned homework. Students are encouraged to use class time wisely. If students are spending an excessive amount of time on homework or experiencing difficulty with assignments, the parent/guardian should make arrangements with the teacher to discuss this matter. Teachers will notify students in writing of their assignments. Students, with the assistance of teachers and parents/guardians, will develop a system for recording assignments and due dates. It is then the students' responsibility to record assignments and is completed on time.

When students are absent or are going to be absent for at least three days, parents/guardians may call the office to request homework. Teachers require 24 hours notice to prepare homework information. Homework will be left in the office for pick up. Students with unexcused absences are expected to complete work missed so that they do not fall behind in their progress. However, each teacher, depending on his or her class requirements, may decide if the student is to receive credit for it.

Homework During Suspension

To ensure continuation of learning, students involved in either a minor or major suspension are expected to complete schoolwork during their time of suspension. Upon request, a suspended student should be told of assignments during the period of suspension. Students must be given make-up assignments, projects or examinations only when those activities will be graded and used to determine a grade for the course. Teachers are not required to spend additional time in working with students to prepare the assignments because of the student's misbehavior. *Student Responsibilities, Rights and Discipline Reference AR 4.30.021*

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.

LATE OPENINGS

During the 2011-2012 school year on the third Wednesday of every month there will be a **2 hour late opening**. The **2 hour late opening** will be used for staff Professional Development time. School will begin at 10:40 am on those days. Please mark your calendar with the following dates:

Wednesday, September 21st – school starts at 10:40 am

Wednesday, October 19th – school starts at 10:40 am

Wednesday, December 14th – school starts at 10:40 am

Wednesday, January 18th – school starts at 10:40 am

Wednesday, February 15th – school starts at 10:40 am

Wednesday, March 21st – school starts at 10:40 am

Wednesday, April 18th – school starts at 10:40 am

Wednesday, May 16th – school starts at 10:40 am

THERE WILL BE NO MORNING CHILD CARE AVAILABLE FOR STUDENTS ON THESE DATES – DO NOT BRING YOUR CHILD TO SCHOOL BEFORE 10:30 AM.

Buses will run on a 2 hour delayed schedule on these dates.

There will be no breakfast served on these dates.
School will be dismissed at the regular time on these dates.

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.

LOCKERS

Safe, Respectful and Responsible students use their lockers for books, learning materials, lunches, coats and backpacks. Combinations are **never** to be given to other students, even best friends! Gummed stickers and tape are not to be used to decorate the inside of lockers doors. Magnetic devices may be used to hold pictures or notes on the door. Prohibited items not to be kept in lockers include:

- weapons
- explosives/firecrackers
- intoxicants
- stolen property
- aerosol cans/sprays/pumps
- pacifiers
- squirting devices
- squirt bottles of juice
- perfume, cologne, or after shave
- permanent marker
- any items or materials prohibited by the policies, regulations or school rules
- Oversized bags of chips, candy, nuts - single serving packages are okay.
- gang identifiers or paraphernalia
- noxious irritating gasses
- illegal drugs or paraphernalia
- religiously, racially, or sexually offensive items
- laser pens
- Shocking devices
- open cup/can of pop
- water balloons
- glass of any kind
- sunflower seeds

All items excluded from lockers are also excluded from classrooms and the school building and grounds.

Locker Checks – Random

Lockers and other places where students keep things are the property of the school and may be checked at any time by the school for dangerous and prohibited items. Students **will not be told in advance when lockers and storage areas will be checked.** The checks can happen at any time without permission of the student. If prohibited items are found, they will be removed and the student will be notified. Items taken during a check will be returned to the student, the student's parent or be held for the police as necessary.

Students misusing their locker may lose locker privileges. It is requested that any vandalism or malfunction of the locker or lock be immediately reported to the teacher who issued the locker.

LOST AND FOUND

Students who have lost personal possessions should report it to the office. Please turn in any found items to the office. Lost clothing articles will be held in the cafeteria for 1 month then will be sent to the PTA Clothes Closet. Non-clothing items, i.e. glasses, watches, jewelry, keys, etc. will be kept in the office. Articles should be marked with the owner's name, so that if lost, they can easily be identified and returned to the owner. Large sums of money and very valuable items should not be brought to school.

LUNCH PROCEDURES – Discipline Policy – Section 2, page 3

Portland Public Schools is committed to providing school environments that promote and protect children's health, wellness and ability to learn by supporting behaviors that include healthy eating.

(Board Policy 3.60.060-P). Therefore, we recommend to parents/guardians and students that any food or drinks promote healthy eating.

Harrison Park School's "closed campus" policy includes lunch periods. Students must remain at school for lunch. Written parent/guardian permission, approved by the Principal, must be on file in the office to go home for lunch. School lunches may be purchased or sack lunches may be brought from home. All food is to be eaten in the cafeteria, unless students have hall passes from teachers giving permission to go to their classrooms with their lunches.

Students are to apply money to their lunch account in the cafeteria from 8:40 a.m. until 8:50 a.m. Students who choose to deposit money on their account at noon, must wait until the students in the lunch line have been served first. The school **does not** lend money, tickets, or lunches if lost or forgotten.

School Breakfast is free to all students. Lunch prices for the 2011-2012 school year will be Grade K – 5 - \$2.40, Grade 6, 7 & 8 - \$2.65, Adult - \$3.95. Reduced price lunch will remain \$.40, and milk will be \$.50.

Applications for free or reduced meals will be mailed by the District prior to the beginning of the school year. Parents/guardians who feel that they may qualify for free or reduced meals need to fill out the application and return it to the District or school office as soon as possible. Nutrition Services will mail notification of eligibility for free/reduced lunch.

Students dismissed to leave the cafeteria must follow the designated route to either the playground or the gym. These are the noon supervised areas. Students should not be in the building during lunch recess except for emergencies and only with a hall pass.

NEWSLETTERS

Harrison Park School will use Thursdays to send notices, announcements and newsletters home with students. Please check with your child on Thursdays for any papers that are sent home. All newsletters and announcements will also be posted on the school web site – www.pps.k12.or.us.

OFFICE PHONE

The office phone can only be used with a hall pass from a teacher or in certain emergency situations. It is recommended that after school plans be arranged with parents/guardians before coming to school.

PARENT / VOLUNTEER INVOLVEMENT

Parent/Volunteer Involvement is extremely important and encouraged at Harrison Park School. Parents/guardians are valued members of our school community. Please, share your wonderful talents and skills with us in one or more of our volunteer projects. We always need assistance with field trips, health screenings, special mailings, Site Council, etc. All volunteers **MUST** have a Volunteer Application and Criminal Background Check form on file in the main office. Volunteer forms are available in the main office. Background checks are good for three years.

PTA CLOTHES CLOSET

Families in need of assistance to provide clothing for their children may contact the school office for an application to the PTA Clothes Closet. All requests for assistance are confidential.

REPORT CARDS/STUDENT ACHIEVEMENT

Students receive a report card every Quarter. Harrison Park School uses the quarter grading system. In grades K – 5 report cards will be issued to all students approximately one week after the end of the grading period for the first and second quarter. The report cards will be sent home with students. Report cards for 6th, 7th and 8th grade students will be mailed home each quarter. At the end of the year, all report cards, grades K – 8, will be mailed home. The Quarter dates are as follows:

First Quarter – ends November 9, 2011
Report cards sent home November 14, 2011

Second Quarter – ends. February 2, 2012
Report cards sent home February 6, 2012

Third Quarter – ends April 12, 2012
Report cards sent home April 16, 2011

Fourth Quarter – ends.....June 13, 2012
Report cards sent home.....June 18, 2012

Mid-Term Reports – Grades 6th, 7th & 8

Mid-term grade reports are completed by teachers halfway through each grading period for **6th, 7th & 8th grade students who are getting C-, D or F and/or who have dropped in their grades. (Example A to B)**. These are also mailed home.

Parent Conferencing

In November there will be Parent-Teacher conferences, the dates are November 21st & 22nd 2011. This is a very important time to ask questions, share expectations and find out how your child is doing. There will be both day and evening conferences times available. Please sign up during our Open House in September.

Honor Roll – Grades 6, 7 & 8

The Honor Roll and Principal’s List is issued at the end of each trimester. The 6th, 7th and 8th grade students are recognized for effort and academic success.

PRINCIPAL’S LIST – All Academic Grades on the Report Card must be “Consistent”.
All academic grades must be “A”. **(3.5 - 4.0)**

HONOR ROLL – At least 50% of the grades are “A” and the remainder of the grades are “B”. **(3.0-3.4)**

SCHEDULES

Class schedules for 7th and 8th grade students are developed during the summer. Changes in student schedules or concerns must be addressed through the Assistant Principal.

SCHOOL BASED HEALTH CLINIC

The MESD School Based Health clinic is located in the Harrison Park School building. The clinic is staffed with a secretary and nurse practitioner. The clinic is open three days a week. Please call them at 503-988-4577 to make an appointment or for further information.

SCHOOL DANCES – Grades 6, 7 & 8

School socials/dances for 6th, 7th and 8th graders will be held during the school year. Usually there is a small fee charged to cover the cost of decorations and entertainment. Students are required to have written parent/guardian permission to attend. Socials/dances are held after school in the gym.

Harrison Park School Social Attendance Criteria

Safe, Responsible and Respectful students will only be permitted to attend, if they:

1. are a full time student and are present all day, (the day of the social)
2. have had **NO** Major Suspensions during the grading period of the event
3. have made up ALL ASSIGNED DETENTIONS
4. Other circumstances may exclude participation at the discretion of school Administration

SCHOOL SUPPLIES

Students are expected to have all necessary supplies with them for each class. Supply lists are available for all grade levels. A copy of the Supply List will be in your registration packet. Additional copies are available in the main office or on the school website.

STAFF EMAIL ADDRESSES

Allbaugh, Cherie	callbaug@pps.k12.or.us
Anishchenko, Natalia	nataliaa@pps.k12.or.us
Brainard, Sharron	sbrainar@pps.k12.or.us
Brenner, Conni	cbrenner@pps.k12.or.us
Brod, Beth	bbrod@pps.k12.or.us
Bucknam, Jessica	jbucknam@pps.k12.or.us
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SCHOOL STAFF – 2011-2012

Administrative Staff

John Walden.....Principal
TBAAssistant Principal
Hank Darnell.....Student Management Specialist
Cheryl AllbaughCounselor

Office Staff

Lidia Lopez Gamboa.....Principal's Secretary
Vicki Penfield.....School Secretary
Anthony (Tony) Nitz.....School Secretary

Teachers

Jenni Heaton.....Kindergarten
Tom Gevurtz.....Kindergarten
Courtney Pawol.....Kindergarten
Kim Vorasai.....Kindergarten
Jessica Bucknam.....1st Grade
Marie Dunn.....1st Grade
Carole Whitmore.....1st Grade
John Howard.....2nd Grade
Rosalind McCormick.....2nd Grade
Emily Toll.....2nd Grade
Molly Mullins.....3rd Grade
Jerri Walker.....3rd Grade
Jenna Warden.....3rd Grade
TBA.....3/4 Grade
Lisa Hass.....4th Grade
Nikolaus Merrick.....4th Grade
Alicia Nicholl.....4th Grade
Tim Schulze.....5th Grade
Mary Del Rio.....5th Grade

Darrel Gilbert.....5th Grade
 Lindsay Deacon.....6th Grade
 Angela Scotto.....6th Grade
 Brian Swan.....6th Grade
 Ron Huff (LA/SS).....7th/8th Grade
 Mike Khavul (LA/SS).....7th/8th Grade
 Lindell Stone (LA/SS).....7th/8th Grade
 Craig Naze (Math).....7th/8th Grade
 Emily Johnson (Math/Science).....7th/8th Grade
 Gerilyn Howard (Science).....7th/8th Grade
 Kyle Sinner (Spanish).....7th/8th Grade

Special Education Team

Beth Brod.....K-5 Learning Center Teacher
 Shannon CooperK-5 Learning Center Teacher
 Mark Drohosky.....6-8 Learning Center Teacher
 Owen Duffy.....Special Education Teacher
 Patti Strutz.....Special Education Assistant
 Sally Schenk.....Learning Center Assistant
 TBA.....School Psychologist
 TBA.....Speech Pathologist
 Amanda Wilson.....Speech Pathologist

Reading Team

Conni Brenner.....Teacher
 Michelle Irons.....Teacher
 Martha Turner.....Teacher
 Sharron Brainard.....Assistant
 Carol Wittwer.....Assistant

ESL Team

Min Lee.....6-8 Teacher
 Terry Jensen.....6-8 Teacher
 June Riehl.....K-5 Teacher
 Julia Peattie.....K-5 Teacher
 Yen Truong.....K-5 Teacher
 Mai Lao.....Assistant

Natalia Anishchenko.....Assistant

Enrichment Team

Sharai Egger.....Media Assistant
Ed Lipscomb.....PE
Shelby Kray.....Art
David Morley.....Technology
TBA.....School Nurse

TEXTBOOKS/LIBRARY BOOKS

All textbooks are provided by the School District. It is your responsibility, as a student, to take care of these books. You will be charged for any damaged or lost books, including library and/or textbooks. Librarian will follow District guidelines and report cards will be held until books are either returned or paid for.

TREATS FROM HOME

If you wish to bring treats to your child's classroom prior approval is necessary from the teacher. Only store-bought and individually wrapped treats may be shared at school. **NO HOME MADE GOODS ARE ALLOWED.**

VISITORS AT SCHOOL

Parents/guardians are always welcome. All parents/guardians and visitors are asked to check in at the office when they arrive. For security reasons ALL PARENTS/VISITORS will be issued an identification badge upon entering the building. If you would like to visit a class please make arrangements with the teachers prior to the date of your intended visit.

- Children under school age cannot visit without being accompanied by an adult.
- Students are **not** allowed to bring visitors or relatives other than parents/guardians to school because of liability concerns and class size consideration.
- Children **not** registered at Harrison Park School may not be in the building during school hours.

Parents/guardians may request an appointment to meet with a teacher to during the teacher's planning period or before/after school. Teachers are not able to discuss individual student issues during class time.

WEATHER RELATED SCHOOL CLOSURES

In the event of extreme weather conditions such as snow or ice, the school district may announce changes in the daily schedule. Be sure to listen to TV and radio stations or the district website for up to date school closure information. The school district's automated call system will also call student home phone numbers with the closure information.

WITHDRAWING OR TRANSFERING FROM SCHOOL

If it is necessary for a student to withdraw or transfer from school during the year, the office should be informed immediately. Necessary forms must be completed, the student must clear debts, turn in books and locks before any records will be forwarded to the new school.

Contact Information for Civil Rights Matters

Title VI: John Walden, Principal ph. 503-916-5700
Title IX: John Walden, Principal ph. 503-916-5700
ADA/504: Cherie Allbaugh, Counselor ph. 503-916-5700

Child Abuse

Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B.015.

Equal Access Statement

Portland Public Schools is an equal opportunity educator and employer. Persons with disabilities or who are in need of additional accommodations in order to attend or participate in an event or program at Harrison Park School should contact the school office at 503-916-5700. Harrison Park School is a handicap accessible building.

GUIDE TO POLICIES, RULES AND PROCEDURES ON STUDENT RESPONSIBILITIES, RIGHTS AND DISCIPLINE

Summary of Behavior Expectations

Attendance and Punctuality – Students are expected to attend school and classes regularly and on time. Repeated absences or tardies disrupt the learning process and make it harder for a student to be successful. Parents/guardians are legally responsible to have their children in school.

Protection of Physical Safety and Mental Well-being – Students are expected to keep hands, feet and other objects to themselves. Holding hands, hugging and other expressions of affection impact the atmosphere of learning that is desired at school. These behaviors are considered inappropriate while at school or at a school function.

Drug Related Activity (Alcohol/Drugs) - Students will not use, possess, or sell/transfer alcohol or any drugs.

Tobacco - The use of tobacco products is prohibited in School District buildings or on District grounds at all times.

Protection of Property - Students are expected to recognize the property rights of staff members, other students and the public by:

1. Using property (equipment) only for its intended purposes without damage to property.
2. Obtaining permission to use property belonging to others.
3. Reporting to school officials situations which may result in damage to, loss of, or misuse of property.

Summary of Disciplinary Action Levels

There is a range of consequences for student misbehavior.
They are:

Level 1	Conferences, Parent/guardian Contact
Level 2	Interventions
Level 3	In School Suspension/Suspension/Temporary Removal/Reassignment/Referral
Level 4	Delayed Expulsion/Expulsion/Reassignment/Referral
Level 5	Mandatory Expulsion
Level 6	Federally Mandated Expulsion

Bus Behavior Expectations

One of the most difficult and often overlooked jobs within any school district is that of the bus driver. Their task is only further complicated when students are being disruptive. We need your help! Parents/guardians have the first responsibility to ensure that their children know and obey all the school bus rules of conduct. Parents/guardians are being asked to cooperate with the school principal and bus driver to ensure their child's proper behavior while riding the school bus.

Our goal is to provide safe and efficient transportation for our students as well as safe stop locations for our neighbors.

According to the Oregon State Board of Education, students shall adhere to the following Bus Rules and Regulations. **(OAR 581-053-0010)**

- 1. Students being transported are under authority of the bus driver.**
- 2. Fighting, wrestling, or boisterous activity is prohibited on the bus.**
- 3. Students shall use the emergency door only in case of emergency.**
- 4. Students shall be on time for the bus both morning and evening.**
- 5. Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.**
- 6. Students shall remain seated while bus is in motion.**
- 7. Students may be assigned seats by the bus driver.**
- 8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.**
- 9. Students shall not extend their hands, arms, or heads through bus windows.**
- 10. Students shall have written permission to leave the bus other than at home or school.**
- 11. Students shall converse in normal tones; loud or vulgar language is prohibited.**
- 12. Students shall not open or close windows without permissions of driver.**
- 13. Students shall keep the bus clean, and must refrain from damaging it.**
- 14. Students shall be courteous to the driver, to fellow pupils, and passer-by.**
- 15. Unnecessary conversation with the driver is prohibited. Students must not distract the driver's attention; their safety is in his/her hands.**
- 16. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.**

Most disciplinary problems can be resolved on the school bus by the driver. Those problems that cannot be resolved by the bus driver or are of a more serious nature will be reported to the Student Management Specialist (SMS). The bus driver will complete a Bus Incident Report describing the incident or damage that occurred. Upon receiving the report, the SMS will investigate the circumstances and take the action deemed appropriate. Generally, disciplinary actions will include the following:

Incident 1. Individual Bus Driver Intervention/Warning*.

Incident 2. Conference with student/parent/guardian to develop and implement a plan; one day bus suspension*.

Incident 3. One to three days of bus suspension; parent/guardian contacted*.

Incident 4. One week suspension from school bus; parent/guardian contacted*.

Incident 5. Suspension from using ANY school bus until the end of the quarter. Parent/guardian contacted*.

***(Severity of the behavior always determines the immediate level of consequence).**

If you have questions, Please call **Hank Darnell**, SMS, at Harrison Park School 503-916-5700 or Transportation 503-916-6901.

Cafeteria Behavior Expectations

Safe, Responsible Respectful students will:

1. Follow directions.
2. Walk.
3. Keep hands, feet and objects to yourself.
4. Sit on seats only.
5. Clean area. Deposit trash in cans.
6. No food or drink may leave the cafeteria without permission.
7. Only single size snacks and drinks.

Classroom Behavior Expectations

Teachers will communicate with the student when behaviors are inappropriate. If the inappropriate behavior continues, a referral will be written and parents contacted. Teachers will assist a student to change his/her behavior in the classroom by employing some or all of the strategies listed below:

- Giving a verbal warning
- Conferencing with student
- Timeout student in classroom
- Sending student to another team member for time-out – NOT IN HALLWAY – with a time-out/consequence form or homework
- Changing seat arrangement
- Making a reasonable attempt to notify parents/guardians (minimum 2 tries)
- Assigning detention
- Conference with parent/guardian, student, teacher, administrator

Hallway Behavior Expectations

The hallways will be off limits to students prior to 8:40 am and after 3:10pm without a teacher's written permission/hall pass. **Hallway expectations:**

1. Follow directions
2. Walk
3. Keep body and objects to yourself
4. Use quiet, **appropriate language** and voices (**NO PROFANITY**)
5. Stay to the right
6. Official hall passes required
7. Dispose of trash properly
8. No Loitering

Playground Behavior Expectations and Rules

6th, 7th and 8th grade students **off** play structure

BE SAFE

- Keep hands and feet to self
- Walk in the play structure area
- Balls are kicked on the soccer field
- Participate in an appropriate playground activity

BE RESPECTFUL

- Respect others
- Follow the rules of the game
- Everyone is allowed to play
- Follow Harrison Park game rules

BE RESPONSIBLE

- Notify duty person about dangerous items or problems
- Stay within boundaries of playground

Play Structure Rules – Grades K – 5 only

Tire Swing

- No more than 3 students on at a time
- Only 1 student may push
- Tire swing needs to come to a complete stop before a student gets on or off
- Count to 60 when another child is waiting to swing or push
- Use the “Count to 60” rule when another student is waiting for any of the other activities e.g. slide

Playground Line up Rules

- 1. When the bell rings **FREEZE!**
- 2. **WHEN** the whistle blows **WALK**
- 3. **LINE UP!** Follow the 6 line up rules

Restroom Behavior Expectations

1. No loitering.
2. Must have a hall/restroom pass during class time.

Referrals

Written referrals shall be done by the staff member and given to the Student Management Specialist for further action. Referrals are written only after the staff member has tried several strategies listed on the previous pages or immediate removal has occurred. A copy of the referral will be sent home with the student. Staff member **must** contact the parent/guardian when writing a referral.

Re-Admit Contract

Any student returning from a major suspension must agree to a re-admit contract. A re-admit contract clearly states what is expected of the returning student in terms of behavior. The contract also clearly states the specific consequences that will take place if the student fails to follow the contract.

- For additional information about PPS see our website: www.pps.k12.or.us
- For information about our school see our website: www.harrison.pps.k12.or.us
- For additional information about student behavior expectations please see the *Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights, and Discipline.*