

LLEWELLYN ELEMENTARY SCHOOL HISTORICAL BRIEFS

THE MAN

When the Llewellyn family moved to the US from Wales, the spelling of the family name was changed from Llewellyn to Lewellyn. Around 1830, when they embraced the Quaker faith, the name was simplified to Luelling. After arriving in Oregon in 1847, it was spelled Luelling.

The first grafted fruit trees in the Pacific Northwest were planted by Henderson Luelling in November 1847 near where the Waverly Country Club House now stands.

Mr. Luelling was descended from a long line of Welch nurserymen. When he was just a boy his father taught him the art of grafting trees. At the age of 22 he moved from North Carolina to Indiana. Having read about Lewis and Clark's exploring expedition into the Oregon country, he decided to move even further westward and continue his nursery business in a new land.

The problem of transporting young trees overland was worked out after many months of experimenting. Luelling finally hit upon the plan of planting about 700 fruit trees and bushes in earth and charcoal in the strong box beds of two wagons. He drove the first team of oxen and his young son, Alfred, the second. The trip started in April 1847 in Salem, Iowa and ended seven months later in Milwaukie, Oregon. The trees were watered from the streams along the trail. Three hundred fifty survived the trip and were the first grafted fruit trees in Oregon territory.

Around 1875, after a misunderstanding between the two brothers, Seth and Henderson, Seth changed the spelling to Lewelling.

THE SCHOOL

Llewellyn, spelled differently but named after Henderson Luelling, traces its history back to 1894 when it was annexed from another school district. From 1894 to 1907, it was called Midway School. The existing building was opened in 1928 and served grades 1-8. The school nickname was Lancers, and its colors were blue and gold. In more recent years, the colors have been blue and white. The new school motto is "Llewellyn Students Are Stars".

We welcome your inquiries about our school -- its philosophy, its programs and its staff.

YOUR HANDBOOK

What will my child learn at Llewellyn? What immunizations are required? What special programs are offered? How may I become a school volunteer?

Those are among the questions people like to ask -- parents who care about their youngsters and their school. The answers to those questions -- and many more -- are right here in your handbook. We hope that this information will help you understand how Llewellyn works.

There are several sections which you may want to share with your youngster -- things we emphasize at school that you can reinforce at home to help your child have a safe, happy school year.

A MESSAGE FROM YOUR CHILD

Help me to get to school every day, and help me be on time. Reply to messages, notes and telephone calls from school. Talk with me daily and hear about all I am learning and doing in school.

Help me find some quiet time in the evening if I have homework. **READ TO ME OR WITH ME EVERY DAY.** Help me feel good about myself and others. Show me how to be sensitive, caring and understanding to the feelings and actions of other children and adults.

TRANSFERS AND WITHDRAWALS

We would be sorry to see you go, but if you move, let us know. We'll prepare transfer materials for your child's new school.

**LLEWELLYN STAFF
2010-2011**

Kindergarten	Eunice Tursi
Kindergarten	Alysson Enriquez
Kindergarten	Akiko Revay
Grade 1	Cindy Bowie
Grade 1	Sheryl Brice
Grade 1	Laurie McIntyre
Grade 1	Lynn Staley
Grade 1	Jennifer Buchanan
Grade 2	Lynda Collmer
Grade 2	Missy Duncan
Grade 2	Christine Hopkins
Grade 2	Susan Frisby
Grade 3	Gail Peterson
Grade 3	Many Stelter
Grade 3	Robin Mauldin
Grade 4	Stephen Reardon
Grade 4	Anna Streano
Grade 4	Nancy Gilkey
Grade 5	Scott Rozell
Grade 5	Marty Crouser
PE/Health/ELL	Sally Doherty
Music	Teri Parente
SLC/CB	Jason Smith
Para	Debbie Brink
Para	Nancy Fisher
Para	Gail LaMontagne
Media Assistant	Cheryl McDonald
Para	Kimberlee Cunningham
ERC	Marie Dolson
Para	Roxanne Shive
EA	Pat Appelgren
Speech Clinician	Jeannie Botelho
Speech Psychologist	Becky Eastman
Counselor	Anna Tofel
Lead Cook	Erin Sherry
School Nurse	MaryLou O'Halloran
Custodian	Mark Freimark
Secretary	Jean Cheney
Principal	Stephen Powell
Cleveland Area Director	Cynthia Gilliam

DAILY SCHEDULE

7:30	School Office Opens	
7:40	K-5 Breakfast served	
8:00	K-5 Students Enter Building	
8:05	AM Classes begin	
10:40	AM Kindergarten Dismissed	
10:45	Kg and Grade 1 lunch	(Recess/Lunch may switch during the year)
11:00	Grades 2-3 lunch	
11:25	Grades 4-5 Lunch	
11:25	Kg and Grade 1 Resumes	
11:40	Grades 2 & 3 Class Resumes	
11:55.....	Grades 4-5 Class Resumes	
2:15	All Students Dismissed	
4:00	School Office Closes	

Office hours are from 7:30 am to 4:00 pm each school day. Teachers are officially in the building from 7:45 am to 3:15 pm each school day and may be seen by appointment at other times as well.

IMPORTANT NUMBERS

School Office	503-916-6216
School's Out	503-327-0007
Llewellyn Web address	http://www.pps.k12.or.us/schools/llewellyn/
Llewellyn FAX	503-916-2653
Principal's email	spowell@pps.k12.or.us

Late Openings 2010-2011:

September 22
October 13
December 8

January 12
February 9
March 9

April 13
May 11

**2010-2011
THE YEAR AT A GLANCE**

First Day of School for Grades 1-5	Sept 7
First Day of School for Kindergarten	Sept 10
Statewide Inservice – No School	Oct 8
Teacher Planning Day – No School	Nov 5
Veterans’ Day – No School	Nov 11
Elementary Parent-Teacher Conferences	
8:00-8:00 Conferences – No School	Nov 22
8:00-8:00 Conferences – No School	Nov 23
No School	Nov 24
Thanksgiving Break	Nov 25-26
End 1st Grading Period	Dec 2
Planning Day – No School	Dec 3
Students’ Last Day Prior to Winter Break	Dec 17
Winter Break	Dec 20-Dec 31
Students Return from Winter Break	Jan 3
Martin Luther King Day – No School	Jan 17
President’s Day – No School	Feb 21
End 2nd Grading Period	Mar 17
Planning Day – No School	Mar 18
Spring Break	Mar 21-25
Memorial Day	May 30
Last Day of School for Students	June 14

GRADING PERIOD SCHEDULE

1st Grading Period

 Sept. 7 - Start of Grading Period
 Dec. 2 - End of Grading Period

2nd Grading Period

 Dec. 6 - Start of Grading Period
 Mar. 17 - End of Grading Period

3rd Grading Period

 Mar. 28 - Start of Grading Period
 June 14 - End of Grading Period

June 17 - Report cards may be picked up after 8:00 am in the office.
June 20 - Report cards may be picked up in the office. Those not picked up, will be mailed. We will be using the District report card.

ATTENDANCE

It is extremely important to your child that he or she attend school on a regular basis and that absences occur only in cases of illness, emergencies, appointments that cannot be made outside the school day, or important religious holidays. **The habits and attitudes that your child forms toward attending school will not only affect his or her success in school but on the job and in adult life.**

HEALTH HABITS

Prevention really is the best medicine. There are many ways you can help keep your child feeling well and working well. Make sure that your child is:

- Eating a balanced diet
- Getting plenty of sleep
- Bathing regularly
- Brushing teeth after eating and before going to bed
- Wearing comfortable clothing and sturdy shoes

Head lice: Washing hair regularly. **Head lice can be a problem affecting many children since it is very contagious.** All children should know it is not a good idea to share combs, brushes and hats with classmates.

Parents understandably feel panicked when they hear their child has head lice. If you're like most parents, you're likely to ask, "How could my child get lice?" The fact is that any place children spend time together--in school, day care, or play groups--head lice can invade and spread. The problem of head lice is more common than most people think. If you find lice on your child's head, examine other family members to see if lice might have spread to them. To see the lice you might need a strong light and a magnifying glass. Lice are about the size of a sesame seed and usually gather at the warmest points of the head--at the centerline of the crown, the nape of the neck, and behind the ears. Lice eggs (also called nits) are tan or white and stick to individual hairs. Lice sometimes cause itching and head scratching, but a sure sign is finding nits. First you must kill the lice with a shampoo available from your pharmacy, then hand remove all the nits and clean the environment. Personal items, such as clothes, sheets, towels, etc., should be machine washed in hot water. Hats, stuffed animals, etc. that cannot be washed should be sealed in plastic bags for two weeks or dry-cleaned. All rooms, furniture and car seats should be vacuumed. Remember to check your child's head regularly to be sure there are no nits present.

Washing hands before and after meals and after using the toilet is the single most important factor in the control of hepatitis and a host of other contagious diseases.

WHEN TO STAY HOME

The best place for a sick child is at home in the care of mom or dad. If you think your youngster may be ill, check with the doctor before sending your child off to school.

Some signs of illnesses are:

Restlessness at night	Fever	Runny nose
Nausea or vomiting	Sore throat	Flushed face
Red, watery eyes	Headache	Facial swelling
Sneezing and coughing	Rash	

Youngsters with these symptoms don't belong in school. For their own well-being and for the safety of others, children should wait till they're completely well before returning to school.

If your child has been ill, he/she should not return to school until he/she is well enough to play outside. We do not have the ability to supervise convalescing children during recess.

SAFETY

Your child's safety is our first priority. It is extremely important that all children come to and from school in a safe manner. We have established Safety Patrol Crossings at Milwaukie and Tolman, 17th and Tolman, and 14th and Tolman. All children who walk to school should cross only at these intersections. We also ask that children in 1st, 2nd and 3rd grades not ride bikes to school and that no child ride a skateboard, scooter or roller blades to school. We are bound by so many heavily traveled streets that we need to take every precaution regarding children being safe as they come and go to school.

If you plan to drive your child to school or pick him/her up, please use the **13th Street side of the building**. The front of the building is very congested at those times because buses are unloading or loading and many children are also arriving at school on foot. **Please observe parking regulations out front of the building.**

We do not have staff available to supervise children before and after school hours. Please do not drop your child off at school before 7:45 am. Be sure to pick them up at 2:15 pm. We cannot assume liability for children beyond these hours.

HEALTH

The Multnomah Education Service District (MESD) serves Llewellyn School on a limited basis. Annual screening for vision (all grades), scoliosis (grade 5), and hearing (grades kindergarten and 1st) is conducted by the MESD. In addition a nurse is in the building once a week, this year on Wednesdays.

FLUORIDE

The county also sponsors an in-school fluoride program. Teachers will dispense fluoride tablets to all children whose parents wish to have them participate in this tooth-decay prevention program.

ACCIDENTS OR ILLNESS

We take every precaution to ensure your child's safety at school. A large percentage of our staff have current First-Aid training. We also have First-Aid kits available at several locations in the building. If your child becomes sick or is injured at school, we will notify you, except in cases of minor complaints or injuries. If the situation appears to require immediate medical attention, we will call 911.

EARLY RELEASE

If you need to take your youngster out of school during the day, come to the office and ask the secretary to send for your child. To protect our children, they're not allowed to leave campus without checking with the school office.

IMMUNIZATIONS

Many advancements have been made in medicine to help prevent childhood diseases. To help protect your child, state law requires immunizations against:

Rubeola (measles)

Mumps

Rubella (German measles)

Poliomyelitis: four doses unless the third dose was given after the fourth birthday

Diphtheria, Pertussis, Tetanus: five doses unless the fourth dose was given after the fourth birthday

Hepatitis B: 3 doses

Hepatitis A: 2 doses

Varicella Vaccine (chickenpox): 1 dose

As with most rules, there are exceptions. Children can be exempted -

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious beliefs.

Although the law allows exemptions, the County Health Department may tell us to exclude your child from school if there is an outbreak of any of these diseases. Immunizations are available on a sliding scale through the Multnomah County Health Department. You may call **503-248-3816** for information, location and schedules of immunization clinics.

PERSONAL POSSESSIONS

Please make sure that all your child's personal possessions - jackets, sweaters, notebook, etc. - are clearly labeled so that if lost, they can be returned easily. Lost items are turned in to the cafetorium. Please remind your child to check periodically for missing items.

The school is not responsible for safeguarding valuable items. Therefore, your child should not take toys, valuables or money to school since they are subject to damage or loss and interfere with the learning process.

GYM SHOES

On the days that your child has gym, for safety's sake, he or she should wear tennis shoes that tie or close with Velcro. Shoes that slip off easily or that have slick soles are not safe for wear during PE. **Flip flops are not appropriate footwear for school.**

REPORT CARDS AND CONFERENCES

Report cards are issued three times a year, after each twelve-week period. Conferences are scheduled November 23rd from 4:00 – 8:00 pm and 24th from 8:00 am - 8:00 pm. Parents may sign up for a conference at Curriculum Night/Open House on September 22nd or September 23rd. This is the time when parents and teachers talk about the students, their progress and their special needs. At Llewellyn, we believe both parents and teachers are educators: in other words, we are partners. Please join the teacher in finding the best way to help your child learn.

You may ask for more conferences anytime during the year. In addition, if you ever have a question, your child's teacher is no further away than the telephone or email.

STUDENT RECORDS

As a parent, you have access to your child's school records. The Board of Education also has policies that make the records of students over 18 available to them.

School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, Board policies limit information that can be given to people outside the district without the permission of parents or emancipated students.

If you would like to review your child's cumulative file, please call the principal to schedule an appointment for that purpose.

TELEPHONE CALLS

If you'd like to talk with your child's teacher, please call either before classes begin or after the students are dismissed. If you call during class hours and leave a message with the school secretary, the teacher will try to return your call the same day. Teachers can't leave children unattended, so in most cases, they can't leave the room to take a call. All other school employees are usually available for phone calls anytime during the school hours.

We ask that parents limit their requests to deliver phone messages to children to emergency situations. We have about 400 students at Llewellyn, so it is difficult for us to handle a large number of messages.

We also find it necessary to restrict students' use of the phone to emergency situations.

CAFETERIA

Both breakfast and lunch are served daily in the school cafeterium (see the daily schedule). **Breakfast is offered to all Llewellyn students for \$1.00 or for 30 cents to students who qualify for reduced pricing.** Lunch costs **\$2.20** and the reduced price is **40 cents**. Milk is **50 cents**. Our lunch tickets are on a computer system. Parents may send payment in advance for meals and that amount is credited to their child's account. For every **20 meals purchased at one time, a student will earn a free one.** At lunchtime, the student will scan their card and that amount is deducted from their account. **Please help your child develop a routine in keeping track of their lunch account. If you pay monthly, make a note on your calendar, when your child will need more money on their account. The computer has the capability of recording only twice if a student is served lunch with no money in the account. If your child needs to "borrow" from the computer, please repay promptly to prevent Barbie from needing**

to serve a "snack" rather than a full meal. Please remind your child to pay for meals in the morning from 7:40-8:00. Even if students arrive at school late, they must go to the cafetorium because the computer system does not allow Barbie to handle money at lunchtime. If a student is on free meals, they need not come to the cafetorium in the morning.

Llewellyn participates in a federally-subsidized program which offers free and reduced price meals to students who qualify based upon family income. Information and an application are available in the office throughout the year. You are always welcome to join us for lunch. Call us the day before you want to come so we may plan for you. **Adults pay \$3.75.**

To protect our children, they are not allowed to go home for lunch regularly unless you leave a note giving permission on file in the office. For an occasional lunch at home, just send us a signed note.

TRANSPORTATION

Bus transportation is provided for students who live more than one mile from school. This service is coordinated through the District's Transportation Department which establishes routes and schedules. Bus schedules are mailed to your homes just before school opens in September. If you have questions or concerns about transportation, you can call **Karen at 503-916-6901.**

It is very important that students are well-behaved while riding on a bus to guarantee their safety and the safety of all the other children. If a student's behavior jeopardizes the safety on a bus, he/she will be suspended from riding the bus. Usually a suspension lasts for only a short time, but, if a problem persists, a suspension could be for an entire semester.

BUS TAGS

All children in kindergarten, 1st, 2nd and 3rd grade will wear tags during the month of September. The tags will be coded by student stop.

Line #205	(Blue bus)	After school (all other scheduled stops)
Line #200	(Red bus)	After school (to 15 th /Spokane only)

Each tag will have the following information on it:

Child's Name/Bus Number/Bus Stop
School Name and Telephone Number

Children will need to bring the tags back to school every morning so that they can wear them home again in the afternoon.

All primary students will wear tags through the month of September (if they are able to tell the teacher what stop they are to use). Students in kindergarten, 1st and 2nd grade, who enroll after the start of school, will wear name tags until they are familiar with the daily bus routine.

BUS LINE ROSTERS

The office will compile bus rosters which will be updated on a daily basis to indicate absences and exceptions. If your child has an exception to the routine bus procedure, please send a note in the morning so it may be attached to the bus board so the duty teacher will know the child has parent permission to ride another bus.

BUS LOADING

For the first few weeks of school, several teachers will be responsible for loading buses every afternoon.

After the school year is under way and children are familiar with the routine, one teacher and 1 safety patrol student will help with loading.

The Safety Patrol will escort the kindergarten students from the classroom to the bus where a staff member will help to load them. The Safety Patrol will receive instructions in checking tags.

Students going to **15th/Spokane (Sellwood Community Center)** will ride the **Red Bus Line #200** after school.

All other students bus riders will ride the **Blue Bus Line #205** after school.

PARENTS SHOULD MAKE SURE THAT

They have completed a "Bus Information" form and returned it to their child's teacher.

Completed a "Family Emergency Plan" and returned it to their child's teacher.

Their children know their bus stop, their address and phone number.

Their children know the major landmarks in their immediate neighborhood and have taken several walking trips to become familiar with the neighborhood (i.e., streets, stores, buildings).

Their children understand the rules for bus behavior.

Their children know and can explain what to do if they think they are in the wrong place.

Kindergarten parents are encouraged either to meet their children at the bus stop or have made arrangements to have an older student walk home with them.

EXCEPTIONAL SITUATIONS

The best way to make sure that children get home safely is to make sure that they are properly loaded on the right buses. We will take every precaution that we can here at school.

There are also some very important things that parents can do:

Make sure that your child uses the bus in as consistent a manner as possible.

If your child is going somewhere else after school or is not riding for some reason, let us know either by a note or a call as early in the day as possible. Last minute changes are almost impossible for us to deal with. Please understand!

BEHAVIOR EXPECTATIONS

Behavior which distracts the driver is dangerous. Therefore, students are expected to:

- **Sit quietly,**
- **Talk quietly,**
- **Stay in their seats,**
- **Follow the bus driver's instructions.**

If a student does not comply with these expectations, her or she will lose the privilege of riding the bus, and the parents will be responsible for his or her transportation to and from school.

COMMUNICATION WITH SCHOOL

We like to be in touch with you and want you to know about what's happening at Llewellyn. There are many ways to stay in touch.

Read the Blue Letter and all bulletins from school.

Volunteer to help out.

Join PTA and come to their meetings.

Schedule appointments with the staff. Mr. Powell and your child's teacher are always willing to meet with you. We appreciate your calling to schedule an appointment and letting us know what you want to talk about. We also understand that sometimes urgent situations develop, and we'll do our best to help you deal with them when they come up.

Please watch the Friday "Blue Letters" for special dates as they come up and add these to your calendar. The "Blue Letter" is available on the web site www.llewellynelementary.com or you may "subscribe" for a hard copy.

QUESTIONS

What About Cell Phones?

While we understand many parents feel that it is important for students to have cell phones for safety reasons, they have become a problem due to irresponsible use during the school day. Therefore, students' cell phones are to be turned off and kept in lockers during the school day to avoid interruptions to classrooms. Students who do not follow this expectation will have their cell phones confiscated and turned in to the office. Cell phones will be returned to student the first time the phone is taken. All other times, the parent will need to pick up the phone. (Know that lockers are not completely safe from other students and therefore can be stolen if the phone is left in the locker. The school is not responsible for phones that have been lost or taken by other students).

What About Walking?

Walking may be safer than riding a bike, but parents should still think carefully about granting their children permission to walk. We live in an area of busy streets, and children walking to school can find plenty of attractive nuisances.

What About Bike Riding?

Riding bikes to school is not recommended. If, however, parents want to have their 4th and 5th graders ride bikes to school they must lock their bikes in the bicycle rack on school grounds. The responsibility for the bicycle belongs to the student. According to Oregon law, all bicycle riders under age 16 must wear bicycle helmets. Students may not ride bikes on the sidewalks or on school grounds during the school day.

What About Scooters?

According to Administrative Directive 3.10.011 scooters are **not allowed at school**. We do not have adequate secure storage for them during the day, and they can become a distraction on the trip to and from school. We want our students to be safe, so please require your child to leave their scooter at home.

What About Skateboards?

Skateboards are **never** allowed. They are dangerous and disruptive. They cannot be ridden or taken to school under any circumstances.

What About Rollerblades?

Rollerblades look like a lot of fun but should be considered a form of recreation rather than a form of transportation. They would be difficult to safeguard at school, and students should leave them at home.

PHONE NUMBERS

Please leave current telephone number for an emergency contact with the school office. If this information changes during the year, **PLEASE LET US KNOW.**

YMCA SCHOOL'S OUT PROGRAM

The YMCA of Columbia-Willamette's Southeast Branch and the Portland Public Schools have joined together to provide **SCHOOL'S OUT**, a before and after school childcare program, for students in grades kindergarten through 5. SCHOOL'S OUT is an operation separate from Llewellyn School and can be reached for more information at 503-327-0007.

NEIGHBORHOOD CHILDCARE

We are not able to make recommendations regarding childcare which is offered in the neighborhood. Some students take advantage of the Sellwood Community Center offerings after school and others attend activities at the Meyer Boys and Girls Club.

STUDENT DRESS CODE AND GROOMING

Students: The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents/guardians. However, students may be directed to change dress or grooming if:

- The clothing could substantially interfere with the learning process or school climate or disrupt the educational process.
- The clothing is sexually suggestive (examples include bare midriffs, visible or showing undergarments, plunging necklines, see-through materials, and sagging pants).
- The clothing is alcohol, tobacco, or other drug-related, including advertising or advocating the use of such product.
- The clothing is vulgar, lewd, obscene, or plainly offensive.
- The clothing is demeaning to a particular person or group, such that it might interfere with another student's educational opportunities.
- Footwear must stay on the student's foot with a strap or heel in the back; **no slides or flip flops.**

HOME SCHOOL PARTNERSHIP

INTRODUCTION

Schooling is one important way that our society prepares a child to become a happy, productive adult. In school, a child not only masters academic skills, but also acquires habits and attitudes, which are carried into adulthood. This training is most effective when home and school work in a close partnership toward shared goals. Attitudes, which are very important in a child's success later in life, are those developed toward ATTENDANCE, WORK and CONDUCT.

ATTENDANCE

The attendance habits which children learn during their school years form the basis of their attitude toward going to work when they are adults.

SCHOOL WORK

A child's school assignments are the equivalent of an adult's work. Children, like adults, need to understand their responsibility to be purposeful and productive in carrying out their assigned tasks. Children have two kinds of school work -- that which is part of the regular classroom activity and homework which is intended to be done outside of class.

Llewellyn teachers make every effort to ensure that students are given appropriate assignments, that they remain on task, and that the classroom environment is conducive to producing good quality work.

Teachers will make appropriate homework assignments as needed. Homework not only enhances learning, it also teaches a child how to work independently and gives parents an opportunity to be directly involved in their child's learning.

CONDUCT AND DISCIPLINE

Success in school or on the job is based on an individual's ability to do his or her best work and to behave in appropriate ways. Children who learn the basics of good conduct early find that it comes easily when they are adults. In order to be as fair and consistent as possible in teaching these basics, the "Llewellyn Discipline Plan" has been spelled out in considerable detail.

LLEWELLYN ELEMENTARY SCHOOL DISCIPLINE PLAN

DISCIPLINE PLAN

We are proud of the way Llewellyn Students conduct themselves. They are generally polite, responsible, self-directing children who show respect and consideration for one another and for the staff members who work with them.

We believe that our students' fine behavior is the result of parents, school personnel, and students working together to create a climate in which children are given the support and training that they need in order to be individually responsible for their behavior. This cooperative climate makes it possible for children to become the best possible learners.

LLEWELLYN SCHOOL RULES

Everywhere in our school

- **play fair**
- **act safe**
- **work hard**
- **show respect**

At Llewellyn School, discipline has two meanings: it means teaching, and it also means correcting and applying logical consequences for inappropriate behavior. These two aspects of discipline go hand in hand and need to be exercised with respect for the child.

We teach children to be responsible by

- letting them know what is expected of them,
- rewarding them for their individual accomplishments,
- recognizing and respecting their worth as unique beings, and
- consistently modeling appropriate behavior.

We correct children whose behavior is not responsible by

- reminding them of behavior expectations,
- reprimanding them when inappropriate behavior persists,
- exercising logical consequences designed to correct specific behaviors,
- counseling to identify and solve problems,
- asking for parental advice and support, and
- following appropriate referral procedures.

REFERRAL PROCEDURES

Whenever a staff member is concerned about a child's behavior, he or she will first attempt to work with the child. If these efforts do not seem sufficient, the teachers will contact the child's parents to let them know of the problem and to seek advice and assistance in solving it. Although these steps will be taken in most cases, any behavior that poses a threat to other children, staff, or the learning environment will require that the teacher remove the student from the classroom and that the principal or her designee becomes involved immediately.

When a teacher refers a student to the principal or her designee for disciplinary action, the following occurs:

The staff member will complete a referral form which describes the problem.

In extreme cases, the staff member makes the initial referral verbally, or through another staff member who acts as a messenger, and will follow up the initial referral with a written referral.

Whenever possible verbal referrals and recommendations will be made in a private setting.

Some students receive more than one referral, and successive referrals are treated differently.

FIRST REFERRAL: The principal or his designee will talk with the student to determine the cause of the problem, develop a plan with the student to solve the problem, and impose a consequence consistent with those outlined in the Portland Public Schools Handbook. In most instances, the student's parents will be contacted.

Occasionally the first referral is not effective, and the behavior persists and/or escalates, requiring additional intervention.

SECOND REFERRAL: The principal or his designee will follow the procedures outlined for the first referral and, in addition, talk with the teacher or teachers involved as well as the child's parents to develop a plan for helping the student. The student's progress will be formally reviewed at a later time.

THIRD REFERRAL: The principal or his designee will follow the procedures outlined for the first referral and meet with the teacher or teachers involved to determine whether a formal staffing should be arranged. If a staffing is arranged, all appropriate affected parties will be asked to attend (i.e., parents, other staff members, and support personnel).

The purpose of the staffing will be to design a plan to assist the student. A variety of strategies will be explored and their appropriateness considered based on the student's needs, staff and parental recommendations, and consequences described in the Portland Public Schools Handbook. A timeline will be established during the staffing for review and modification of the plan in relation to the student's progress. It should be noted that, in cases of extremely serious behavior problems that pose a threat to students and staff, these procedures will necessarily have to be foreshortened, and the principal will consider the appropriateness of suspension or expulsion.

Our goal is to create and perpetuate a school environment which protects every child's right to learn and every teacher's right to teach. Rights for both students and teachers will be protected through policies and procedures described in the Llewellyn Primary School Discipline Plan, the Portland Public Schools **Handbook on Student Responsibilities, Rights, and Discipline** and the **Teachers' Agreement**.

TAG

Llewellyn School, like all Portland schools, has a Talented and Gifted Program. Children are identified for this program by teacher or parent referrals and are then given further screening to establish their eligibility.

Llewellyn's TAG program is primarily an inclusion program where regular classwork is modified to meet student's rate and level of learning. Enrichment classes are offered during the year.

Our TAG coordinator, Robin Mauldin will be happy to answer any questions which you may have about the program.

SPECIAL EDUCATION

Llewellyn School is served by a special education support team of specialists. Members of the team include an educational resource teacher, a speech/language clinician, a psychologist, a physical therapist and an occupational therapist. They work with students who qualify for their services according to district or federal guidelines. Both parents and teachers may refer a child for a support service.

PTA CLOTHES CLOSET

The PTA sponsors a Clothes Closet for families who need clothing for their children. You can get a certificate to visit the clothes closet from Mr. Powell, our principal, or from Jean in the office. It is scheduled to be located at Marshall High School, and is open **Mondays and Thursdays from 10:00 am until 1:00 pm**. The phone number is **503-238-4522**.

LOST AND FOUND

There is a clothes rack in the cafetorium for lost items. This rack is usually full to overflowing. If your child has lost an item of clothing, please check there for it. Every year many good jackets, coats and sweaters go unclaimed. **PLEASE REMIND YOUR CHILD TO CHECK THE LOST AND FOUND PERIODICALLY!**

VOLUNTEERS AND VISITORS

We have a wonderfully large number of parent volunteers at Llewellyn. They are always welcome at school; without their help, there are countless projects that would never get done.

Our policy is that any visitor or volunteer who comes into the school, comes to the sliding window in the front hall to sign in and to pick up an identification button. Upon leaving the building, the visitor or volunteer should return the button and sign out. This policy will allow us to know who is in the building both for security reasons and for the purpose of getting messages to you. It will also help you receive the VIP treatment that you deserve when you are here. Due to the space limitations and supervision, student visitors are not allowed.

PARENT TEACHER ASSOCIATION

Membership is open to all parents. We encourage you to take an active role in your youngster's school life and become a part of this fine organization. We are proud that we have such an active PTA.

The PTA sponsors many activities during the year including Grandparents' and Special Friends' Day, OMSI Assemblies, Book Fair, School Carnival, Science Fair, and Foreign Language Enrichment Program.

SITE COUNCIL

Site Council is an elected group of parents, teachers, classified employees, and the school principal that is charged with the responsibility of overseeing the improvement of curriculum and instruction at Llewellyn. It meets once a month.

COUNSELING

Marylyn John is our school counselor. Marylyn provides individual, group and whole class counseling services. She will be happy to answer any questions which you have about the program.

SAFETY: BEFORE SCHOOL

Safety is our first priority. It is extremely important that all children come to and from school in a safe manner. We have established Safety Patrol crossings at Milwaukie and Tolman, 17th and Tolman, and 14th and Tolman. All children who walk to school should cross only at these intersections. We also ask that children in 1st, 2nd and 3rd grades not ride bikes to school and that no child ride a skateboard, scooter or roller blades to school. We are bound by so many heavily traveled streets that we need to take every precaution regarding children being safe as they come and go to school.

If you plan to drive your child to school or pick him/her up, please use the 13th Street side (around back) of the building. The front of the building is very congested at those times because buses are unloading or loading and many children are also arriving at school on foot.

We do not have staff available to supervise children before and after school hours. Please do not drop your child off at school before 7:45 am. Be sure to pick them up at 2:15 pm. We cannot assume liability for children beyond these hours.

EARLY RELEASE

If you need to take your youngster out of school during the day, come to the office and ask the secretary to send for your child. To protect our children, they are not allowed to leave campus without checking with the school office.

SAFETY: DURING THE DAY

*** Walking - not running in the halls**

* Students, especially our younger ones going to the restrooms in pairs or groups

* Cafetorium: Adult Supervision
 No sharing of food
 Washing of hands
 County Health inspections

* Recess: Adult Supervision

- * Staff/Visitors/Substitute Teachers/District Workers:
Wearing of Name tags
Staff instructed to stop anyone who doesn't have
a name tag
- * Fire Drills: Fire Marshall visits yearly to make appropriate
safety recommendations
- * Earthquake Drills
- * Stranger Danger Drills
- * First Aid: Staff trained for medical emergencies
School Nurse-on location Wednesdays, but available
to us in the event of a routine emergency.
- * All doors, with exception of front door and daycare door are
locked at 8:10 am.

Fire Drill Procedures:

At the sound of the **HORN**, all students and teachers are to leave the building at the nearest exit and proceed to the designated spot on the blacktop for their homeroom .

Room 99/B to use short hall door at the rear of gym.

Rooms 100, 99A, 101 and 102 are to use the SW door.

Rooms 109, 110 and 111 are to use NW door.

Rooms 200, 201 and 202 are to use the southwest fire escape.

Rooms 203, 205 and 103 are to use SE door.

Rooms 211, 210 and 209 are to use the northwest fire escape.

Rooms 105, 107, 108, 206, 207 and 208 are to use the NE door.

If your class is in the hall, gym, lavatory, etc., use the nearest exit.

Everyone must leave the building during the fire drill.

Teachers must impress on the children the importance of quiet and orderly procedure during the fire drills. There must be **NO talking and NO running.**

All students report to the designated spot on the blacktop for their homeroom class by room number regardless of where they are when the fire alarm sounds.

We will have one drill a month during the school year. In order to comply with Fire Department recommendations, we will have one drill without sounding the horn and one with a blocked exit.

Stranger Danger Drill/Emergency Lockdown Procedures:

One long continuous bell.

Classroom doors are locked by the teacher.

Students go to inside wall in the classroom.

Teachers lock the doors and turn the lights out.

When the danger is over, another long continuous bell will ring to notify the teacher that all is well.

Earthquake Drill Procedures:

Seven Bells Will Ring

(Students will "drop, cover, hold" approximately 2-3 minutes)

Seven Bells Will Ring

Teachers will take their "roll books" and have students exit building **quietly** to the designated area on the blacktop for their room number. Teachers take roll and make sure everyone is accounted for. Principal will come out to check with each teacher.

Seven Bells Will Ring

Everyone will come back into the building.