

# SKYLINE SCHOOL

## PARENT/STUDENT

### HANDBOOK & CALENDAR

#### 2011 –2012 SCHOOL YEAR

11536 NW SKYLINE BLVD.  
PORTLAND, OR 97231  
PHONE 503-916-5212 FAX 503-916-2765  
[WWW.PPS.K12.OR.US/SCHOOLS/SKYLINE](http://WWW.PPS.K12.OR.US/SCHOOLS/SKYLINE)





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## ***Skyline School Vision Statement***

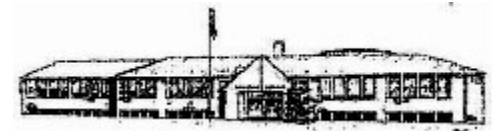
Skyline School is a community dedicated to inspiring an enduring love for learning while nurturing students to become respectful, competent and contributing citizens of our diverse world.

## ***Skyline School Mission Statement***

Every child will have the opportunity to achieve to his/her full potential. Every child has inherent value and the ability to learn. Our mission is to maintain high expectations of academic excellence while providing students a climate of empowerment, immersing them in a culture of respect, rigor, and relevance.



# SEPTEMBER 2011



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
				1 PD/TEACHER PLANNING DAY (NO STUDENTS)	2 ALL PPS SCHOOLS AND OFFICES CLOSED	3
4	5 ALL PPS SCHOOLS AND OFFICES CLOSED	6 FIRST DAY OF SCHOOL GRADES K-8	7	8	9 SKYLINE CORNFEST SOCIAL 5:30 PM	10
11	12	13	14	15	16	17
18	19	20 PTA MEETING 6:00 PM	21 PD MORNING LATE OPENING	22 SKYLINE BACK TO SCHOOL NIGHT 6-8:00	23	24
25	26	27 EAST SYLVAN BACK TO SCHOOL NIGHT	28 WEST SYLVAN BACK TO SCHOOL NIGHT	29 LINCOLN HIGH BACK TO SCHOOL NIGHT	30	

This calendar was projected in August 2011 and should be considered tentative.  
For a current calendar of events, please visit the Skyline website at  
<http://www.pps.k12.or.us/schools/skyline>



## Registration

Students registering at Skyline School need the following information:

- 1) Completed Portland Public Schools Registration Form
- 2) Birth Certificate
- 3) Immunization Record
- 4) Record Transfer Request if transferring from another District  
Students will begin school the day following their registration date.

## Registration Form

Please be sure to complete all information on the Registration Form. Emergency contact information is essential. Please be certain that this information is kept current throughout the year. Inform us of changes in address, phone numbers at home and work as well as emergency numbers.

## Withdrawal of Students

Please notify the school and complete the necessary transfer paperwork if you will be moving and withdrawing your child from Skyline.

## Attendance: Absences

Regular daily attendance is an important factor in assuring successful achievement in school. Attendance is taken twice per day in grades K-5 and each period for students in grades 6-8.

Students are expected to be at school each day school is in session unless they are ill. If a child's absence is not reported to the school by 9:55 am that child will be marked unexcused absent and an autodialer call will be initiated.

The autodialer call is meant to let you know that your child is not in school. If you receive an autodialer call please call the office to inform us of the reason for your child's absence.

A sick child should not be in school. Students returning after an absence need to bring a note to the teacher stating the reason for the absence. We encourage parents to make medical or other such appointments for their children after school hours whenever possible.

Please notify the school in writing of any long-term absences. We request that every effort be made to schedule vacations during regular school breaks to avoid unexcused absences.

Please provide teachers with at least 24-hour notice to assemble make up assignments.

Upon request, teachers will notify students of instructional goals that will be covered during a long term absence other than an illness. It is the parent's responsibility to provide the instructional activities associated with the goals.

## Late Arrival

Students should arrive at 8:35 am prepared for the school day by 8:45 am. Any student arriving after 8:45 am will be marked tardy.

Tardy students **must** check in to the office if they are more than 10 minutes late to class, and will receive a tardy slip prior to entering the classroom.

Parents will be notified after three tardies during one grading period. Chronic tardies will be contacted directly by school administration.

## Early Release

Students leaving school prior to dismissal time need a signed note stating the time and purpose. For security purposes, students will come to the office where they will be released to the parent/adult. Parents must sign their student out from the office. We ask that parents do not go directly to the classroom to pick up their child.

Students can be released to individuals on the District's signed registration card only. A written note is required if a person other than the child's parents are picking up a student from school. Photo identification will be required.

## Temporary Changes or Alternate Pickup Plans

On occasion, student's regular after school destinations or method of transportation changes. Students need written permission to go home with another student/adult or ride a different bus. With exceptions for emergencies, **these alternate plans must be made prior to the start of the school day.** It is important that any emergency changes be made by 2:00 in order to insure that the message is able to be passed along to your child's teacher. A written note is required before a bus pass can be issued. If a student does not have a note, he/she will ride his/her regular bus, or be sent to his/her "normal" destination.

## Skyline School Hours:

### Office Hours: 8:00am to 4:30pm

8:35am	Students may arrive at school
8:35 am	Students may go to class
8:45 am	School day begins
11:20 am	End of morning Kindergarten session
3:00 pm	K-8 <sup>th</sup> Grade dismissal

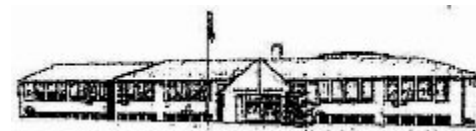
**Important Note:** Students are not to be dropped off for school prior to 8:35 as the school does not have staff on duty to ensure your child's safety. Student release time is at 3:00. Parents picking up students after school should do so at 3:00.

## Lunch and mid-day recess schedule:

11:30	K-3rd recess 4-5th Lunch 6-8th grade Lunch
11:48	Transition between K-3rd recess and 4-5th Recess
12:00	6-8th grade students return to class
12:15	All Students Return to Class



# OCTOBER 2011



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Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2 SOCCER TOURNAMENT 1:00-5:00 PM	3	4	5	6 CLUSTER WIDE TAG NIGHT- 6:30 PM WEST SYLVAN MS	7	8
9	10	11 STOPPS Bus SAFETY DRILL PTA MEETING 6:00 PM	12	13 PICTURE DAY	14 STATE IN-SERVICE DAY (NO STUDENTS)	15
16	17	18	19 PD LATE OPENING	20	21	22
23	24	25	26	27	28 PUMPKIN CARVING AT KRUGER FARM, 6:00	29
30	31					

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## STUDENT HEALTH

A Registered Nurse will be assisting at Skyline School one day per week. The RN assigned to our school will plan and conduct Vision Screenings (Grades K,1,3,5,7), Hearing Screenings (Grades K-1), assist with communicable disease control, chronic health problems, head lice and give direct nursing care to students who become ill or injured at school. Please contact our RN if you have any questions regarding the specifics of any of these areas.

Oregon State Law requires parents of all students entering Oregon schools for the first time to provide proof of immunization status before attending school. Children without the required immunizations will be excluded from school.

Children who have a well balanced diet and get sufficient sleep and exercise generally have a better school experience. **We request parents to keep students at home when they are ill. This will speed recovery and prevent the spread of disease to others.** Please consider these general guidelines when deciding if you should send your child to school:

- \* Children with temperatures over 100 degrees should not be in school and remain at home until he/she is free of fever for 24 hours.
- \* Any child with a STOMACHACHE, DIARRHEA, or who CANNOT KEEP FOOD DOWN should be kept home.

- \* Children with a RASH should be kept at home. Consult a health care provider if a rash persists or if there is a fever with rash.
- \* Common COLD symptoms, COUGH, RUNNY NOSE, SORE THROAT, are best treated by keeping the child home and quiet if the child is uncomfortable or if the symptoms would interfere with classroom work.

### *Illness*

We are unable to care for children at school when they are ill. If your child becomes ill during the school day, we will contact you or the individuals on your registration form to make appropriate arrangements.

### *Accidents*

In the event your child is injured at school, it is our expectation that children notify their teacher or supervising adult immediately of the incident. This is essential in our efforts to provide adequate care for him or her and also advise parents of the situation.

### *Emergencies*

In the event of a serious illness, accident, or other emergency involving a student, the Principal is authorized to send your child to the hospital named on the registration form for needed immediate care.

### *Hepatitis Precaution*

Due to State Health Division's concern about the spread of hepatitis, any food sent to school for treats or special occasions must be store bought and indi-

vidually packaged. We are unable to accept any "home prepared" foods at school. No exceptions will be made.

It is equally important that parents help us by instructing students to not share or exchange lunches or snacks.

### *Medication*

Students may not bring medications (prescribed or over the counter) to school unless parents have **completed and signed an Authorization for Administering or Assisting Student in Taking Medication at School Form**. The form spells out specific procedures required by the ESD for students who need medication. If your child needs medication during school hours, please contact the school to set up a program for your child. All medications must be kept in the office. **A written note can not take the place of the required form mentioned above.**

### *Allergies*

It is extremely important to advise the office and school nurse of any severe allergies your child may have such as to bee stings, peanuts, or other.

### *Fluoride*

After kindergarten fluoride is available to students and administered by the classroom teacher. Parents must provide written permission if they would like their child to participate in the fluoride program sponsored by the Multnomah Education Service District.



## **Emergency School Closure Procedures:**

Please be aware that we may experience school closures, late openings, and early dismissals due to inclement weather. Radio and television stations will carry general emergency information.

### *District Emergency Procedures:*

- \* In the event a storm strikes with little warning, students shall be kept in the building for safety.
- \* In the event that severe storms threaten, but give sufficient time for students to go home, they shall be dismissed from school on the order of the Superintendent's Office and shall proceed immediately home.
- \* In the event school is dismissed early, and if we have phone service, we will utilize room parents to contact parents.

### *Inclement Weather Procedures*

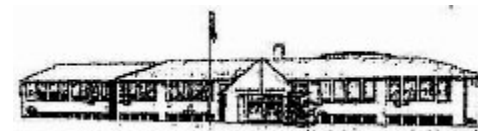
In the event of inclement weather, listen to local radio or TV stations for late openings or school closures.

You may access current information regarding schedule changes on the Portland public Schools Website: [pps.k12.or.us](http://pps.k12.or.us).

**Inclement Weather Procedure announced messages defined in this column on page 7.**



# NOVEMBER 2011



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11536 NW Skyline Blvd.  
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Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
		<b>1</b> PTA MEETING 6:00 PM	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> QUARTER 1- GRADING PERIOD ENDS	<b>10</b> TEACHER PLANNING DAY (NO STUDENTS)	<b>11</b> HOLIDAY— SCHOOLS CLOSED	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>  EVENING CONFERENCES	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> ALL DAY AND EVENING CONFERENCES (NO STUDENTS)	<b>22</b> ALL DAY AND EVENING CONFERENCES (NO STUDENTS)	<b>23</b> SKYLINE DOWN DAY: OFFICE CLOSED (NO STUDENTS)	<b>24</b> HOLIDAY— SCHOOLS CLOSED	<b>25</b> DISTRICT DOWN DAY SCHOOLS CLOSED	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>  PICTURE RE- TAKE DAY			

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## STUDENT SAFETY

The safety of your child(ren) before, during, and after school is a critical concern of Skyline staff. It has prompted us to establish guidelines that we believe will facilitate a safe situation for all children. Please read these guidelines and assist your child(ren) in understanding them.

### ***Before and After School Guidelines***

Skyline School is unable to provide supervision for children arriving on school grounds prior to 8:35am or after 3:15pm. (K through 8) This includes before and after school hours, weekends, holidays, and hours school is not in session. Please do not send students to school earlier than the 8:35am early arrival time or leave children after the dismissal times. The Portland Public Schools District is not responsible for incidents, accidents or injuries during unsupervised times. Thank you for your cooperation in this matter.

### ***Private Transportation Students***

Parents/Guardians are responsible for seeing that their child(ren) enters the building safely

at 8:35 am. and leave the school grounds as soon as school is dismissed at 3:00 pm. (K through Grade 8)

### ***Bussed Students***

Parents/Guardians are responsible for seeing that their child(ren) boards the bus in the morning and encourages them to go to their after school destination immediately after exiting the bus. **Please assist us by teaching your child the name of his/her bus stop.**

### ***Automobile Drop Off/Pickup Guidelines***

The drop off/pickup procedure is meant to ensure the safety of our students. Please help us keep children safe by remembering the following:

- \* No child is allowed to walk across the parking lot unattended.
- \* Do not park in any location other than parking spaces. Observe marked zones and curbs.
- \* Watch your speed. Please slow down and be safe.
- \* Do not park on the rear playground behind the school during school hours.

### ***Building Security***

**All parents, visitors and volunteers are required to check-in at the office prior to entering any other portion of the building. Identification tags are to be worn by all adults in the building during school hours.** For security purposes, only the main entrance and North door will be unlocked during school hours. All other doors will be locked or monitored, as required by our district's security policy. Please assist us as you enter or exit the building and check to see that doors are closed securely. If you are in our building and notice individuals without an identification badge, please ask them to register in the office.

If you are picking up your child(ren) at dismissal time, **please wait in either the front hall or by the bus pickup area. This will assist us in avoiding distractions outside the classrooms and provide a secure environment for student dismissal.**

We appreciate your cooperation in ensuring a safe and secure environment for all our students.



### **Emergency School Closure Procedures Cont.**

One of the following messages will be announced:

PPS 2-Hour Late Opening, Buses on Snow Routes: schools will begin two hours after the regular starting time. Buses on snow routes (distributed by PPS Transportation to all students on PM bus routes).

PPS Regular Opening Buses On Snow Routes: Means schools begin at regular starting time. Buses on snow routes am. , Mid-day, and pm.

PPS Open, Except Specifically Named Schools: Means only certain schools will be closed for students.

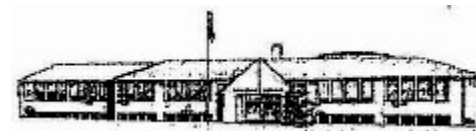
PPS 2-Hour Late Opening Except Westside Elementary and Middle Schools Closed: Means faculty and staff report. Means schools will begin two hours late, except Westside elementary and middle schools which are closed. No bus service to or from the west side (including Lincoln and Wilson)

### ***Emergency Planning***

Please create and discuss a family emergency plan with your child(ren) in the event you may not be at home when your child arrives from school. Include instructions regarding where to go and what to do. Make sure your child(ren) knows their home address, phone numbers and the school number as applicable.



# DECEMBER 2011



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2 TEACHER PLANNING DAY (NO STUDENTS)	3
4	5	6	7	8	9	10
11	12	13	14 PD MORNING LATE OPENING	15	16	17
18	19 WINTER VACATION BEGINS	20	21	22	23	24
25	26	27	28	29	30	31

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# STUDENT BEHAVIORAL EXPECTATIONS

Please assist us in reviewing the Skyline School Behavioral Expectations with your child(ren). It is our hope that these expectations set high standards for our students and encourage a secure, orderly and respectful environment for our School.

Portland Public Schools students are taught to take responsibility for their own actions and to share responsibility for the well-being of all people.

## ***Communicating concerns about inappropriate behaviors:***

Each classroom teacher has individual classroom behavioral guidelines to meet their particular discipline needs and needs of their students. Teachers will communicate their classroom behavioral plans to families as well as post expectations in the classroom. Classroom expectation guidelines include the following discipline procedures when reacting to inappropriate student behavior:

### 1st Incident:

Student is presented with a verbal or visual warning respecting the classroom environment, the student, and the current situation.

### 2nd Incident:

Student is given a second warning, conferences with teacher, or is removed from the classroom in a "time-out" for an age appropriate period of time.

### 3rd Incident:

Student will be referred to the Principal. Parents contacted by teacher and/or Principal. Conference between student/parent/teacher and/or principal may be requested.

When reacting to inappropriate behaviors the following will be considered:

- \* The maturity of the student.
- \* The emotional and physical health of the student.
- \* The student's degree of involvement.
- \* The influence of peer group attitudes and actions.
- \* The inter-personal relationships between student/teacher, student/classmates.
- \* The student's ability, educational progress, and his/her present instructional program.
- \* Available resources.
- \* The seriousness of the behavior

Teachers will communicate any serious behavioral concerns to the parents. If a behavior is a concern but considered to be minor and/or a consequence has been satisfactorily responded to by a student, parents may not be notified. If a behavior is of greater concern or chronic and the student has not responded to classroom consequences, parents will be notified. Continued behavioral difficulties may involve parents, student, teacher and/or principal to implement a plan to change the inappropriate behavior.

At Skyline School we consider the following to be infractions of reasonable school behavior:

- \* Disruptive behavior keeping other students from learning and/or interfering with the educational environment of the classroom.
- \* Open defiance of school personnel to include adult volunteers.
- \* Profane or obscene language
- \* Assault
- \* Fighting of any kind
- \* Inappropriate physical contact
- \* Theft or vandalism
- \* Sexual Harassment
- \* Teaming for an organized confrontation (can be construed as "gang like" behavior)
- \* Verbal or physical intimidation (bullying)

Flagrant or persistent violations in these areas could lead to either exclusion, suspension, or expulsion. In whichever case, both students and parents are given full and timely notice of the action to be taken as defined by the District's Student's Rights and Responsibilities Handbook available to parents and students in Grades K-8.

As part of teaching our students to take responsibility for their own actions and to work with others in appropriate ways, Skyline School staff work with students on teaching and re-teaching pro-social behaviors as necessary.



## **Student Bus Transportation**

### **Bus Schedule**

The District's Transportation Department mails a bus stop and time schedule at the beginning of each school year to all students receiving bus services. Any changes in the schedule after the start of the school year are sent with students on the affected bus and/or mailed to the students' home. The office has schedule information if you have questions. If you have a bus concern, please contact the Transportation Department at 503-916-6901 or the school principal.

### **Bus Behavior Guideline**

- \* Be respectful, listen, and follow directions of the bus driver.
- \* Sit quietly, facing forward, with feet out of the aisle. No changing seats.
- \* Fighting is not allowed.
- \* Inappropriate language is not allowed.
- \* Proper conduct on the way to and from school and while waiting at the bus stop.

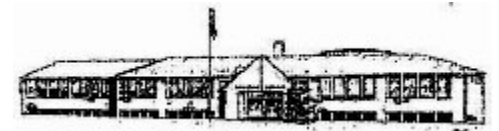
### **District Bus Discipline Procedure**

- 1<sup>ST</sup> Written referral and warning
- 2<sup>nd</sup> Written referral and parent contacted
- 3<sup>rd</sup> Written referral, parent contacted, possible loss of bus privilege for a period of time, possible behavioral plan put into place.

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



# JANUARY 2012



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Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 HOLIDAY— SCHOOL CLOSED	3 FIRST DAY BACK FROM WINTER BREAK	4	5	6	7
8 WINTER VACATION	9	10 PTA MEETING 6:00	11	12	13	14
15	16 HOLIDAY - DISTRICT DOWN SCHOOLS CLOSED	17	18 PD MORNING LATE OPENING	19	20	21
22	23	24	25	26	27	28
29	30	31	26	27	28	29

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## PARENT / SCHOOL COMMUNICATION

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

### *Parent/Teacher Communication*

Clear and timely communication between parents and teachers is essential for the ultimate success of the child and their school career. Parents may contact teachers via phone message to the office, notes through their children, and email (see the Skyline website for correct email addresses). Like wise, contacting the principal can be achieved in the same manner. We ask that parents set up appointments for meeting with teachers and honor the 15 minutes of prep time teachers have and need directly before and after school (8:30 to 3:30).

### *The Eagle's Nest*

At Skyline School, we support our communication with families through the PTA sponsored Eagle's Nest, a weekly newsletter sent home with students,

emailed to anyone who signs up for our community mailing list, and posted to the school website. The Eagle's Nest is an important source of communication as it updates our families on PTA happenings, Site Council, Foundation, and office events and information.

### *Parent-Teacher Conferences*

Formalized conferences are held in the fall of each school year. Conferences are an excellent time to ask questions and share information about your child! Please remember that if you have concerns during the course of the school year, do not hesitate to request a conference. The Skyline School staff is happy to work together on addressing concerns.

### *Classroom Visitations*

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

### *Parent and Adult Volunteers*

Here at Skyline School we not only have a large volunteer group, but we also encourage it. From working with students in and outside the classroom, to assisting in the library, the tech lab, or as a member of a PTA focus panel/committee, volunteers greatly improve the quality of our students' experiences. In meeting PPS District Policy, all volunteers must have a completed background check and wear a volunteer or visitor name badge at all times. We also ask that every volunteer sign a statement of commitment focusing us all on ensuring our students are respected and that any overheard/observed confidential settings are honored.



### *Classroom Placement*

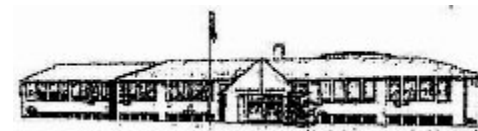
Skyline School's classroom placement process utilizes a team approach in providing well balanced, supportive instructional groups in all classrooms.

To achieve this balance, staff teams create learning environments based on the following criteria: gender, achievement level, behavioral characteristics, leadership, special needs, support services, student combinations, parent information, staff and principal input. Parents provide input regarding any special needs that their child has and any information regarding classroom environments. Your child's teacher knows his/her students very well and is committed to recommending an effective placement for all children. We believe this class placement process helps us create fair and equitable learning communities for all our children. Please be aware that due to enrollment changes and fluctuations, classroom placements are potentially subject to change due to our need to balance classroom environments. We will make every effort to avoid this situation.

Student placement is perhaps one of the most important tasks that we perform each and every spring. Numerous hours are spent carefully placing each child to create balanced heterogeneous groupings. Past grade level teams, along with administration meet to create the upcoming year's placement lists. In doing so each child is considered individually, focusing on the academic and social health of the children and the classroom. Parent input is consistently added and referred to.



# FEBRUARY 2012



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			1	2 QUARTER 2- GRADING PERIOD ENDS	3 TEACHER PLANNING DAY (NO STUDENTS)	4
5	6	7	8	9	10	11
12	13	14	15 PD MORNING LATE OPENING	16	17	18
19	20 HOLIDAY— SCHOOLS CLOSED	21 PTA MEETING 6:00	22 KINDERGARTEN ROUND UP	23	24	25
26	27	28	29			

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## STUDENT/PARENT RESOURCES

### ***Building Screening Committee***

The LC staff, school psychologist, speech and language pathologist, and occupational therapist participate on the Building Screening Committee. This group, in addition to regular education staff, administration, and parents, form the Evaluation Team which meets to determine the course of action to be taken with students who have been referred for possible assessment. This committee discusses each student presented and, if assessment occurs, makes recommendations about special services or placements. This committee can also serve as a resource to staff and families who seek new ideas and strategies in order to address needs of particular students. Parents are informed and involved throughout the assessment process.

### ***School Psychologist***

The school psychologist functions as the school's primary link with district special education services. He/she serves as a member of the Building Evaluation Team which meets regularly to determine plans of action for students with educational needs. If it is determined that assessment is not appropriate for the student, the school psychologist may assist the teacher or staff in developing a building-level plan to meet the particular needs of the student. If the student is to be assessed, it is the responsibility of the school psychologist to obtain written consent from the parent, to get developmental/social history, to administer cognitive and academic tests, to obtain adaptive behavior of classroom behavior check-

lists, to do student observations, and to obtain medical reports when necessary.

In addition, she meets with the Building Screening Committee to write assessment reports, to monitor and complete due process forms, and to assist in Individualized Education Plan (IEP) development. The school psychologist acts as a consultant to teachers on academic or behavioral issues with students, and, as time permits, may become involved in giving direct service to individuals or small groups of students

### ***Occupational Therapy (OT)***

Occupational therapy uses activities and adapted surroundings to facilitate the student's independent function and to decrease the effects of the handicapping condition on the student's ability to participate in the educational process. Students referred for assessment may qualify for this service. A therapy program is designed to assist the child.

### ***Speech and Language***

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

### ***Learning Center (LC)***

Students who qualify for special education assistance in reading, writing, and/or math are eligible to receive services from the LC staff. Supplemental instruction is provided to students which is coordinated with homeroom teachers and with other support programs.

### ***Visual and Performing Arts***

Opportunities for creative expression and knowledge in the arts are integral to instruction at Skyline School. As the arts are integrated and infused into our curriculum, children are given experiences which build skills and appreciation for a variety of art forms.

### ***Music***

6-8 grade Students participate in music classes a minimum of twice per week developing and experiencing instrumental music skills. Students in 4th and 5th grade will be working with recorders. We will be working to find ways to provide quality music experiences for our K-3 students as the year progresses.

### ***Physical Education (PE)***

PE programs emphasize fitness and developmental skills in addition to various sport and movement activities. Self-confidence and body health is enhanced by goal setting and the program made toward reaching these goals.



## ***Student/Parent Resources Cont.***

### ***Library***

The Skyline School library serves as a resource center for students from kindergarten through eighth grade, parents, and teachers. Students are encouraged to become involved in daily reading and explore our vast world of information. They are taught library skills which will be valuable throughout their lives.

### ***Talented and Gifted (TAG)***

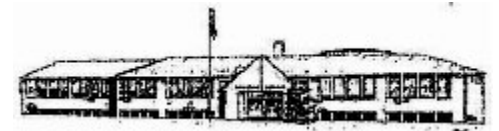
The TAG Program has undergone major changes during the past few years. Students are observed for traits, attributes and behaviors that display potential giftedness. By using the results of these observations, teachers and parents may nominate students for further evaluation. Our goal is to recognize and provide services to a broad range of gifted children. Look for TAG information on the bulletin board in the main hall as well as through the TAG information on the school website.

### ***Technology***

Students have access to computers in the media center's technology lab. Our library media assistant provides instruction to students and works with staff to integrate all aspects of technology into the curriculum and student learning. Students have access to the Internet for classroom research and projects.



# MARCH 2012



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10 SKYLINE SCHOOL AUCTION
11	12	13	14	15	16	17
18	19	20	21 PD MORNING LATE OPENING	22	23	24
25	26	27	28	29	30	31
	SPRING BREAK - SCHOOL CLOSED					

This calendar was projected in August 2011 and should be considered tentative.  
For a current calendar of events, please visit the Skyline website at  
<http://www.pps.k12.or.us/schools/skyline>



## OTHER GUIDELINES AND POLICIES

### ***Lost and Found***

Parents are requested to put their child's name or other identifiable mark on clothing items to assist us in locating the proper owner. Unclaimed items are donated to the P.T.A. Clothes Closet or Homeless Program.

### ***Textbooks and Library Books***

Students are responsible for assigned textbooks and library books. Lost books will be paid for by the student. Report cards are held until books are returned or paid for. Parents are asked to return books that belong to Skyline School.

### ***Student Money and Valuables***

To prevent loss and disappointment, students are asked not to bring large amounts of money or items of value. In the event this should occur, it is recommended that students give it to his/her teacher or office for safe keeping.

### ***Toys and Electronic Items from Home***

As with money and valuables, students are asked not to bring toys and electronic items from home. Cell phones may not be used during school hours. This will avoid distraction in the classroom, and prevent loss, breakage, and disappointment. **In the interest of safety, skateboards, Heelies, and other wheeled shoes are not allowed to be used at school.**

### ***Use of School Phone***

The office phone may be used by students in the event of an emergency or with written permission from his/her

teacher. Forgotten homework does not constitute an emergency. Rather we emphasize to students their personal responsibility to ensure assignments and school supplies are with them in the morning, helping students to be prepared and plan for their day. Arrangements for after school play dates should be made between parents the night before, with written permission to the office the day of the plans. Students will not be allowed to use the phone to make such plans.

### ***Field Trips***

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

### ***Clothing Guidelines***

Parents are requested to use discretion and judgment and send their child(ren) to school in appropriate clothing. In the event apparel is deemed inappropriate for the school setting, parents will be contacted. Hats are permitted inside the school building in all common areas, individual classroom teachers may or may not let students wear hats in the classroom. Dressing appropriately for the weather is essential. Please remember warm and dry clothing for our wet and cold season!

In cooperation with other West Sylvan feeder schools, the following clothing guidelines have been adopted:

1. Sagging is not allowed.
2. Boys' tops must have sleeves.

3. Girls' tops with spaghetti straps are not to be worn alone, but rather with a second shirt or sweater covering the shoulders.
4. Midriff and bare-back clothing is not allowed.
5. All items of clothing must be free from alcohol/drug references and/or derogatory messages.

### ***Messages to Students/Staff***

To eliminate interruptions to classroom instruction, we request that parents clarify after school plans with children prior to arrival at school. We understand that this is not always possible but would appreciate any efforts to facilitate this. Thank you!

In the event you place a call to a teacher, please understand that they are able to return phone calls after classes are dismissed or as soon as non-student contact time permits.

### ***Grading Periods***

In an attempt to align the district calendars we are utilizing the quarter schedule. This shift for us means one more grading period each year. There will be a report card that will come right before conferences. This will give folks a chance to see how their students are doing while maintaining the ability of parents and teachers to establish the important lines of communication that are essential in building a strong school-home connection.

**1st Quarter: September 6–November 9**

**2nd Quarter: November 14– February 2**

**3rd Quarter: February 6– April 12**

**4th Quarter: April 16– June 13**

### **Homework Policy**

#### **Grades K – 1**

Students at the primary level should ordinarily complete all basic assignments within the school day. When homework is appropriate, approximately 20 minutes of effort on a given day is considered manageable.

#### **Grades 2 – 5**

All students in grades 2-5 are expected to benefit from homework. 30 to 60 minutes of effort daily would be an average time to be utilized beneficially.

#### **Grades 6-8**

All students in grades 6-8 are expected to benefit from homework. 60 to 80 minutes of effort daily would be an average time to be utilized beneficially.

**Please note:** teachers will inform parents of their individual homework expectations.

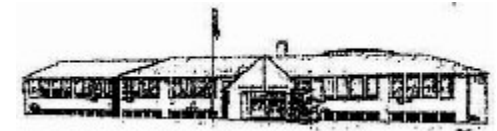
Teachers are expected to assist students when they need homework assignments. However, teachers are unable to take time from their direct instruction of students during regular school hours to prepare homework assignments. Please assist us by noting the procedures for providing make-up assignments in the attendance section of this handbook.

### **Recess Policy**

Skyline students have a daily 20 minute recess period prior to or directly following lunch. In agreement with School Board policy, a mid morning or mid afternoon recess not to exceed 15 minutes can be called by the teacher as she/he sees warranted by the day's agenda and student need.



# APRIL 2012



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 PTA MEETING 6:00 PM	4	5	6	7
8	9	10	11	12	13	14
USED BOOK COLLECTION						
15	16	17	18 PD MORNING LATE OPENING	19	20	21
USED BOOK SALE						
22	23	24	25	26	27	28
29	30					

This calendar was projected in August 2011 and should be considered tentative.  
For a current calendar of events, please visit the Skyline website at  
<http://www.pps.k12.or.us/schools/skyline>



## STAFF DIRECTORY

<i>Administration/Office Staff</i>	<i>Room #</i>	<i>Specialists</i>	
<b>Principal</b>		<b>Library /Technology</b>	
Mr. David Wood	Office	Mrs. Skach	Library
<b>Principal's Secretary</b>		<b>Music</b>	
Mrs. Susan Hall	Office	Mr. Ron Murvihill	101B
<b>Classroom Teachers</b>		<b>PE</b>	
<b>K/1 Team</b>		Mrs. Joanne Romanaggi	Gym
K/1 Mrs. Linda Cole	109	<b>4-8 Spanish/6th Language Arts</b>	
K/1 Ms. Easter Mathews	110	Mrs. Lydia Wells	203
		<b>Counselor</b>	
		To be announced	105A
<b>2/3 Team</b>		<b>Custodial Staff</b>	
2/3 Mrs. Karen Hanson	215	Head Custodian: Bill Tandy	Boiler Office
2/3 Ms. Kristina Porter	213	Evening Custodian: Vickie Ibarra	Boiler Office
2/3 Mrs. Melissa Ritter	217		
<b>4/5 Team</b>		<b>Nutrition Services Staff</b>	
4/5 Ms. Jessica Bostick	209	Cafeteria Manager: Mrs. Diane Jones	Cafeteria
4/5 Mrs. Melissa Dunn	207		
4/5 Mr. Scott McBeth	104	<b>Special Education Staff</b>	
		Resource Teacher: Mr. Lou Terrones	105B
		Speech/	
		Language Pathologist: Ms. Amy Kasch	106B
		School Psych: To be announced	105B
<b>6/7/8 Team</b>		Occupational Therapist: Mr. Mark Valeske	
6/7/8 Science		Para-educator: Mrs. Tersea Gonzales	105B
Mrs. Katrina Arras	106	Para-educator: Mrs. Deborah Meskimen	105B
6/7/8 Language Arts/Social Studies		Para-educator: Mrs. Alayna Pettingill	105B
Mr. Brian Gardes	103		
6/7/8 Math/Language Arts		<b>IB Support Staff</b>	
Ms. Drew Robinson	201	IB Coordinator/Math Teacher	
		Kimla Johnson-Koziuk	106

**SKYLINE ONLINE**  
Skyline maintains a useful web presence filled with helpful information, documents, and Internet links for parents, students, and staff. Information from the PTA, the Skyline Foundation, and the Skyline Site Council along with weekly copies of the Eagles' Nest Newsletter can be found at <http://www.pps.k12.or.us/schools/skyline/>

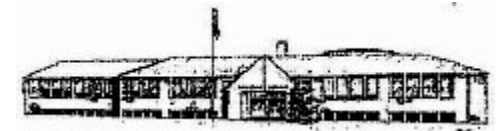
Skyline parents are also invited to join the Skyline Enews email mailing list. Details on subscribing to the list can be found on the above website. We continue to try and take our website to a more useful and functional level.

This year we added an IB page to our web site. We hope this page will be informative and useful in understanding our IB implementation.

We always welcome your feedback regarding the site and its role in informing families and the community. Feel free to offer comments and suggestions.



# MAY 2012



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

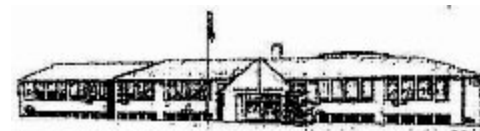
Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8 SKYLINE PTA MEETING 6:00 PM	9	10	11	12
13	14	15	16 PD MORNING LATE OPENING	17	18	19
<b>TEACHER APPRECIATION WEEK</b>						
20 GOLF TOURNA- MENT (TENTATIVE)	21	22	23	24	25	26
27	28 HOLIDAY— SCHOOLS CLOSED	29	30	31		

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# JUNE 2012



Skyline School  
11536 NW Skyline Blvd.  
Portland, Oregon 97231

Phone: 503 916-5212  
Fax: 503 916-2765

SUN	MON	TUE	WED	THU	FRI	SAT
					1 TALENT SHOW 1:00-2:45 PM	2
3	4	5	6	7 FIELD DAY	8	9
10	11	12	13 PICNIC/ END OF YEAR SLIDE SHOW LAST DAY OF SCHOOL	14 TEACHER PLAN- NING DAY	15 TEACHER PLAN- NING DAY	16
17	18	19	20	21	22	23
24	25	26	27	28	29 OFFICE CLOSSES FOR SUMMER. REOPENS EARLY AUGUST.	30

This calendar was projected in August 2011 and should be considered tentative.  
For a current calendar of events, please visit the Skyline website at  
<http://www.pps.k12.or.us/schools/skyline>

## ACTIVITIES & EVENTS

### ***Corn Fest Family Picnic***

A truly unique Skyline tradition! The entire school community gathers on the front lawn to celebrate coming back to school. PTA provides free corn on the cob for all. Join us at the Corn Fest on September 9th, from 5:30-8:30pm.

### ***Curriculum Night***

Skyline offers Curriculum Night/Open House on September 22nd, from 6:00-8:00pm so that parents/guardians have the opportunity to learn about classroom programs. Homeroom teachers provide overviews of their goals and activities for the year. This is a great chance to get to know more about what goes on in your child's classroom.

### ***Run For The Arts***

Each Spring students and staff participate in "Run For The Arts," a jog-a-thon to raise money for art related performances and visual arts experiences. These funds also cover the costs of providing artists in residence experiences that enhance our educational program.

### ***Skyline Inquiry Expo***

We have refined this event to showcase inquiry learning projects of our entire student body. This is a fun way to see just how much our students have learned during IB units of

inquiry. You are welcome to attend this great event.

### ***Talent Show***

Skyline's annual student talent show is a lot of fun for all. This is an opportunity for our students to share their vast talents with the entire school. We have everything you can imagine and more. June 1st is the day of the event. We hope to see you there!

### ***Field Day***

Field Day is to be held on June 7th. This event includes a variety of fun activities that promote physical fitness and cooperation. Be sure to join us for a day filled with action and fun for everyone!

### ***Skyline Auction***

Each year in March we have the Annual Skyline Auction. The Auction is set to a fun theme and includes food and a great time for all involved. This event is one of the main fundraisers for the school. The money we raise goes to fund the PTA and Foundation parent organizations. In turn the money is used for activities that help enrich the education of Skyline students. All families are welcome and encouraged to attend. Join us Saturday, March 10th for an evening to remember.

### ***IB Parent Education Events***

We are excited about the fact that we are an authorized IB PYP World School. A major component of IB implementation is educating staff, parents, and students on what IB is and what it will mean to all of our constituent groups.

This year we will offer a series of IB information sessions. The purpose of these sessions will be to build understanding and help parents understand what is so special about Skyline implementing IB. Here are just a few interesting details of the IB programmes from [ibo.org](http://ibo.org).

- The core components of IB programmes encourage students to participate in creative and service-oriented activities, while at the same time emphasizing the importance of reflection on a personal and academic level.
- The curriculum and pedagogy of IB programmes focus on international perspectives of learning and teaching, while insisting that students fully explore their home culture and language.
- IB World Schools must undergo an exhaustive authorization process in order to offer one or more of the programmes, which includes a study of the school's resources and commitment to the IB mission and philosophy.
- IB teachers participate in a wide variety of professional development opportunities to constantly update their knowledge and share their expertise with colleagues around the world.
- IB PYP and MYP are inclusive programmes that have something to offer everyone. An IB school is expected to implement the programme in an inclusive manner, so that all students in all the grades/year levels in the school are engaged fully with IB.
- The International Baccalaureate (IB) offers high quality programmes of international education to a worldwide community of schools. There are more than 959,000 IB students at 3288 schools in 141 countries.



## THE PARTNERSHIP BETWEEN HOME AND SCHOOL

You have been your child's teacher since birth. You are, indeed, the most important teacher in your child's life! As your child enters school, you begin to gradually "let go" and allow the school staff, and most importantly, your child's teacher, to become a part of your life. The entire staff is committed to building a positive relationship between Skyline School and your family. We constantly look for ways to enrich and enhance this partnership. Our belief is that our students, your children, benefit from home and school working together to improve the educational program and to solve problems as they arise. There are several general guidelines we utilize in order to maximize communication between home and school. When a problem arises, questions are first referred back to the teacher. If this is not successful or feasible, the principal assists with solving the problem. The principal serves as a facilitator/coordinator between families and staff so that problems are worked out and communication is improved.

We respectfully encourage you to provide some general types of support for your child. It is important to ask how each day went at school. Often times, the reply will be "I don't know." Please pursue the question again and perhaps ask specifically, "What was the most exciting activity at school today? Tell me one new thing you learned. How did you solve a problem today?" By using these more specific questioning techniques, you may be surprised at what you learn!

Specify a place in your home for your child to keep materials related to school. When supplies and other items are kept in an organized manner, children learn good work habits which assist them throughout life. Make a point to work with your child daily. Reading at least twenty minutes per day builds a lifelong interest in reading and is invaluable to children! Always be positive in your approach and compliment your child OFTEN. Be patient. Children have tender feelings. During the early years you are creating an attitude toward learning that will last a lifetime!

Be a good listener. Let your child talk! Even after a long day, be interested in their activities. It is not necessarily the amount of time you are able to spend talking with your child, it is the manner in which the time is spent that is most important! This is often referred to as quality time. Be aware of the number of hours your child spends watching television and limit that time. It will pay off in the long run. Take regular trips to the public library and begin to build this habit into your child's routine. Borrowing books is an economical way to enrich your child's life.

# COMMUNITY RESOURCES

## *Call For Help/ Public Safety*

Police, Fire, Emergency . . . . .	911
Portland Fire and Police (non-emergency) . . .	503-823-3333
Metro Crisis Intervention . . . . .	503-988-4888
Poison Center . . . . .	503-494-8600

## *Public Service*

Snow Removal . . . . .	503-988-5050
Clogged Storm Drains (Public Streets). . . . .	503-823-1700
Soil Erosion from Adjacent Lot . . . . .	503-823-0900
Street Lighting . . . . .	503-823-5215
Noise Ordinance . . . . .	503-823-7350
Multnomah County Animal Control . . . . .	503-988-3066

## *Youth Organizations*

Boy Scouts of America . . . . .	503-226-3423
Girl Scouts . . . . .	503-977-6800
4-H Programs . . . . .	503-725-2044

## *Information*

City of Portland . . . . .	503-823-4000
Multnomah County. . . . .	503-988-3066
Portland Public Schools Information . . . . .	503-916-2000
Road and Travel Conditions . . . . .	1-800-977-6368
Department of Motor Vehicles . . . . .	503-299-9999
Multnomah County Library . . . . .	503-988-5123
Tri-Met . . . . .	503-238-5811
Portland Parks and Recreation . . . . .	503-823-7529

## *Portland Public Schools*

Blanchard Education Service District . . . . .	503-916-2000
Student Transportation . . . . .	503-916-6901
PTA Clothing Closet . . . . .	503-238-4522
Lincoln High School . . . . .	503-916-5200
West Sylvan Middle School . . . . .	503-916-5690
East Sylvan (6th grade) . . . . .	503-916-5560

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

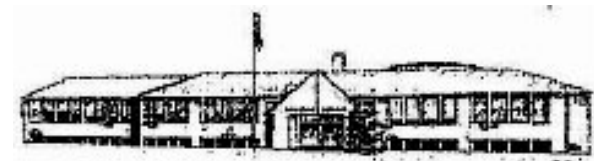
District Title VI & Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)  
District 504 Contact: Carolyn M. Leonard, Compliance (503-916-3183)  
American Disabilities Act Contact: Maureen Sloane, HR Legal Counsel (503-916-3025)

## **Portland Public Schools**

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

## **Skyline School**

**SKYLINE EAGLES** Parent Handbook 2010/2011



## COMMITTEES AND ORGANIZATIONS

Skyline School has outstanding volunteers who support our learning community in a variety of ways. The following organizations play an important role at Skyline.

### **Site Council**

The Skyline Site Council is beginning its ninth year of operation. The purpose of this group is to focus on school-wide academic improvement. A copy of Skyline's School Improvement Plan is available in the office as well as on the school website. There are two teachers, the principal, one classified staff person, and four parents on our Site Council. Please contact the school for more information or with any suggestions or concerns. You may also contact a parent representative with any ideas or suggestions. The community is welcome to attend the meetings.

### **Site Council Contact Info:**

**Parent Rep:** Kathleen Staten  
staten@up.edu

**Parent Rep:** Debbie Bauer  
dbauer9@comcast.net

**Teacher Rep:** Melissa Ritter  
mritter@pps.k12.or.us

**Teacher Rep:** Brian Gardes  
bgardes@pps.k12.or.us

**Classified Rep:** Deborah Meskimen  
dmeskime@pps.k12.or.us

**Principal:** Ben Keefer  
bkeefe@pps.k12.or.us

Look for information about adding two new parent representatives early in the school year.

### **P.T.A.– Parent Teacher Association**

The Skyline PTA is one of the parent organizations at Skyline. It is a child ad-

vocacy group, a fund-raising group, an event planning group, and most of all, an active, fun organization which enriches each child's, and each parent's, experience at Skyline.

The PTA funds many important activities and projects such as field trips, library supplies, building and playground enhancements, Spanish language classes, musicals and music supplies, the yearbook, and many other essential aspects of life at the school.

The Skyline PTA is also about volunteers who make a difference every day in the life of the children. We are program leaders, event coordinators, Reading Buddies, art literacy participants, classroom helpers, computer specialists, Field Day coordinators, student activity helpers, and Scholastic Book Fair managers. And most of all we're parents, grandparents, and interested community members who want to make a difference whether it is just for an hour or for several days.

There are various school events scheduled throughout the year that you wouldn't want to miss such as the Cornfest in September, the Carnival in spring, and the auction in March. These events and many more are printed in the calendar. Also, look for the regular PTA event notices in the Skyline Eagle's Nest school newsletter. The PTA members meet regularly throughout the year to discuss projects and vote on budget expenditures. Hope to see you there!

### **Skyline PTA Contact Info:**

**President:** Jet Griffith  
jet@anomalyinc.com

**Vice President:** Heidi Siegel  
roynheidi@msn.com

**Secretary:** Sharon Cheek  
cheeks@msn.com

**Treasurer:** Carole Hallett  
carole.hallett@gmail.com

**Volunteer Coord:** Rosaline Elfick  
rosalineelfick@hotmail.com

### **Foundation**

The Skyline School Foundation is affiliated with Portland Public Schools Foundation, an independent, nonprofit organization. Their purpose is to educate the community on the needs of students and schools to enhance (not replace) public funding of school.s. Funds raised are used to support staffing for schools.

For more information on the above committees and organizations, turn to the Skyline School website for details and chairperson contact numbers.

### **Skyline Foundation Contact Info:**

**Co-Chair:** Stacey Reeves  
stacey.l.reeves@comcast.net

**Co-Chair:** To be announced  
**Co-Treasurer:** Colleen Huard  
cfhuard@comcast.net

**Co-Treasurer:** Michelle Ruppelt  
ruppeltfamily@yahoo.com

**Secretary:** Cristy Faldetta  
cmf15@mac.com



### *SKYLINE SCRIP PROGRAM*

For the past eight years The Skyline Foundation has joined many area schools in raising funds for our kids through the Scrip program. Skyline families and supporters purchased gift certificates at face value to buy goods and services at local businesses. The merchants then returned a percentage (anywhere from 2-50%) of the profits back to the school.

Over the past years we have raised nearly \$40,000.00! Scrip provides you the opportunity to generate money for teachers at Skyline at no extra cost to you. You simply order and pay for gift certificates through the school, rather than paying cash at the store. Scrip order and delivery dates can be found on the school calendar.

Orders will be done monthly this year with order forms due the first Monday (except September and January) of every month. There will be an additional Winter Break order as well.

### **PTA Clothes Closet**

The Portland Council PTA sponsors a clothes closet that serves students throughout the city. It is stocked with donations and is staffed by volunteers. Skyline sends lost and found items that are not claimed to the clothes closet. The clothes closet is available to any student on free or reduced lunch. Please pick up a form in the office if you would like to use this service.