

*Expedition to Greatness*

# Springville K-8 School

*2011-2012*



*Our Motto: We are crew, not passengers  
School Colors: Navy and silver*

## ***Our Mission:***

*To create a learning environment in which every student achieves rigorous academic standards, develops an inquiring mind, and becomes a contributing member of our school, community and world.*

**6655 NW Joss Avenue, Portland, OR 97229**

**Office: 503-533-1925  
Fax: 503-533-1927  
Attendance: 503-533-1926**

**[www.beaverton.k12.or.us/springville](http://www.beaverton.k12.or.us/springville)**

# *Springville Student-Parent Handbook*

## **Contents**

Springville Daily Schedule.....	1
<b><i>Office Procedures</i></b>	
Office Hours and Contact Information.....	1
Registration Requirements.....	1
Assignment of Students to Classrooms.....	2
Student Transfers.....	2
Student Records.....	2
<b><i>School Attendance</i></b>	
Absences.....	2
Participating in PE.....	4
Early Dismissal of a Student.....	4
<b><i>Visiting School</i></b>	
Visitor’s Badge and Volunteer Check-In.....	4
Student Visitations.....	4
Observing Classrooms.....	4
<b><i>School Lunch Program</i></b>	
Meal Purchasing.....	5
Meal Etiquette.....	6
Student Help in the Cafeteria.....	6
<b><i>Student Health Information</i></b>	
Student Illness/Injuries.....	6
Medication for Students.....	7
Insurance.....	7
Immunizations.....	7
<b><i>Getting To and From School</i></b>	
Bus Expectations.....	8
Bus Schedule Problems.....	8
School Bus Incident Report (Bus Citation).....	8
Bus Stops.....	8
Taking a Different Bus.....	8
Walking and Biking to School.....	9
Bicycles and Scooters.....	9
Skateboards/Roller Blades/Sneaker Skates.....	9
Parking Lot Traffic .....	9
<b><i>Student Behavior and Social Skills</i></b>	
Teaching Social Skills and Character Traits.....	10
Springville Rules Posted in Common Areas.....	10
School Counselor.....	11

## Contents Continued

Use of Cameras and Cell Phones at School.....	11
Student Dress.....	11
Bullying.....	12
Discipline Contacts with School Staff.....	14

### ***Academic Information***

Curriculum and Instruction.....	14
Testing.....	15
Reporting Student Progress.....	15
Contacting Teachers.....	15
Field Studies.....	15
Homework.....	16
Homework Guidelines for Parents.....	16

### ***General Information***

Balloons.....	16
Before / After School Clubs and Activities.....	17
Birthdays.....	17
Child Care.....	17
Class Size.....	18
Communicating with the School.....	18
Directory.....	18
Fees for Lost Books.....	18
Gifts to Staff.....	18
Limos.....	19
Lost and Found.....	19
Parties.....	19
Pets.....	19
Photographs of Students in Publications.....	19
Telephone/Cell Phones.....	19
Tobacco-Free School.....	20
Toys and Other Valuables.....	20

### ***Emergency Procedures***

School Closures and Delayed Openings.....	20
Early Closures.....	20
Snow Routes.....	21
Emergency Closure Family Plan.....	21
Emergency Drills.....	21

### ***Opportunities To Get Involved***

Community Engagement Committee (Formerly Local School Committee).....	21
Springville Parent Teacher Organization (PTO).....	21
Site Council.....	22
Volunteering at Springville.....	22

## *From the Principal*



Dear Parents,

Thank you for reading the 2011-12 edition of the *Springville Parent-Student Handbook*. We look forward to your involvement in your child's education and in the activities of our school. This booklet contains important information related to school procedures, student safety, and expectations of students and families. Please review the following sections with your child. These sections also are marked with the Springville wolf logo above throughout the handbook.

- Meal Purchasing and Meal Etiquette
- Bus Expectations
- Taking a Different Bus
- Walking and Biking to School
- Bicycles and Scooters and Skateboards/Roller Blades/Sneaker Skates
- Social Skills and Character Traits
- Springville Rules Posted in Common Areas
- Use of Cameras and Cell Phones at School
- Student Dress
- Bullying
- Discipline Contacts with School Staff
- Telephones/Cell Phones
- Toys and Other Valuables

Educational program: At Springville we use an educational approach called ***Expeditionary Learning***. This approach involves best practices in curriculum, instruction, assessment, and culture/character. A highlight of an Expeditionary Learning school is "expeditions," in-depth investigations based on Beaverton School District and Oregon state standards in science, social studies and literacy. Other characteristics of investigations:

- Topics which promote meaningful, interesting work
- Development of inquiry skills: noticing (observing), questioning (wondering), recording information, organizing information, synthesizing information in writing and projects, creating high quality products, and presenting
- Focus on skills in nonfiction reading and writing
- Products for which craftsmanship of the media (technology, writing, art) is explicitly taught
- At least one project that results in a product for an authentic audience and real purpose
- Field studies and local experts

Math is connected to expeditions when the grade level curriculum matches the topic but is more extensively taught with the district's math adoption, *Everyday Math*.

Student safety: Probably the most common safety topic is safety from injury. Although schools are considered one of the safest environments for students, we still are diligent about safety procedures. Safety procedures include adequate supervision, rules for safe behavior at PE and on the playground, teaching and enforcing the rules, and review of accidents by a Safety Committee to determine if we can increase our safety measures.

### Student safety in relationship to unauthorized adults:

- Volunteers must go through a background check procedure. Volunteers must sign-in and also wear a volunteer badge or a visitor sticker if the person is a short-term volunteer.
- When visitors arrive, they report to the office, where they sign in and get a visitor sticker. Staff and volunteers are asked to refer adults to the office if they are in the school or on the playground without visitor stickers, volunteer badges, or school district badges.
- All areas for students are supervised at 8:10 a.m. until school starts. These areas include: playground, bus drop-off, parent drop-off, lobby, cafeteria, gym, and library. Students are also supervised at recesses and lunches. End-of-day supervision includes adults in all areas as well. If you are late in picking your child up after school, a supervisor will bring your child into the office until you arrive.
- Parents are asked to stop in the office to pick up students and not go directly to classrooms. All students must be checked out to go home through the office.
- If students go home at the end of the day in a way other than their usual procedure (such as ride a different bus with a friend), students must have a note from a parent. The note must be taken to the office and it is logged, in case we need the information later. Students may not ride a different bus without this note signed by a parent and the office.

### You can help your child be safe at school through the following:

- Being diligent with the above procedures will help your child know that they are never to leave the school in a way that is not usual, unless the office has had communication with the parent or a note from a parent is brought to school.
- Students should also become accustomed to ALWAYS checking out from the office if they leave early.
- Students should not arrive prior to 8:10 a.m., so they are always in areas with supervision.
- And of course, teaching your children about never going with strangers is extremely important as well.

We look forward to your involvement in your child's education during this school year. Information is provided in this handbook to support your involvement in a variety of ways:

- Communication with your child's teacher
- Support with homework
- Visiting at lunch time
- Attending school events
- Participating in PTO meetings
- Volunteering

Please let us know if you have any questions about procedures, curriculum, homework, or anything else. We expect a quality 2011-2012 school year in our "Expedition to Greatness!"

Sincerely,

*Cheryl Ames and the Springville Staff*

# *Springville Daily Schedule*

<b>8:10-8:25 am</b>	Students may arrive at school. ( <b>There is no supervision of students prior to 8:10.</b> ) Students select a place to go: playground, gym, library, or cafeteria for breakfast.
<b>8:25</b>	Students go to their classrooms after the bell rings.
<b>8:30</b>	School starts and students are tardy after this time.
<b>3:05</b>	Students are dismissed.

## **Kindergarten Schedule**

<b>8:30-11:05</b>	Morning kindergarten
<b>12:30-3:05</b>	Afternoon kindergarten

## **Access to the Building and Grounds After School**

Students should go straight home after school each day unless they stay for after school care or a scheduled activity. Students may come back to school to play at 4:00 p.m. when the school grounds are available for public access.

## *Office Procedures*

### **Office Hours**

The school office hours are from 7:45 a.m. to 4:00 p.m. daily.

### **Contact Information**

Staff names and positions: Posted on the website ([www.beaverton.k12.or.us/springville](http://www.beaverton.k12.or.us/springville))  
Address: Springville School, 6655 NW Joss Avenue, Portland, OR 97229  
Office phone: 503-533-1925  
Fax: 503-533-1927  
Attendance line: 503-533-1926  
Website: [www.beaverton.k12.or.us/springville](http://www.beaverton.k12.or.us/springville)

### **Registration Requirements**

Students registering for kindergarten in the Beaverton School District must be five years old on or before September 1. This date must be verified with a birth certificate or other proof of birth at the

time of registration. Parents of all incoming students will need to complete the following forms prior to enrollment. These forms are available in each school office.

- Beaverton School District Student Enrollment Forms
- Certificate of Immunization Status
- Migrant Questionnaire (required by federal government)

## **Assignment of Students to Classrooms**

Student assignments to classrooms are made by the principal with information from teaching staff. Classes are created according to gender and other characteristics, to result in balanced and compatible classrooms for optimum teaching and learning environments. Class size is another factor which will determine student placement when transfer occurs after the school year begins. Parent input regarding a child's educational and social needs is always considered.

## **Student Transfers**

In order to assemble the necessary information for transferring students, please notify the office at least one day prior to leaving Springville.

## **Student Records**

The school maintains a cumulative record folder for each child, located in the school office. The records and information included in the folder are:

- Copy of birth certificate
- Home Language Survey and Migrant Eligibility Questionnaire
- Immunization records
- Report cards
- Attendance letters when applicable
- When applicable: Health Management Plan, 504 Plan, TAG testing and plan, ESL Eligibility Annual Notification Letter
- Court/custody orders when applicable

When students move to a new school or district, records are transferred. Records are accessible only to school staff who need information for educational planning. Parents may also see their child's cumulative folder.

## ***School Attendance***

### **Absences**

To get the most from their education, students should be in their classes on time, every day. Regular attendance is critical to successful work in school. Each day teachers design connected learning experiences which build upon previous learning. Students who are in class and on time will benefit from class instruction and be enriched by participation and interaction with their classmates.

District attendance standard: Attendance is considered so critical to student achievement that the Beaverton School District has targeted 95% as the standard for all students in grades K-12. In

addition, the state of Oregon and our federal government through No Child Left Behind measure each district's and school's attendance rate. Illness and family emergencies constitute reasons for children to miss school.

Illness: When children are sick they are unable to do their best work or may be contagious to others. Students should stay home if they have a fever or are vomiting. Your child should be fever-free, without the use of medicine, and able to hold down food for 24 hours before returning to school.

Attendance line to report absences: Call **503-533-1926** when your child is absent from school. Give your name, your child's name, teacher's name, date of absence, and reason. This number is accessible 24 hours per day.

Absence calls from office: If we do not receive a call when a student is absent, you will receive a recorded message about your child's absence from school. One vital purpose of these calls is to notify a parent who may not be aware their child is not at school.

Late arrivals (tardy): Students arriving late to school should report to the office so that they are not reported as absent. Tardies, as well as absences, are documented on each trimester report card.

Appointments: We want to enhance learning continuity by eliminating as many classroom interruptions as possible. You can help us by scheduling your child's doctor or dentist appointments outside the school day, when possible. ***Please schedule your family outings and vacations for non-school days as well.***

Planned absences: Planned absences for vacations take a child away from the community so it becomes impossible for families to pick up school assignments, as they might when children are ill. It also may be difficult for teachers to provide materials prior to the child's absence. Most assignments are given after instruction by the teacher, and often assignments are the result of interactive activities and small group experiences, impossible to replicate. In addition, many assignments deal with projects for which the student needs considerable teacher input. Providing several days of assignments for children to "make up" the school experiences while they are absent is not possible.

Since teachers are expected to carefully plan for ongoing instruction and differentiate for varying student levels, teachers are not required to create curriculum when students will be away for planned absences.

Excused or unexcused: Absences will be reported as excused when the office receives a parent call or attendance line message about the student's absence. You will receive a recorded absence message if your child is not in school and we have not received an absence message. This is a district service provided to families so that parents will know if a student does not end up at school.

Homework requests: If you would like homework for your child, please indicate this request when you call. We ask that you give teachers **24 hours** to collect homework, so homework may not be possible for a one-day absence.

## **Participating in PE**

If your child cannot participate in PE because of a physical problem, please notify the office in writing. If this is to extend over a prolonged period of time, five or more days, please obtain a written explanation from your doctor.

## **Early Dismissal of a Student**

A note signed by a parent is required to dismiss a student early. **The parent must come to the office and sign the child out.** This helps us keep a record of where our students are. For safety reasons, children will not be released to go home with the parent directly from the classroom. Children must wait in the school office for a parent to pick them up when dismissed early.

Under no circumstances will a child be released to any adult unless initially cleared by the office. Our goal is to use procedures that ensure each child is safe and accounted for.

## *Visiting School*

### **Visitor's Badge and Volunteer Check-In**

To help us with the safety and well-being of all Springville students, we must know who is in the building at all times. To help us do this, district policy and state law require that you stop by the office, sign in, and get a visitor's badge. All district employees must wear badges as well.

If you come to the school to volunteer, please check in at the office each time. Also, the district requires a background check for any volunteers who have contact with students. See the last section in this booklet, "Volunteering at Springville," for more information about volunteer background checks.

### **Student Visitations**

Children who are not Springville students may not visit the school except in the following situations.

- Visit for a new student prior to attending school: The parent must obtain permission from the principal in advance and accompany his or her child for this visit.
- Lunch visit: If a parent wishes to bring a school-age child to have lunch with a Springville student, arrangement should be made with the office by 9:00 a.m. so that lunch can be ordered.

The reason that visits are limited is that all children at Springville must be the responsibility of school staff. Visitations for longer periods than above place the school in a situation for monitoring and ensuring safety of students who are not enrolled.

### **Observing Classrooms**

We invite and encourage you to visit the school and your child's classroom to learn more about the learning experiences that occur, but please arrange a time with your child's teacher prior to your visit. If you would like to visit a classroom that is not your child's, please make arrangements through the principal. Visits will be scheduled at times and in ways that do not impact our students' ability to stay focused on their learning.

# *School Lunch Program*

## **Meal Purchasing**

Nutritious Breakfasts and Lunches are available for all students to purchase each day. In addition, low fat white and non-fat chocolate milk is sold separately at all schools.

Meal times: Breakfast is served daily at 8:10. Lunch is served between 11:00 and 12:45.

Menu: Breakfast and lunch menus for the current and succeeding month are posted on the Nutrition Services Website at: <http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/>

**Meal prices:** 2011-12 meal price information will be available following the August 8 Beaverton School Board meeting. Please check the Beaverton Nutrition Services website at: <http://www.beaverton.k12.or.us/home/departments/nutrition-services/school-meals>

You may also call (503) 591-4419 for information. Prices will also be printed on the September menus.

A la carte prices for middle school students: Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above. Students may purchase these items only if money has been deposited into their meal account.

Free and reduced price meal benefits: New for the 2011-2012 school year, there will be two options for applying for free or reduced-price meal benefits in the Beaverton School District—paper applications available at several sites and online application.

Paper applications are available at the following sites:

- Beaverton Family Resource Center -- Portable 1, 16550 SW Merlo Road
- Nutrition Services Meal Benefits Office -- 17840 SW Blanton Street
- Any Beaverton School District school
- Printing your own from the Beaverton School District web site

Online applications are easy and convenient (available 24 hours a day), and private and secure. For more information, please contact the Meal Benefits Office at 503-591-4567 or 503-591-4569, or email [meal\\_benefits@beaverton.k12.or.us](mailto:meal_benefits@beaverton.k12.or.us)

Student meal accounts: Each student is assigned an individual meal account which can be accessed using a Personal Identification Number (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- Sending cash or a check made out to the school cafeteria. When making a payment, please indicate your student's first and last name along with the PIN, on the memo line of the check, or insert cash in an envelope with the your student's first and last name and PIN on the outside. It is best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal.

- Making payments either online or by a toll free number. Parents can register and log onto [www.mealpayplus.com](http://www.mealpayplus.com) or call **800-816-6425** to deposit funds with a nominal fee. They can also monitor account balances and set-up low-balance emails at no charge on-line or via the toll free number. More information is available on the Nutrition Services website: [www.beaverton.k12.or.us/home/departments/nutrition-services/](http://www.beaverton.k12.or.us/home/departments/nutrition-services/) or by calling 503-591-4419.

When account balances get low, the student will receive a verbal reminder. At some schools, students may also receive a hand stamp or a note as a reminder. Please see the information above regarding easy ways to track your student's meal balance.

When your child graduates to the next level or transfers to another school within BSD, the account balance will transfer as well.



## Meal Etiquette

Health department regulations stipulate that (1) students wash their hands before eating and (2) not share any portion of their meals. Students are expected to clean up after themselves including the floor around them, return trays to the proper location, recycle appropriate items, and dispose of garbage.

## Student Help in the Cafeteria

Students may volunteer to help in the kitchen and also in the cafeteria with washing tables, which assists in keeping our school a clean and orderly place for everyone. They will assist at their lunch only, eliminating the need to miss instruction in their classrooms. Students who participate in either serving or table cleaning will have the opportunity to earn a frozen treat.

## *Student Health Information*

### Student Illness/Injuries

School staff do not diagnose, and if there is any sign of injury or illness, parents will be called. In extreme emergencies, an ambulance will be called.

If you are called, you may decide to take your child home, or ask a relative or neighbor to watch your child. For safety reasons, we do not allow sick children to go home if there is no adult in the home. We also do not allow students to walk home in the middle of the day.

If the parents or guardian of an ill or injured child cannot be reached, then the person designated in the emergency information will be contacted. It is extremely important that a current emergency information is on file in the office. We must have current emergency contact phone numbers at all times.

If **NO ONE** can be reached (parent, guardian or emergency contact), then the principal or designee will make the decision regarding the welfare of the child.

## Medication for Students

- Schools are not allowed to administer medication to students unless the parent has completed a medication form, available in our office. This applies to both prescription and over the counter medications.
- Prescribed medications must be in an official container labeled with: student's name, dosage, time of administration, prescription number, physician's name and phone number, pharmacy name and phone number. Nonprescription medications (such as cough drops) must also be in the original container.
- All medications must be brought to school by the parent, and the medication must be kept in the office.
- For students with unique medical needs, such as emergency medications and procedures for severe allergic reactions, the school nurse works with families to design a Health Plan.

## Insurance

Student accident and dental insurance is available to all students. A brochure and application is sent home in the September packet.

## Immunizations

Oregon State law requires students entering school for the first time to have at least one immunization against polio, diphtheria, tetanus, mumps, rubella, measles, and hepatitis B. Hepatitis A is also required for kindergarten through grade three. If the parent does not present evidence of these immunizations, or a medical exemption signed by a physician or by the County Health Department, or a religious exemption signed by the parents, the child will not be allowed to attend school.

Parents of new students enrolling from out of state have a 30-day period in which to obtain immunization records.

Any child not current with immunizations will be excluded from school at a date set by the state health department, usually in February. If your child does not have the necessary immunizations, you will receive a letter from the health department prior to the exclusion date.

If a communicable illness occurs for which immunizations are required, students not immunized will be excluded from school for a period of time determined by the health department.

If you anticipate having difficulty in complying with the immunization law, or have difficulty providing the appropriate dates, contact your physician. For further information, you may also call the office to be connected with the school nurse who serves Springville.



## ***Getting To and From School***

*Please review all topics in this section with your child except Parking Lot Traffic.*

### **Bus Expectations**

Students residing outside the school's walking area will be assigned a specific bus. In addition all students will be riding buses when attending special events or field studies.

Each bus driver has his/her own way of loading and unloading passengers to ensure a safe ride. The driver also determines if cell phones and music devices may be used. The driver is in charge of the bus. The following bus rules were developed by Springville bus drivers in cooperation with the principal:

#### ***BE SAFE:***

- Stay in your seat.
- Face forward.
- Keep the aisle clear.
- Wear your seat belt if your bus has them.
- Save your food for home – no food on the bus.

#### ***BE KIND:***

- Use kind and respectful words.
- Keep hands and feet to yourself.
- Use a conversation voice.

#### ***BE A LEADER:***

- Remind others to get off when it is their stop.
- Help younger students.
- Be a model to others.

### **Bus Schedule Problems**

Please call the District Transportation Office at 503-672-3721.

### **School Bus Incident Report (Bus Citation)**

Riding the school bus is a privilege. Those not following the bus safety rules may receive a bus citation from the driver. The purpose of this form is to inform the parent and principal of a need for help in solving a problem usually involving an action that jeopardizes the safety and well-being of other students. A student who receives a bus citation may not be able to ride the bus until the student returns the signed form. Signatures of the parent and principal are required.

Consequences for bus problems often include assigned seats. A student's ongoing or extreme failure to conduct one's self in a safe manner on the bus may result in an extended period of suspension from the bus.

## **Bus Stops**

The bus stop location is under the jurisdiction of the school district, so students are expected to behave according to the same rules as for on the bus and at school. Students should arrive approximately five minutes before the bus arrival time. If you are unable to assist your child with a bus problem with other students, please contact the principal or student supervisor.

## **Taking a Different Bus**

To ride a bus other than the assigned one, students must have a note signed by a parent. The note should also indicate the name of the student your child is to go home with. Your child should have the teacher and someone from the office sign it. Bus drivers are prohibited from allowing unknown students to ride their buses without signed notes.

## **Walking and Biking to School**

At this time, the only safe walking or biking routes are in the immediate Springville neighborhood north of Springville Road. For safety, children should walk with an adult or other children. Children who ride bikes to school should obey all traffic safety rules and wear helmets. Once students get on campus, they should walk their bikes to a rack, for safety of walkers. Bikes should be locked securely in the bike rack during the day.

## **Scooters/Skateboards/Roller Blades/Sneaker Skates**

- If students ride scooters, they must be locked to the bike rack. State law does not allow students under 16 to ride motorized scooters.
- Skateboards and roller blades are not to be ridden or worn on the school grounds, for the safety of all involved. We strongly discourage bringing scooters, roller blades, or skateboards to school at all, since there is no storage for them.
- Sneaker skates are not to be worn at school since they damage floors and are not safe in an environment with lots of people.

## **Parking Lot Traffic**

- Go to the front of the school (office side, second parking lot) to drop off and pick up your child at the curb. Buses and parents use two different sections of the parking lot for drop-off and pick-up. Buses and staff only should use the first parking lot and school entrance.
- Avoid having your child get out of your car on the traffic side. Have your child exit onto the curb side, which is safer.
- If you park in a space inside the parking lot, walk to pick up your child. Your child will not be allowed to cross the parking lot without an adult.
- Drive at a reasonable speed through the parking lot, watching for children who are not always predictable in their walking patterns.

- During morning drop-off and afternoon pick-up, ***stay in your car if you remain along the curb.*** Although parking spaces have been painted along the curb, the intent is for that area to be a pick-up or drop-off lane. Please ***move all the way forward in your car.***

## ***Student Behavior and Social Skills***



### **Teaching Social Skills and Character Traits**

Springville staff use a variety of procedures and instructional processes to support our students in becoming "contributing members of our school, community, and world." You will find out more about this throughout the school year, at Curriculum Night, and by reading our school newsletter. Our strategies include the following (not a comprehensive list):

- Using rules to teach expected behavior. Basic rules are posted in all common spaces (halls, cafeteria, playground, bathrooms). Rules and procedures make sense in the context of safety and respect for others. Infractions of rules will be used as opportunities to teach responsible behavior for a positive school community. Our rules are categorized as ***be safe, be kind, and be a leader*** and specific expectations are listed under each of these areas.
- Development of classroom rules. Each teacher uses a student involvement process to create classroom rules that encourage being safe, kind, and a leader in the classroom.
- Classroom meetings. Daily meetings are used to teach expectations, solve problems, and establish a positive classroom culture.
- All-school gatherings. These assemblies occur regularly and focus on building positive school culture through shared traditions and celebration of learning. The dates and times of these gatherings will be listed the parent newsletters. Parents are always welcome to attend.
- Explicit instruction in character traits. A small number of highly important traits -- empathy, perseverance, and integrity -- are specifically taught and reinforced throughout the curriculum.
- Logical consequences. When necessary, consequences will match the problem and offer opportunity for the student to be a positive contributor to our school.
- We are crew, not passengers. This is our motto for all adults and students at Springville. It means everyone is needed to make our school a positive and productive place for learning. No one is simply an observer; everyone needs to be positively and constructively involved in the life of our school.



### **Springville Rules Posted in Common Areas**

*In the halls:*

BE SAFE -- Walk. Stay on the right. Go to your destination.

BE KIND -- Use a whisper voice. Keep your hands and feet to yourself.

BE A LEADER -- Take a pass to the bathroom. Be a model to others.

10

*In the cafeteria:*

BE SAFE – Walk. Keep your hands and feet to yourself. Sit while you are eating and waiting to be excused. Eat your own food.

BE KIND – Use a conversational voice. Be courteous. Clean up your table and floor space. Take just the food you can eat.

BE A LEADER – Welcome anyone who sits beside you. Take a turn to clean the tables.

*In the bathroom:*

BE SAFE – Walk. Wash your hands with soap and water. Keep your hands and feet to yourself.

BE KIND – Use a whisper voice. Wait your turn. Allow others privacy. Keep the room neat.

BE A LEADER – Report things that are unsafe. Show others how to be responsible.

*At recess:*

BE SAFE – Keep a safe distance from swings. Jump off platforms only. Go down the slide. Keep hands and feet on climbing structures. Throw balls only.

BE KIND – Wait your turn. Follow game rules. Follow adult directions and whistles. If you don't agree, do over. Keep hands and feet to yourself.

BE A LEADER – Invite others to play. Give beginners a chance to learn. Help others understand game rules. Put equipment away.

***Violent play, drawings, and stories are not allowed at school.***

## **School Counselor and Student Supervisor**

Our counselor also helps students develop positive social skills. The counselor facilitates whole classroom lessons, meets with children in small groups to work more intensively on skills, and assists one-on-one when necessary. If ongoing support would be helpful, parent permission is obtained prior to participation in continuing small groups or individual sessions. School counselors do not provide therapy sessions but may provide information to families who request further resources. Our student supervisor also meets with students and does classroom lessons, in addition to helping staff and students solve behavior and relationship concerns.



## **Use of Cameras and Cell Phones at School**

The school has a number of cameras that are frequently used for school projects. Students must follow rules of use established by their teachers. Students should bring their own cameras only if given permission by their teachers. Students may not use their cameras or cell phones to take pictures of others for personal use. Pictures taken at school may not be posted on line, to ensure safety and privacy. Cell phones are never to be used at school – they must remain in student backpacks.



## **Student Dress**

“Appropriate” is the key word for school clothes:

- Tops should cover all of the middle area--no tummies or backs showing.
- Sleeveless tops should have at least “lasagna straps,” not spaghetti straps.

11

- Avoid short skirts and shorts, and see-through shirts. The inseam for shorts should be three inches or longer.
- Make sure clothes cover underwear.
- Wear pants that cover the rear end when bending over or sitting.
- Avoid oversized, baggy, or sagging clothing. Baggy clothing is not safe for active physical involvement.
- If body-hugging leggings are worn as pants, the top must cover the entire length of the student's torso.
- Do not wear T-shirts with inappropriate words, pictures, or gang symbols.
- Wear gym shoes on P.E. days. Gym shoes cover the top of the foot and do not include "Mary Janes" with a strap.
- Wear shoes safe for stairs and physical activity – do not wear flip-flops and high heels.
- Wear clothes that provide warmth at recess time. If it is lightly raining, students may play on the uncovered asphalt area IF they have a jacket with a hood or hat.
- Hats and hoods should be OFF indoors.

We believe that appropriate dress and grooming foster self-assurance and the ability to focus on academic success. One way to view school dress is that school is the student’s “work.” Dress should be appropriate for the school “workplace.” If a student's dress is not appropriate for school, the student will be asked to select a replacement garment from the office supply, if available, or call a parent to bring appropriate clothing to school.

Jackets and backpacks should have student names so that they can be returned if lost.



## **Bullying**

Bullying is mean behavior that happens frequently over a period of time. It may involve words, physically aggressive behavior, or acts of exclusion. The goal of bullying behavior is to have control over the victim. Bullying is a very difficult experience for students and should be reported by children and dealt with seriously by adults.

There is "zero tolerance" for bullying. This means it is always dealt with by school staff, when it is observed by adults or reported by students or their parents.

The child being bullied is helped with strategies that can help with self-confidence and a feeling of being able to do something about it. Sometimes these strategies are role-played with an adult, for practice. These strategies are also reviewed in classroom lessons by the counselor.

- Ignore or walk away
- Stay away from the bully if possible
- Make a joke out of verbal bullying, to take back the power (a strategy for older students)
- Speak loudly or yell to stop

- Report to adults

The bully faces consequences but also social skills instruction or counseling, since research indicates punishment alone is not effective for stopping bullying behavior.

12

Students are taught to be active bystanders: (1) tell the bully to stop if they see it and feel confident to intervene, and (2) at the least, to report it right away to a school adult.

Reporting by the student or parent is essential, since most bullying is not done in front of supervising adults. Bullying has always been among us, and it used to be considered something that children just needed to learn to bear. Now, however, it is not viewed as normal "growing up" experience, and schools have an obligation to intervene.

Following are "**10 Actions All Parents Can Take to Eliminate Bullying**," advice from [www.education.com](http://www.education.com) (12-6-10).

- Talk and listen to your children everyday. If your children feel comfortable talking to you about their peers before they are involved in bullying, they'll be much more likely to get you involved after.
- Spend time at school and recess. Research shows that 67% of bullying happens when adults are not present. Whether you can volunteer once a week or once a month, you can make a real difference just by being present.
- Be a good example of kindness and leadership. Any time that you speak to another person in a mean or abusive way, you are teaching your child that bullying is OK.
- Learn the signs – frequent loss of personal belongings, complaints of headaches or stomachaches, avoiding recess, or going to school very late. Talk with your child's teacher if you have suspicions.
- Create healthy anti-bullying habits early. Coach your child in what not to do – hitting, pushing, teasing. Help your child focus on how such actions might feel to the child on the receiving end. Help your child learn how to say "no" or "stop" firmly. Role playing and repetition help.
- Help your child's school address bullying effectively. Zero tolerance punishments are not effective in isolation. What works -- educational programs that help create a healthy climate at the school. This means teaching students at every grade level how to be inclusive leaders.
- Establish household rules about bullying. Make sure your children know bullying is not tolerable, and that it is important for them to report to you and school officials. Adults will help them.
- Teach your child how to be a good witness. Children can often diffuse a bullying situation by yelling "stop," and they should report bullying to an adult right away if a child needs help.
- Teach your child about cyber bullying. Research tells us that the more time children or teens spend online, the more likely they will be cyber-bullied. So limit time online.

- Spread the word that bullying should not be a normal part of childhood. It is not something that must be endured in order to "toughen up." Efforts to address bullying require the collaboration of school, home, and community.



## **Discipline Contacts with School Staff**

The goal of a discipline contact is to help the student strategize alternative behaviors, learn the skills for choosing and using an alternative behavior, and fix the problem with an "apology of action" (an apology that is viewed by others as sincere). Consequences typically involve natural consequences such as loss of privileges related to the inappropriate behavior or doing service to "pay back." Serious infractions can result in suspension. Parents will always receive communication when there is a referral to the office for support with a student's behavior.

Knives and weapons. If a student brings a weapon of any kind, or a replica of a weapon, including a pocket knife or a toy gun, regardless of the intent, the student may be suspended. Knives should not be brought to school for any reason. Students also should not bring anything related to a firearm to school, such as bullets or shells.

Other behaviors that will result in an office referral include: physically hurting another student, leaving an area without adult permission, bullying, stealing, destroying property, swearing, defiance of authority, inappropriate touch, and setting fires. Inappropriate touch includes pulling down another person's pants.

## ***Academic Information***

### **Curriculum and Instruction**

State standards and district targets: The state of Oregon outlines standards for elementary curriculum in a variety of areas: reading, writing, math, science, social studies, health, PE, and music. Beaverton School District teachers address these standards and district grade level targets in planning educational experiences for their students. A link to the district targets is on the Springville website:

[www.beaverton.k12.or.us/springville](http://www.beaverton.k12.or.us/springville)

Curriculum materials: The Beaverton District selects curriculum materials with a process involving school professionals and parents. Each curriculum area is reviewed every seven years and materials are updated through a careful two-year process of examining best practices, creating a curriculum evaluation tool, and selecting published materials which match state standards and current best practices for teaching. For more information, check the district web site ([www.beaverton.k12.or.us](http://www.beaverton.k12.or.us)).

Educational approach: Springville staff create high quality learning experiences through an approach called Expeditionary Learning (EL). The EL network provides professional development in order to implement best practices across our entire school. For more information, go to our website under "Educational Program" and then click on "Educational Approach." Also view the "Expeditionary Learning Slide Show." Another resource is the Expeditionary Learning website: [www.elschools.org](http://www.elschools.org)

Curriculum Night: Soon after school starts, there will be an evening Curriculum Night when each teacher will share information about grade level curriculum and classroom expectations including homework.

Exhibition Nights: In the middle of the school year and near the end of the school year, Springville will hold Exhibition Nights. These are typically open house format. Each classroom has exhibits which demonstrate *how* students learn and displays of student products.

14

## Testing

Teachers do ongoing assessment of student progress through observation, analyzing work samples, and other kinds of evaluation. In addition, we participate in required state testing in reading and math for grades three to eight and science at grades five and eight. (Writing has been removed from state assessment in grades four and seven for 2011-12.) Online assessment of reading, math and science occurs over a long window of time from late winter through spring. Parents are provided a written report of test results at the end of the school year.

## Reporting Student Progress (Report Cards)

Student progress reporting is the result of daily evaluation of each child. Progress reports will be sent home at the end of each trimester. Report card marks involve the following designations:

### *Academic Performance Key:*

D	Developing	The student is developing skills and knowledge in this area but is lagging behind expectations for this time of year.
M	Meeting	The student is meeting grade level skills and knowledge expectations for this time of year.
E	Exceeding	The student is significantly exceeding grade level skills and knowledge expectations for this time of year.

### *Effort Key:*

I	Improvement needed	The student demonstrates inadequate effort in this subject.
S	Satisfactory effort	The student shows average effort in this subject.
O	Outstanding effort	The student shows significantly above average effort in this subject.

Each mark is for that point in time, which reflects your child's progress for that trimester. For any clarification of grades or marks received by your child, please contact the classroom teacher or teacher assigning the specific grade or mark (for example, the P.E. or music teacher).

## Contacting Teachers

The best times to contact teachers by phone are before school (prior to 8:20) and after school. If communication during the school day is urgent, contact the office and a secretary will call the teacher's classroom. Please avoid talking with a teacher during instructional time, which is vital to support all our students in achieving the best they can. You may also send a note to school or email using the following format. Emails might not be read until after school is over for the day, since the teacher's first priority is classroom instruction.

**firstname\_lastname@beaverton.k12.or.us**

If you have a concern about academics or anything else related to your child's education, the best place to start is the teacher. If there is a general school issue that you'd like to discuss, you may also contact the school office. The secretaries will direct your concerns to the appropriate person.

## **Field Studies**

Field studies provide an extension of the learning experience beyond the classroom walls. Teachers are required by the district to provide parents with information about field trips (where, when) and to obtain your signature, which indicates you have received this information and consent for your child to participate.

15

District policy prohibits preschool children from riding on school buses. Parents may not bring their preschool children when chaperoning a field trip. Parent volunteers are assigned a group of students to supervise and these children need their undivided attention.

## **Homework**

Homework is a worthwhile use of time outside regular school hours to practice, maintain, complete, make up, or enrich classroom activities. It is very important for you to support your child's learning by making sure his or her homework is completed and returned to school on time. Each grade level team develops homework expectations based on what is appropriate for specific ages and consideration of best practices regarding homework. Your child's teacher will provide you with that information.

One of the questions most frequently asked by parents is, "How much homework should my child have each night?" As children move through elementary school, there will be some variation in the amount of work assigned. Some students require less time than others to complete the same assignment. If your child appears to be spending too much time on homework, please contact your child's teacher.

## **Homework Guidelines for Parents**

- Provide a quiet, well-lighted place for your child to do homework away from TV and other distractions.
- Help your child prioritize his or her time so that time is scheduled for homework as well as other outside activities.
- Take an active interest in what your child is doing in school. Ask him or her to explain a particular assignment and tell what is being learned by doing it. Make an occasional constructive suggestion but avoid severe criticism and undue pressure. Homework should not be a punishment.
- Communicate with the teacher if homework is too difficult, takes too long to complete, or causes stress.
- Insist upon sufficient rest and proper diet.
- Make sure your child has a balanced life each day that includes play and exercise. A big concern of health professionals is that today's children spend too much time in front of TV and computer screens.

## ***General Information***

### **Balloons**

Please do not send balloons or flowers to school, even when your child has a special event. Delivery interrupts the teaching and learning time. In addition, if balloons are inadvertently left at school, their movement can trigger a security alarm at night. **The school district does not allow latex balloons** in schools since a few individuals may have severe latex allergies. Finally, the Transportation Department does not allow balloons or flowers on school buses.

16

## **Before/After School Clubs and Activities**

Several before and after school programs are offered at Springville. Choir is available for fourth through seventh graders. Chess Club and Lego Robotics Club are facilitated by Springville parents through the PTO. These programs may involve a nominal fee to cover expenses. Private companies may be offering classes in band, art, science, foreign language, and drama. The private programs charge fees for each class or term. Watch for flyers sent home via email. The literature rack outside the office also has information about community activities. Some scholarships for need will be available for activities at Springville; please see the principal if you would like more information about this.

In addition, the PTO sponsors two extra-curricular activities for students during the school day:

- Art Literacy, for all grade levels, lessons provided to each class once per month, on a specific artist or type of art
- Passport Club, held once per month for third through fifth grades, focuses on learning geographical locations in the world

## **Birthdays**

We do not promote birthday parties or treats in the classrooms. Rationale: While we all love celebrations, birthday parties and treats take time away from instruction. In addition, some families feel obligated to bring treats even if it constrains their budgets; some students have food allergies or diabetes; the numerous birthday treats over the year focus on high sugar and fat intake and we are required to offer such treats less often in school.

If you would like to recognize your child's birthday by donating a book to your child's classroom, talk to your child's teacher.

Birthday party invitations: Please do not have your child distribute birthday invitations at school unless each child in the class receives one. We are not able to give out phone numbers and addresses. Most student information is listed in the school directory provided by the PTO several weeks after school starts.

## **Child Care**

Onsite before and after school child care is provided by an independent business called Bethany Childcare. The location for child care is in the multi-purpose room beside the gym. This area includes access to indoor and outdoor play areas, bathrooms, and a convenient drop-off and pick-up area.

For more information about "Bethany Childcare at Springville," call 503-702-1300. Or email Kathy Fleming, coordinator, at: [kmfleming@comcast.net](mailto:kmfleming@comcast.net).

For other child care options in the area, please contact the school office.

17

## **Class Size**

Each elementary school in Beaverton is allotted a specific number of teachers and other staff based on procedures involving total student enrollment. Each school has a Class Size Committee for advising the principal in making decisions about how to use allotted staff.

## **Communication with the School**

A variety of methods will assist you in communicating with school staff:

- Your first line of communication is your child's teacher, who will provide a presentation on Curriculum Night and meet with you during conferences during the school year. You may also call before or after school or email:

**firstname\_lastname@beaverton.k12.or.us**

- The school newsletter, published twice monthly, will keep you updated regarding a variety of school information. Newsletters will be emailed to families unless hard copy is requested.
- Attend PTO meetings. The PTO supports enrichment activities and community events at our school. Meeting dates are on the school calendar on the website. The PTO also has a website and newsletter which you can link from the school's website or directly at: [www.springvillepto.org](http://www.springvillepto.org)
- Check the school's website: [www.beaverton.k12.or.us/springville](http://www.beaverton.k12.or.us/springville)
- Call or stop in the office with your questions.

## **Directory**

***Each family will be provided with a student directory in the fall. Information will NOT be included in the directory if requested within two weeks of the beginning of school.*** Please see the "Directory Information" section of the Beaverton School District Consistent Discipline Handbook.

## **Fees for Lost Books**

Fees will be assessed at the end of the school year for all books, including library and text books, that have not been returned. To receive your child's report card, these fees must be paid. Please contact the principal if you have difficulties in meeting this policy.

## **Gifts to Staff**

School Board policy recommends that letters of appreciation to employees are more appropriate than gifts. Public employees are not to accept gifts over \$50 in value, according to state law.

Notes or cards of appreciation, small gifts related to a teacher's interests, memory books, and other such items are always appropriate and much appreciated. ***You may also donate any amount directly to your child's classroom or grade level.*** For further information about how to make donations, please contact the principal.

18

## **Limos**

Please do not schedule limos to pick children up at school. These vehicles add to the parking lot traffic difficulties, and like the passing out of party invitations, visually show who was not included in a party.

## **Lost and Found**

Lost items are displayed in the lost and found area. Please have your child check there for missing items. Valuables will be kept in the office. Please check with office personnel about valuables.

## **Parties**

Room parties may occur near Halloween, Valentine's Day, and the end of the school year. These are planned and facilitated by room parents and volunteers, with the teachers' guidance and participation. Washington County Health Department and school district policy require that all food for parties must be store bought. The Beaverton School District stipulates that only one food item that does not meet nutrition requirements may be offered at a party. The BSD's Wellness Policy (EFA-AR) may be viewed online or acquired in the school office.

## **Pets**

District policy prohibits pets in our schools except for short visits which have been prearranged with the teacher at least one day in advance. Dogs should be on a leash. An adult will need to take the animal home after the visit.

## **Photographs of Students in Publications**

***If you do NOT want your child's photograph to appear in a school, district, or community publication, please notify the Springville office in the first two weeks of your child's attendance at our school.***



## **Telephone/Cell Phones**

Due to the volume of usage of school telephones, student usage is discouraged. Students may use the telephones for only urgent or emergency situations as determined by their teacher or the office staff. Using the telephone to make arrangements for after-school play is not an appropriate reason to use the telephone. These arrangements must be made outside of school.

Student cell phones: ***Cell phones are not for school.*** If a parent believes that a child needs to have one for safety reasons before or after school, it should be **OFF** during school hours and in the backpack, not in the classroom, cafeteria, or on school grounds.

Volunteer cell phones: Please silence your cell phone when you enter the building to minimize distraction for those working and learning.

19

## **Tobacco-Free School**

The Beaverton School Board is a tobacco free environment. This means that smoking is prohibited on all school property at all times, including outdoors.



## **Toys and Other Valuables**

Please leave these items at home:

- Toys and games, including stuffed animals and card collections
- Flashlights and laser lights
- iPods, radios, cameras, Game Boys, or any other hand-held electronic games
- Golf balls, hard baseballs, "bouncy" balls, and other balls that are not like those we use at school
- Money not needed for lunch, book fair, or other school-related reason

If students need to bring an item for a teacher-approved reason, the item must stay in the student's backpack until needed. Rationale: Toys distract learning; misplacement or breakage of toys upsets children, taking attention away from learning.

If these items are brought to school, they will be kept in the office until a parent can pick them up.

## ***Emergency Procedures***

### **School Closures and Delayed Openings**

These are announced on morning television programs and radio stations. A recorded message can also be reached by calling the District's 24-hour news line at 503-591-4434. You can also check the district web site: [www.beaverton.k12.or.us](http://www.beaverton.k12.or.us).

If the decision is made to close schools, all evening meetings and night activities will be canceled, including all extracurricular programs and all athletic events.

Two-hour delay for kindergarten and specialized programs:

- A.M. Kindergarten will be canceled.
- P.M. Kindergarten will be on the regular schedule.
- Students in specialized programs will be bused two hours late.

## **Early Closures**

Announcements of early closures during the school day are also made on local radio stations. Parents are advised to listen to the radio on days of unusually bad weather for possible early school closures. Students who ride buses home will be released when their route bus arrives at school. Buses may be delayed in arriving at school and delivering students home due to traffic conditions.

20

## **Snow Routes**

During school closures, delayed openings, and early closures, buses may be on snow routes. Listen to the radio for that information, or check the district web site. When buses are on snow routes, that means specific stops in high elevation and hilly areas will not be used. Students will be picked up and dropped off at the snow route stop closest to the students' regular stop. If your home is on a snow route, you will receive that information at the beginning of the school year.

## **Emergency Closure Family Plan**

Parents are advised to have an emergency plan so that their children will know where they are to go if the school closes early. Please be sure your plan does not involve the use of the phone. Phone lines could be inoperative due to heavy volume after early closures are announced, making it impossible for us to call out or you to call in.

## **Emergency Drills**

Springville participates in monthly evacuation drills in case of fire. Other drills include earthquake, lock-out (if a situation of concern is outside), and lock-in (if a situation of concern is in the building). All staff, volunteers, and visiting guests are required to follow drill procedures along with students.

Drill procedures are designed with consideration of fire regulations, district policy, and school floor plans. These procedures are developed by the school administration and Safety Committee, with recommendations from Beaverton School District Safety and Security staff.

## ***Opportunities to Get Involved***

### **Community Engagement Committee (Formerly Local School Committee)**

The Community Engagement Committee (CEC) works with the principal and acts as a liaison between the community and the school and between the school and the Beaverton School Board. One major responsibility is to review and approve requests for use of the school building. This committee also works on linking community resources to the school, such as business partnerships. The public is invited to attend any meetings.

The committee meets monthly. These meetings are listed in newsletters and on the school website calendar. Members and contact information are listed on the website.

## **Springville Parent Teacher Organization (PTO)**

The Springville PTO mission: "The Springville PTO provides vital goods, services and communication in support of the school, students, staff and community. Working directly with staff, parents, and local organizations, we enhance the educational experience for those concerned through volunteerism, fundraising and enrichment activities."

21

The PTO has its own website and newsletter ([www.springvillepto.org](http://www.springvillepto.org)) and is accessible from a link on the school website homepage. Board members and contact information are listed on the PTO website.

Meetings are held monthly and are posted in newsletters and on the school and PTO websites. All parents are invited to attend.

### **Site Council**

The Site Council is comprised of parents, teachers, a classified staff member, and the principal. The charge of the Site Council is to review achievement data and other school information and recommend a school improvement plan. Springville also includes Expeditionary Learning goals in the school's improvement plan. If you are interested in serving the school in this capacity, please contact the principal. Members are listed on the school website, and meeting dates are on the website and in school newsletters.

### **Volunteering at Springville**

Volunteers greatly enrich the educational experiences of all students in the school. Volunteers do a variety of activities depending on their skills, talents, and interests. A volunteer may work regularly scheduled hours each week, once a month, or one or two times a year at special events.

Ways to help: Volunteer activities include listening to children read, reading stories to children, tutoring students in small groups or one-on-one, helping in the computer lab, helping in the library, making instructional materials, duplicating and filing instructional materials, sharing hobbies or careers with students, correcting papers, making books, putting up bulletin boards, making phone calls, and many other tasks that help with the educational program. Volunteers may also work with programs, such as Art Literacy and Passport Club, and support school and PTO events. Volunteer work can occur in the classroom, in the workroom, or at home, depending on the volunteer's job.

Local experts: Springville utilizes "local experts" to enrich our students' educational experiences. Local experts have specialty knowledge and expertise related to grade level science and social studies curriculum. Other local experts might assist by teaching design and art techniques to support students in creating high quality products. If you have specialty knowledge or skill in these areas, please contact your child's teacher or the office.

Background check: District policy requires that all staff and volunteers who have contact with students complete a background check. You can access a one-page form for volunteers at [www.beaverton.k12.or.us/volunteer](http://www.beaverton.k12.or.us/volunteer). List Springville on your form. After the form is submitted and reviewed by district staff, the applicant is cleared for volunteering at the school designated on the form.

We request that volunteers leave preschool children at home when volunteering in the classroom, during field studies, and during class parties.

How to sign up: If you are interested in volunteering, please fill out the questionnaire in the first day packet, talk to your child's teacher or someone in the office, or contact a volunteer coordinator (contact information at [www.springvillepto.org](http://www.springvillepto.org)). We'd love to have you work with us!