September 2017

Dear Parents and Students,

Welcome to Montclair for the 2017-2018 school year. Montclair is a learning environment where collaboration and cooperation between adults and students go hand-in-hand in order to ensure success. Our community is diverse and a responsibility towards cultural competency and acceptance is foundational in our work. We recognize that each individual has special talents, and understand that when we work and grow together we all benefit. Montclair’s mission is:

• To provide a safe and secure learning environment

• To provide success for ALL students

• To prepare students as global thinkers, well versed in the knowledge and technological skills necessary to further their academic growth.

• To prepare students to become responsible citizens

• To maintain a highly committed and qualified staff

Through this mission we create a learning environment that supports the Beaverton School District’s goals of Think, Know, Act, and Go. Each teachable moment is aligned with our mission and District’s goals, encompassing the concept of the whole child, socially and academically.

Each year Montclair selects a special focus for our school’s Student Improvement Plan (SIP). SIP goals are designed to engage and enrich each student’s experience, while enhancing student achievement. As we ensure an equitable outcome for ALL learners Montclair’s staff will be divesting time and resources towards two primary goals for the 2017-18 school year: understanding our responsibilities and engaging in professional development as a Future Ready School; building capacity to meet the academic needs of our English language learners and at-risk students. Montclair’s designation as a Future Ready School means additional allocations and resources have been provided in order to improve the effective application of digital devices within instructional experiences. Embedding technology, as well as providing ample opportunity to discern the validity of and seek out information, is a necessary component in becoming a global thinker. In addition, it is important to recognize how lack of exposure to information and resources can impact a student’s college and career readiness. As language acquisition is a vital part of how we navigate global information, it is important that our most vulnerable students, English language learners and students with language disabilities, have equal access to content and information.

Please use this handbook as a reference for procedures and activities at Montclair Elementary. In addition, you are always welcome to call the school office at 503-356-2190, or drop by and visit if you have need for further information regarding your school. Thank you for this opportunity to serve you!

Sincerely,

Sean Leverty
Montclair Principal
Parent Involvement and Leadership

Montclair Parent Teacher PTO Board/ Email: MontclairPTOs@gmail.com

The Montclair Parent Teacher Organization exists to promote and enhance the educational opportunities at Montclair through educational, fundraising, social and community activities and programs. All parents of Montclair students are automatically voting members of the PTO. The PTO meets in the Library/Media Center once a month at 7:00 PM. Meeting dates will be published in both the school calendar and the weekly Hawkeye newsletter. If you have any questions or suggestions about PTO programs, please call one of the officers or check Web: www.MontclairPTO.org.

President: Mike Pringle 503-432-8661
Vice President Lauren Dahl 503-799-6455
Treasurer: Ross Bradshaw 503-312-7511
Secretary: Peter James 503-367-0796
Volunteer Coordinator: Becky O'Donnell 971-404-1072
Volunteer Coordinator: Corrina Yballe 541-520-0493

Community Partnership Teams (CPT):

The Community Partnership Team consists of the Community Engagement Committee (CEC) and the Site Council, which were historically two independent committees that merged 2014-15 school year. The Montclair CPT is made up of community and staff members representing the school attendance community. Centralized focus for the CPT is around building networks and connections between the community and the school. Committee members have made a commitment to becoming well informed on issues affecting our local schools, our community and the District as a whole. They work cooperatively with the Montclair staff and community, attending to various needs, such as building use, building community involvement, and having a collective voice in the direction of school related decisions/resources.

We look forward to seeing you at our meetings and always welcome your calls.

Mathew Turner 503-245-2468
Wendy Pringle 503-789-0610
Kyle Piper-Smyer 503-356-2190
Amanda Elliott 503-356-2190
Future Ready Committee:

The Future Ready Committee consists of parents, community members and staff coming together to collaborate on building global thinkers and responsible digital citizens for future advancement in society. Our goal is to develop and provide technology based programming, information analysis opportunities and resources that benefit students’ college and career readiness, as well as help them navigate the ever-changing global community. Meeting dates will be published in both the school calendar and the weekly Hawkeye newsletter.

Jo Fidler
Amy Grey
Kelly Fitzsimons

Meeting Dates:
TBA

ART LITERACY

Wendy Pringle  503-789-0610
Dana Bradshaw  503-245-4234
Tara Hipps      503-246-8651
Kelley Stine    503-863-0559
### MONTCLAIR CALENDAR DATES - 2017/18

*The following dates may change throughout the year. Check Hawkeye News and Montclair Website.*

#### EARLY RELEASE FOR STUDENTS ON WEDNESDAY'S - 1:35PM

<table>
<thead>
<tr>
<th>MONTH/DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>AUGUST</td>
<td></td>
<td>JANUARY</td>
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<tr>
<td>14</td>
<td>Office staff returns</td>
<td>1/3</td>
<td>Winter Break - Schools closed</td>
</tr>
<tr>
<td>28</td>
<td>Teacher's return</td>
<td>4</td>
<td>School resumes</td>
</tr>
<tr>
<td>31</td>
<td>School Open House - 3:30pm-5:30pm</td>
<td>15</td>
<td>Schools closed due to holiday</td>
</tr>
<tr>
<td>31</td>
<td>PTO Back To School Picnic - 5:30pm-7:30pm</td>
<td>17</td>
<td>PTO meeting - 7pm</td>
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<tr>
<td></td>
<td></td>
<td>26</td>
<td>PTO It's Snowing Hawkeyes -</td>
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<tr>
<td>SEPTEMBER</td>
<td></td>
<td>FEBRUARY</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>First Day for 1st thru 5th grades, Kindergarten A-L</td>
<td>2</td>
<td>Grading Day - no students</td>
</tr>
<tr>
<td>5</td>
<td>PTO Welcome Back School coffee - 8:30am</td>
<td>9</td>
<td>Report cards go home</td>
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<tr>
<td>6</td>
<td>First Day Kindergarten M-Z</td>
<td>19</td>
<td>Schools closed</td>
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<tr>
<td>20</td>
<td>PTO Meeting - 7pm</td>
<td>21</td>
<td>PTO meeting - 7pm</td>
</tr>
<tr>
<td>21</td>
<td>Back To School Night (Curriculum Night) - 6:30pm-8pm</td>
<td>24</td>
<td>PTO Auction - Saturday (Possibly March 10th)</td>
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<tr>
<td>26</td>
<td>Bus Evacuation Drill for students</td>
<td>25</td>
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<tr>
<td>29</td>
<td>Fun Run</td>
<td>TBD</td>
<td>Parent's Night Out?</td>
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<tr>
<td>OCTOBER</td>
<td></td>
<td>MARCH</td>
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<tr>
<td>11</td>
<td>PTO meeting - 7pm</td>
<td>1/2</td>
<td>Spring Conferences</td>
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<tr>
<td>12</td>
<td>Picture Day</td>
<td>14</td>
<td>PTO meeting - 7pm</td>
</tr>
<tr>
<td>13</td>
<td>Vision Screening - 11:15am</td>
<td>21</td>
<td>1st Grade Polar Animal Night, 6:30-7:30pm</td>
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<tr>
<td>19/20</td>
<td>Fall Conferences</td>
<td>26/30</td>
<td>Spring Break - schools closed</td>
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<tr>
<td>27</td>
<td>PTO Harvest Fest - 6:30-8pm</td>
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<tr>
<td>NOVEMBER</td>
<td></td>
<td>APRIL</td>
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<tr>
<td>2</td>
<td>Donuts for Dad and Those Who Love Me - 7am</td>
<td>13</td>
<td>Grading Day - no students</td>
</tr>
<tr>
<td>3</td>
<td>Grading Day - no students</td>
<td>18</td>
<td>PTO meeting - 7pm</td>
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<tr>
<td>10</td>
<td>School closed</td>
<td>19</td>
<td>Family Exploration Night, 6-7:30pm</td>
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<tr>
<td>15</td>
<td>PTO meeting - 7pm</td>
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<tr>
<td>22</td>
<td>School closed due to holiday</td>
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<tr>
<td>23/24</td>
<td>Thanksgiving holiday - School closed</td>
<td>10</td>
<td>PTO Muffins for Mom's &amp; Those Who Love Me-7am</td>
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<tr>
<td>29</td>
<td>Picture retake</td>
<td>16</td>
<td>PTO meeting - 7pm</td>
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<tr>
<td>28</td>
<td>Schools closed due to holiday</td>
<td></td>
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<tr>
<td>DECEMBER</td>
<td></td>
<td>JUNE</td>
<td></td>
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<tr>
<td>6/8</td>
<td>Book Fair</td>
<td>6</td>
<td>3rd Grade Native American Night, 7-8pm</td>
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<tr>
<td>21/31</td>
<td>Winter Break - Schools closed</td>
<td>13</td>
<td>5th Grade Revolutionary War, 7-8pm</td>
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<td></td>
<td>19</td>
<td>Field Day and last day for Students</td>
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<tr>
<td></td>
<td></td>
<td>20</td>
<td>Teachers last day, Report cards go home</td>
</tr>
</tbody>
</table>
Student Enrollment and Attendance

Registration Requirements:
Students registering for kindergarten in the Beaverton School District must be five years old on or before September 1st. This date must be verified with a birth certificate or other bona fide 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 our school office.

- Student Enrollment Form
- Certification of Immunization Status
- Multilingual Form
- Birth Certificate
- Parent Questionnaire
- Request for Records

Attendance:
To get the most from their schooling, students should be in their classes on time, every day. We know that regular attendance is essential to a positive, successful learning experience. Students, who are in class and on time, will benefit from valuable class instruction and be enriched by the participation and interaction with their classmates. The District has an Autodialer system to help with student safety and absence notification.

Change of Address:
See student transfer for change of address procedures.

Our office hours are 8:00 AM until 4:00 PM. Please contact the school before 9:00 AM each day, if your child will be absent or late because they are sick, at an appointment, or out of town. We use this information to verify students' absences on a daily basis. When the office is closed we have a message line. If we have not heard from you by phone or a note, the Autodialer System will call to make sure your child is safe. You will get a phone call and email if your child is absent and unexcused. Continued unexcused tardiness and absences may be reported to the Washington County Attendance Officer.

Our classes begin promptly at 8:30 AM. For your child's safety, students can arrive at school at 8:15 A.M., when staff supervision is available. (Please do not arrive before 8:15 AM.) A child arriving at school after 8:30 AM is considered tardy and the student must report to the office with a parent to sign in and pick up a late slip before going back to the classroom. School dismissal is at 3:05 PM. Our staff is assigned to supervise “parent pick-up” students until 3:15 PM. If you encounter an emergency, please call the office to advise them of your late arrival.

Please contact the school office by phone or send a note with your child to leave school early or during the day for an appointment. We ask parents to come in and check him/her in or out on the form we have in the office. If they return before the end of the school day, we ask that you check them back in using the same procedure. Should your child need to make a change in the usual after-school routine, a note from home will be required to give to the teacher.

In order to ensure a secure environment visitors and parent volunteers are required to check in at the office and wear identification "nametags" available in the office. Please note if any adult plans on attending a school function during regular school hours they must first complete the on-line Background Check prior to the date of the event. This form is found on the BSD website under the ‘For Parents’ tab and volunteer link.
Student Transfer:

Parents are responsible for updating address changes throughout the school year, which includes a move outside of our attendance boundary. Our school office will work with another school to transfer records in the event that a family relocates outside of Montclair’s attendance boundary. Please provide at least one day’s notice. This allows us time to assemble the necessary information and documents required to transfer your child.

Information About Absences:

Because of state and federal requirements about absence reporting, the district is asking for more uniformity with indicating absences as excused or unexcused. Absences may be reported as excused only in cases of illness or family emergency. The state is labeling as “truant” any child who has four or more unexcused absences in a series of 20 days. The state will be tracking the number of “truant” students for each school and school district. How can parents help?

If your child is ill, be sure to call the attendance line at 503-356-2191 or call the office after 8:00 AM during our office hours. Otherwise, the absence will be listed as unexcused. We appreciate your support of your child’s regular attendance! (See student transfer procedures in the event you move so absentee records are not impacted).

The School Day

8:15 AM - 8:25 AM  Students arrive and report to the playground, cafeteria or lobby.
8:25 AM  Bell rings, students line up quietly and walk to their classrooms.
8:30 AM  Bell rings, class begins.
10:55 AM - 12:35 PM  Recess and lunch for grades K through 5.
3:05 PM  Dismissal for all grades K-5.

Parent Pick up 2017

Upon dismissal those students walking/biking home will leave from the lobby immediately, bused students will report to staging area to be picked up by their assigned bus, and students being picked up by parent(s)/guardian(s) will report to the Library. Parent(s)/Guardian(s) are free to park in the parking lot and pick up their child at 3:05, however parents wishing to use the Dismissal Parent Pick-Up process should arrive no earlier than 3:15 and line up curbside. Please have your school issued ‘student identifier sign’ in your front window and your child will be called to load on the east end of the building as you pull forward.
It is important that ALL students feel safe and secure at Montclair Elementary, as well as help support a safe and secure learning environment. To provide this positive learning environment, the staff has developed a behavior guideline and discipline referral system to maintain consistency in our expectations of appropriate student behaviors. Please refer to the Montclair School Positive Behavioral Interventions and Support section of this handbook for a description of behavioral expectations.

Montclair Elementary’s consequences are aligned with the Disciplinary Practice Guidelines-Range of Consequences for Beaverton School District students as designated in the Student Parent Resource Handbook. This is available at: [https://www.beaverton.k12.or.us/PS/Pages/handbook.aspx](https://www.beaverton.k12.or.us/PS/Pages/handbook.aspx).

**Referral Process:**

Through the use of the Positive Behavioral Incentive System, the staffs’ goal is to use teachable moments to help students make good decisions regarding their behavior, and to encourage students to act in accordance with common expectations. Quite often “teachable moments” result in a conversation with an adult and all stakeholders involved, in order to determine an equitable solution.

In the event that a student(s) needs additional support with this problem solving process a Behavioral Referral may be utilized to offer more time and discussion. If a student is referred to the principal’s office, a Behavioral Referral will accompany that child outlining the specific area of concern. Parents will be notified of a Behavioral Referral either by the student’s teacher or by the school principal. Consequences applied based on a Behavioral Referral will be in accordance with the type of behavior exhibited and will be determined by the principal. A copy of the Behavioral Referral will be placed in the student’s school file; however, this file does not continue on with the student after they have left the school. If the referral results in a suspension this will be reflected in the student’s permanent record.
Montclair School Positive Behavior And Interventions Support (PBIS)

Philosophy

At Montclair Elementary, we will challenge and empower students to be safe, responsible and respectful of self and others. Our goal is to create a whole child, academically and socially to become lifelong learners.

We believe that a positive, preventative, predictable and effective school environment:
- is healthier.
- enhances learning and teaching outcomes.
- can provide a continuum of behavior support for all children.
- is achievable and sustainable.

Our entire learning community has responsibilities for creating a safe, respectful and responsible environment. All adults, parents and staff, model the expectations they want to foster in our children, and value is placed upon achieving a quality education.
- Children must strive to meet learning expectations in behavior and academics.
- Families must help their children to understand the importance of learning and partner with school staff to help their child meet learning expectations.
- Staff must provide quality instruction that inspires, engages, motivates and challenges children to meet and exceed learning expectations.

Behavior Expectations

Behavior expectations are centered around student-centered learning, however ALL members of our community will adhere to and model the following behavior expectations while on school grounds, or attending school functions.

- Be safe: Be free from harm of any kind (physical or emotional).
- Be respectful: Be polite, inclusive, cooperative, and build peace with others.
- Be responsible: Be dependable and trustworthy at all times.

<table>
<thead>
<tr>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
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</thead>
<tbody>
<tr>
<td>Keep hands, feet and objects to self.</td>
<td>Use appropriate voice level.</td>
<td>Follow directions.</td>
</tr>
<tr>
<td>Move safely.</td>
<td>Use kind words and actions.</td>
<td>Be prepared.</td>
</tr>
<tr>
<td>Use equipment appropriately.</td>
<td>Be polite and helpful.</td>
<td>Be on time.</td>
</tr>
<tr>
<td>Report unidentified visitors.</td>
<td>Respect others’ space and property.</td>
<td>Utilize time effectively and efficiently.</td>
</tr>
<tr>
<td>Get adult help, if needed.</td>
<td>Be honest.</td>
<td>Keep your school clean.</td>
</tr>
<tr>
<td>Stay calm and use conversational voices.</td>
<td>Use problem solving.</td>
<td>Complete your tasks.</td>
</tr>
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<td></td>
<td>Include others.</td>
<td>Advocate for others.</td>
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</tbody>
</table>
Problem Solving Wheel

Who do I play with at recess?

• At recess every classmate is welcome to play with others, no exclusions.
• We can choose to play with different people each recess.
• Make a habit to invite new, shy, or those classmates that may be different from ourselves into games/activities.
• At recess it is OK to make a choice to play alone.

How do I play with others respectfully?

• We take turns deciding what to play or do at recess.
• We do not tease in a harmful way or call others names.
• We do not talk about others behind their backs.
• What do I do when someone’s feelings get hurt? We apologize when we hurt another student’s feelings.

What should I do when I have a problem on the playground?

• First follow the suggestions on the problem-solving wheel.
• Second we might try these helpful suggestions:
  o Apologize
  o Share & take turns
  o Tell them to stop
  o Wait & cool down
  o Use humor to dissolve situation
  o Talk it out
  o Let it go or ignore it
  o Go to another game
• Third we talk with an adult for help in solving the problem.
Cafeteria Rules

The cafeteria is a place where good table manners and good health habits can be practiced. Students are expected to practice the general rules of good manners and consideration for others.

Some simple rules of courteous behavior that are expected are:

1. Walk single file when entering the cafeteria.
2. Raise hand to ask for help and permission to leave your seat.
3. Use good manners, polite language and indoor voices (6 inches).
4. Keep eating-place clean and litter free.
5. No talking during quiet time.
6. Eat ONLY your own food.
7. Ask duty staff permission to use restroom.
8. Keep hands, feet and objects to self.
9. When the lights go out, that is your signal to be quiet and listen to announcements.
School Policy

Dress Code

Students will dress in accordance with acceptable apparel appropriate for an elementary school environment and understand that offensive and distracting apparel can impact the learning environment. Please refer to guidelines outlined in the Student Parent Discipline Handbook with regards to offensive and gang related apparel. Students should follow the basic guidelines below:

• No string or halter-tops that do not cover the shoulders.
• Hats are not to be worn in the building unless in accordance with a celebration/spirit day. Administrative exceptions may be approved.
• Flip-flops or open toed thongs are not to be worn at school.
• Shorts/skirts are to be of an acceptable length.
• T-shirts will offensive language/symbolism are not allowed.

Allergies and Safety

• Do not bring any food, balloons, flowers, animals, etc. to school. Some students have severe reactions to certain allergens, and it is the responsibility of the entire community to ensure all students are safe from health risks.
• Food Allergies: The school takes food allergies very seriously; however know that it is difficult to control all situations and contact between students. If a particular student has a food born allergy that is life threatening, it is the parent’s responsibility to notify the school. Accommodations may be made to provide a risk-free area in the cafeteria to minimize exposure.

Celebrations

• Birthday Invitations Parties: In order to ensure an inclusive environment centered around instruction, please do not bring birthday invitations to school. The PTO Directory is available with family addresses and phone numbers in late October to arrange invites privately.
• Do not bring food, balloons, flowers, etc. to school as they may pose an allergic risk to students. Food allergies are a health and safety concern.
• Costumes: Occasionally school celebrations allow for the wearing of a costume, however the use of a toy gun or weapon like accessory is not allowed.

Spirit Days

Periodically student will be allowed to participate in Spirit Day festivities that may include dressing and/or wearing apparel that is normally not allowed, such as pajamas or hats.
Homework

Policy:

Homework may vary from class to class or between grade levels depending on the teacher and the task at hand. General grade level homework guidelines include:

1st Grade
Homework, relevant to your child’s instructional program, will be sent on a weekly basis and should not be done immediately but worked on thoughtfully over the week in small increments. 15 to 20 minutes of any academic activity at one sitting is plenty. Nightly reading should be done for about 10 minutes each night and homework would fill in the other 10 minutes or be completed casually over the week. Handwriting will require differing amounts of parental assistance but should be supervised at the beginning to see that proper letter formation is being practiced. Directions for math problem solving and literacy activities will be given with each assignment. Nothing benefits young children more than quality time with parents and other family members. Homework can be part of that rewarding bonding time.

2nd and 3rd Grades
Second and third grade students will be responsible for at least 15 minutes of reading nightly, a weekly family math activity and weekly spelling practice. Students will also need occasional support with special projects.

4th Grade
Students will be responsible for completing and turning in all assignments when due. On Back to School Night in the fall, 4th teachers will present an overview of specific homework expectations.

5th Grade
Students are responsible for completing a weekly set of homework assignments, which are relevant to the fifth grade curriculum. In addition, students are assigned to read for 30 minutes at least four nights a week. Occasional long-term project work will also be required. 5th grade teachers will present an overview of specific homework expectations.

Homework Request:
If you would like make-up assignments for your child during an extended recuperation period, please call the school office before 9:30 A.M. The assignments can then be prepared for pickup in the office by dismissal time of that day.
Health and Safety Information

Safety is always on our minds at Montclair, and in relation to the “village” theme, making sure our school is safe and secure takes the fortitude of the entire community. Please be mindful of policies and procedures that provide a safe school for all students. Students arriving for the breakfast program can arrive between 8:00 AM and 8:25 AM in the cafeteria. If you want to sit with your child, please check in with the office and get a visitor’s badge. The same in the classroom; in order to protect teacher plan time, please schedule appointments for visits that are before 8:25 AM and check in with the office to get a visitor’s badge. The office will notify the teacher you are present.

Beaverton Schools employ certified public health nurses who are available for phone consultations when you have questions about your child’s health.

Student Injuries or Illness:
Should your child become ill at school or injured, we will contact you so you can assume responsibility for transportation and care of your child. Washington County Health Dept. requires sending home a student that has a temperature of 100.5 degrees Fahrenheit or more. Students may return once their temperature goes down and they have been 24 hours without fever medicine. Each circumstance may vary so Up-to-date Emergency Information, which you complete at the beginning of the year, is essential to us in our efforts to reach you in a timely fashion. The emergency contacts listed also give us authorization to contact a relative or close friend if you, the parent, are unavailable. Please keep your emergency information updated with the office!

If your child is injured and no one can be reached (parent, guardian or emergency contact), the principal or his or her designee will make the immediate decision regarding the welfare of the child. This could mean "911", taking the child to the emergency room or other actions dictated by the circumstances.

Medication
Home is the best place for your child to receive medication. We realize some students have health conditions that necessitate medication being given during the school day. The Beaverton School District follows State guidelines for medication administration. Listed below is information about the Medication Policy. Over the counter medications are best at home. Our District School Nurse says having water helps lubricate your throat. Please review the guidelines to help insure the school has the proper information to administer the medication safely and appropriately. All medications should be kept in the office.

- All Medications must be in original container.
- Medication must be transported to and from school by a parent.
- Medical Authorization Form – Filled out by parents only and necessary to give medicine to students.

All changes in instructions must be in writing and cannot be accepted verbally.

Head Lice
Students with suspected cases of head lice will be referred to the school office for assessment. Students found with live lice will be excluded from school and they will only be readmitted after treatment and re-assessment confirms that no live lice are present. Students found with nits (lice eggs) only, will not be excluded, but will be checked periodically to confirm continuing absence of live lice.

Successful treatment of head lice requires a coordinated approach. Our goal is to keep children in school, ready to learn, and follow safe, recognized health practices.
School Year 2017-2018

Oregon law requires the following shots for school and child care attendance:

- **A child 2-17 months entering Child Care or Early Education** needs:
  - 4 Diphtheria/Tetanus/Pertussis (DTaP)
  - 3 Polio
  - 1 Varicella (chickenpox)
  - 1 Measles/Mumps/Rubella (MMR)
  - 3 Hepatitis B
  - 2 Hepatitis A
  - 3 or 4 Hib

- **A child 18 months or older entering Preschool, Child Care, or Head Start** needs:
  - 5 Diphtheria/Tetanus/Pertussis (DTaP)
  - 1 Tdap
  - 4 Polio
  - 1 Varicella (chickenpox)
  - 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
  - 3 Hepatitis B
  - 2 Hepatitis A

- **A student entering Kindergarten or Grades 1-6** needs:
  - 5 Diphtheria/Tetanus/Pertussis (DTaP)
  - 1 Tdap
  - 4 Polio
  - 1 Varicella (chickenpox)
  - 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
  - 3 Hepatitis B
  - 2 Hepatitis A

- **A student entering Grades 7-9** needs:
  - 5 Diphtheria/Tetanus/Pertussis (DTaP)
  - 1 Tdap
  - 4 Polio
  - 1 Varicella (chickenpox)
  - 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
  - 3 Hepatitis B
  - 2 Hepatitis A

- **A student entering Grades 10-12** needs:
  - 5 Diphtheria/Tetanus/Pertussis (DTaP)
  - 1 Tdap
  - 4 Polio
  - 1 Varicella (chickenpox)
  - 2 MMR or 2 Measles, 1 Mumps, 1 Rubella
  - 3 Hepatitis B

*At all ages and grades, the number of doses required varies by a child’s age and how long ago they were vaccinated. Other vaccines may be recommended. Please check with your child’s school, child care or healthcare provider for details.*

Immunization Requirements
Año Escolar 2017-2018

La ley de Oregon requiere que sus niños hayan recibido estas vacunas para que puedan asistir a las escuelas y guarderías.*

Niños de 2-17 meses entrando a la Pre-escuela o Guardería necesitan*

Consulte con el programa o proveedor de atención médica de su hijo para las vacunas requeridas

- 4 Difteria, Tétano y Tos Ferina (DTaP)
- 3 Polio
- 1 Varicela (Chickenpox)
- 1 Sarampión, Paperas y Rubéola (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3 o 4 Hemofilus Influenza Tipo B (Hib)

Niños de 18 meses y más entrando a la Pre-escuela o Guardería necesitan*

- 5 Difteria, Tétano y Tos Ferina (DTaP)
- 4 Polio
- 1 Varicela (Chickenpox)
- 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola
- 3 Hepatitis B
- 2 Hepatitis A

Niños entrando a Kinder (Jardín de Niños) o Grados 1-6 necesitan*

- 5 Difteria, Tétano y Tos Ferina (DTaP)
- 1 Tdap
- 4 Polio
- 1 Varicela (Chickenpox)
- 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola
- 3 Hepatitis B
- 2 Hepatitis A

Niños entrando a Grados 7-9 necesitan*

- 5 Difteria, Tétano y Tos Ferina (DTaP)
- 1 Tdap
- 4 Polio
- 1 Varicela (Chickenpox)
- 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola
- 3 Hepatitis B
- 2 Hepatitis A

Niños entrando a Grados 10-12 necesitan*

- 5 Difteria, Tétano y Tos Ferina (DTaP)
- 1 Tdap
- 4 Polio
- 1 Varicela (Chickenpox)
- 2 MMR o 2 Sarampión, 1 Paperas, 1 Rubéola
- 3 Hepatitis B

* Las dosis requeridas varían dependiendo de la edad de su niño y cuándo fue vacunado la última vez. Por favor verifique con su escuela o proveedor de salud para estos detalles.
Register for the New Districtwide Volunteer Management System

The District is moving to a new system wide volunteer management system called Better Impact and the access portal myvolunteerpage.com. This comprehensive system includes a streamlined application and integrated Background Check with biannual renewal.

This month, Montclair will begin the process of transitioning to Better Impact and myvolunteerpage.com


You can also find the Volunteer Application on the front page of your school’s website under Resources.

All volunteers, including new and returning, will need to complete a profile on the new system to volunteer with the Beaverton School District.

In completing the volunteer interest section, please include all schools where you would like to volunteer. If you have already created a profile on myvolunteerpage.com for another BSD school, you do not need to reapply.

By completing either the Parent/Guardian or Community Volunteer application, you will create a profile that will help you update and manage your volunteer activities and information. You will be able to use this profile from your first volunteer activity through your last!
How to Complete an On-Line Volunteer Profile

By completing either the Parent/Guardian or Community Volunteer application, you will create a profile that will help you update and manage your volunteer activities and information. You will be able to use this profile from your first volunteer activity through your last!

All volunteers, including new and returning, will need to complete a profile to volunteer with the Beaverton School District.

1. **Select an application.** Please click on the link for the appropriate application, either the Parent/Guardian or Community Volunteer application. Select “I am new to myvolunteerpage.com.”

2. **User Name and Password.** Please select a user name and password that will be easy to remember. You will be asked to read and agree to follow District Confidentiality and Volunteer Guidelines.

3. **Create your profile.** This section will include the Background Check and information about your interests as a volunteer. Under the volunteer interest section, include *all schools where you would like to volunteer*. Please click on the ① for more information on specific questions or required agreements.

4. **Activation pending Background Check.** As soon as your Background Check is complete, your profile will be activated!

5. **Sign up.** You can click into any activity or field that is underlined for more details or description. Activities will be different for each school you have selected. After signing up for an activity, you may need to log back into your profile to see if you have been assigned and to confirm your availability.

6. **Editing your profile.** After you’ve completed your profile, you can add schools, sign up for activities, make edits to your profile information, track volunteer time, see updated information from your selected schools, etc.

<table>
<thead>
<tr>
<th>Home</th>
<th>Sign Up</th>
<th>Assignments</th>
<th>Hours Log</th>
<th>My Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>News, documents &amp; view upcoming shifts</td>
<td>View &amp; sign up for volunteer activities</td>
<td>View assignments for all locations you have selected</td>
<td>Log after hours volunteer time</td>
<td>Update personal information</td>
</tr>
</tbody>
</table>

If you forget your username or password, click on the link “Forgot my password” on the login screen.

- If you have forgotten your password, you can enter your username and click on “reset password” button to have that emailed to you.
- If you have forgotten your username, you can enter the address associated with your profile and click on the send username button to have that emailed to you.

8/24/15
Inscríbase al Nuevo Sistema de Administración de Voluntariado del Distrito

El Distrito está cambiando a un nuevo sistema de administración de voluntariado llamado Better Impact, así como su acceso al portal myvolunteerpage.com. Este es un sistema integral que incluye una solicitud de internet y una Verificación de Antecedentes Criminales con una renovación bienal.

Este mes, Montclair se iniciará el proceso de transición a Better Impact.

Inicie aquí

http://bit.ly/1O8hUfc

Usted también podrá encontrar la solicitud de voluntariado en la primera página del sitio web en Resources.

Todos los voluntarios, tanto los recientes como aquellos que nuevamente desean serlo, tendrán que completar su perfil informativo en el nuevo sistema de voluntariado del Distrito Escolar de Beaverton.

Cuando esté llenando la solicitud de voluntariado, hay una sección donde podrá indicar todas las escuelas en donde a usted le gustaría ser voluntario. Si usted ya ha creado un perfil en myvolunteerpage.com para otra escuela del Distrito Escolar de Beaverton, no es necesario llenar otra solicitud.

Al completar la solicitud, ya sea del Padre/Tutor o de un Voluntario de la Comunidad, se va a crear un perfil que permitirá actualizar y administrar la información y actividades de voluntariado. ¡Usted podrá utilizar este perfil desde la primera hasta la última actividad de voluntariado!
Como Llenar Su Perfil de Voluntario por Internet

Al llenar su solicitud como padre de familia/tutor o como voluntario de la comunidad, va a crear un perfil que le ayudará a actualizar y organizar sus actividades e información como voluntario. ¡Usted podrá usar este perfil desde su primera actividad como voluntario hasta la última!

Todos los voluntarios, incluyendo los nuevos y los que están de regreso, tendrán que llenar un perfil de voluntario con el Distrito Escolar de Beaverton.

1. **Selezione una solicitud.** Por favor haga clic en el enlace para la solicitud adecuada, ya sea la de padre de familia/tutor o la de voluntario de la comunidad. Seleccione “I am new to myvolunteerpage.com.”

2. **Nombre de Usuario y Contraseña.** Por favor elija un nombre de usuario y contraseña que le sea fácil de recordar. Se le pedirá que lea y acepte el Reglamento de Confidencialidad y Guía de Voluntarios del Distrito.

3. **Crear su perfil.** Esta sección incluirá la verificación de antecedentes criminales e información sobre sus intereses como voluntario. En la sección de intereses como voluntario, incluya todas las escuelas en donde desea ser voluntario. Por favor haga clic en  para mayor información sobre preguntas específicas o requisitos.

4. **Activación en espera de Verificación de Antecedentes Criminales.** Tan pronto como su verificación de antecedentes criminales se haya completado, ¡su perfil se activará!

5. **Regístrese.** Puede hacer clic en cualquier actividad o área que esté subrayada para ver más detalles o descripción. Las actividades serán diferentes para cada escuela que haya seleccionado. Después de seleccionar una actividad, puede ser que tenga que iniciar la sesión en su perfil para ver si se le ha asignado y para confirmar su disponibilidad.

6. **Editando su perfil.** Después de que haya completado su perfil, puede agregar las escuelas, apuntarse para actividades, hacer cambios a la información de su perfil, registrar horas de voluntariado, ver información actualizada de sus escuelas seleccionadas, etc.

<table>
<thead>
<tr>
<th>Inicio</th>
<th>Registro</th>
<th>Actividades</th>
<th>Horas</th>
<th>Mi Perfil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noticias, documentos y ver las próximas responsabilidades</td>
<td>Ver y apuntarse para las actividades de voluntariado</td>
<td>Ver actividades de todos los lugares que ha seleccionado</td>
<td>Apuntar las horas después del voluntariado</td>
<td>Actualizar información personal</td>
</tr>
</tbody>
</table>

Si no recuerda su nombre de usuario y contraseña, haga clic en el enlace “Forgot my password” en la pantalla de inicio de sesión.

- Si ha olvidado su contraseña ingrese su nombre de usuario y haga clic en el botón “reset password” para que se le mande por correo electrónico.
- Si ha olvidado su nombre de usuario, puede ingresar la dirección relacionada con su perfil y haga clic en el botón de enviar nombre de usuario para que se le envíe por correo electrónico.

8/24/15
Emergency Information

Inclement Weather and Emergency School Closure:

School is sometimes delayed or closed due to winter weather. Decisions about school delays and closures will be made as early as possible. Announcements will be made regularly on our local radio and T.V. stations, or you can visit our district website at:

http://www.beaverton.k12.or.us/home/departments/public-safety-and-security/

If you’re following the Montclair Twitter account you’ll have access to up to the minute emergency notices as well. Follow us on Twitter @MontclairBSD.

There may be times when the closure will just affect Montclair School. For these cases and in order to help reduce anxiety for students and staff, we ask every family to have an early closure plan in place with the school. At the beginning of each school year, parents will be asked to complete the Inclement Weather/Emergency Closure information on the verification of enrollment form.

Classroom teachers and the office will keep the plans on file and will follow them if needed. If you need a form or need to make changes to your existing form, please contact the school office. Phone contacts during early closures will be limited.

Snow Day Schedule

Due to inclement weather, school may be delayed two hours, possibly on snow routes or closed for the day. If your bus does not have a snow route, it will be two hours later than the usual time. If your bus is on snow routes, check online to see if your regular stop is on the route that day and if not determine the stop your child should use to and from school. This information is posted on the district website. Go to District, Departments, and Transportation and then under quick links to snow routes listed by schools. It’s always good idea to send a note to your teacher of any going home changes.

Emergency Drills: Fire/Earthquake/Stranger Danger

We practice evacuating the building once a month as a fire drill. In addition, our students and staff participate in “duck and cover” earthquake drills. Helping students prepare for an event in which a stranger nearby is a necessary precaution. Lock-out and Lock-in drills are practiced throughout the school year. These drills are not always announced to students in advance and we select different times during the day/year to conduct emergency drills. If parents are in the building during one of our drills they are expected to follow emergency drill procedures.
School Bus Procedures

Schedule and Route Information:
Your student’s bus route information for the Montclair attendance area is available on the District website. Go to District, Departments and Transportation and under quick links. If you have questions or concerns about your child’s bus, please call Transportation Office at 503-356-4200.

When you have received the bus information, please review it with your child (ren) so that they know both their bus number and when they should be at the bus stop in the morning. Please anticipate and be patient with the inevitable changes as new student enrollment affects existing schedules. Students wishing to get off at a stop other than their own must bring a dated, signed note to the office or teacher, then give the note to the appropriate bus driver. Any schedule changes must be made one day in advance.

Montclair Elementary School: Bus Safety Pledge
I understand that my school bus driver is responsible for my safety, and for the safety of others on my school bus. I also understand that I am to follow the bus driver’s instructions and the State of Oregon safety rules as listed here:

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both in the morning and afternoon.
5. Pupils shall not eat on the bus.
6. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
7. Pupils shall remain seated while the bus is in motion.
8. The bus driver may assign pupils seats.
9. When it is necessary to cross the road, pupils shall cross in front of the bus or as instructed by the clear signal of the bus driver. Wait for the signal!!!!!
10. Pupils shall not extend their hands, arms, or heads through the bus windows.
11. Pupils shall have written permission to leave the bus at other than their regular stop.
12. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
13. Pupils shall not open or close windows without the permission of the bus driver.
14. Pupils shall keep the bus clean and must refrain from damaging it.
15. Pupils shall be courteous to the driver, fellow students, and passersby.
16. Pupils shall keep hands, feet and objects to selves.
17. Pupils will select a seat quickly and remain seated at all times. Pupils must be willing to share a seat with at least one or two other students.
18. Pupils who refuse to obey promptly the directions of the bus driver, or refuse to obey regulations may forfeit their privilege to ride the buses.

Bus Stop:
Students riding the school bus will arrive at the bus stop on time. Students will load and unload the bus in a safe and orderly fashion.

Riding the School Bus is a Privilege:
Those not following bus rules may lose their right to be transported to and from school. Four things can happen if a child does not follow safety rules:
• Bus driver tells child the proper behavior and child follows direction
• Child could be assigned a seat for the trip or for the day
• Child could be assigned a seat for a period of time
• Child could be given a citation
A student who receives a bus citation must have it signed by both the school principal and the parents. The principal will determine consequences of the citation and it is possible to lose bus-riding privileges based on the severity or persistence of a problem.
Educational Services

Talented and Gifted Program:

The Beaverton School district offers a Talented and Gifted program for academically advanced students in grades K-5. Montclair students will be served at the building through in-class activities. Any questions regarding the program or qualification procedures should be directed to the Principal or Tag Facilitators. Any questions about TAG instruction should begin with the student’s teacher.

Speech Therapy:

The Beaverton School District provides speech therapy for those students who have been identified as needing the services of a speech pathologist. For information, call the school office.

School Psychologist:

The psychologist works with special education staff. They administer standardized testing when necessary, provide counseling services to children and consult with teachers regarding a variety of classroom issues.

Resource Room:

Montclair’s Learning Center provides small group, individualized instruction for students who have been identified as having a disability, and whose disability affects their educational success. The goal is to provide direct instruction at the student's present level of functioning to enable the child to develop the skills needed to be successful in the general educational setting. The resourse room provides each student with the individual attention needed to meet his or her goals while integrating the regular classroom curriculum. Decisions about academic needs or IEP (Individualized Educational Plan) goals are made by the team, which consists of parents and school and District personnel.

Physical/Occupational Therapy:

The Beaverton School District provides the services of a physical/occupational therapist for students who have been identified.
English as a Second Language

English as a Second Language (ELL) provides language instruction for students who are “Limited English Proficient”. The ELL-Migrant Program is a part of the Instruction Division of the Beaverton School District and is directed by an Administrator for K-12. The ELL Program goal is to implement the development of English language proficiency in reading, writing, speaking and listening, and to promote academic success in content classes for all second language students. The program serves students in grades K-12 through ELL Centers at the elementary, middle and high school levels. School secretaries direct enrolling families to the Multilingual Department for services.

ELL- Multilingual Department
12500 SW Allen Blvd
Beaverton, OR 9700
Phone -503-356-3755
Fax - 503-356-3760

Once the students have met with the Multilingual Department criteria, they are then directed back to Montclair to meet with their ELL teacher. Our teachers and specialists are available to talk with you about these special service options. Please let us know how we may be of additional assistance to your child.

We are the promise of the future.
Nutrition Services Department 2017/18
(Updated in August. Prices can change.)

School Meals & Nutrition Standards
Nutrition Services serves meals that meet USDA nutrient standards every school day at all sites. At breakfast, students are offered 4 servings from 3 food groups (fruit, whole grains, LF/NF dairy), and students must take 3 servings for the meal to be considered a “complete” meal. At lunch, students are offered foods from 5 different food groups, (fruit, vegetables, whole grains, LF/NF dairy & protein). They must take 3 of the 5 servings, and 1 of the servings must include at least a ½ cup of fruit or vegetables for the meal to be “complete”.

Meal Times
Breakfast is served daily from 8:00am to 8:25am. Lunch is served between 11:15am to 12:35pm.

Menus
Breakfast, Lunch for the current month and A la Carte menus are posted on the Nutrition Services Website at:
http://www.beaverton.k12.or.us/home/departments/nutrition-services/school-meals/

Meal Prices
Meal prices for 2017-18 school year are:
- Breakfast $1.45 full price Free (for students eligible for Free & Red. Meal Benefits)
- Lunch $3.05 full price $0.40 reduced price
- Adult Breakfast: $2.00 $0.50 Milk
- Adult Lunch: $4.50

Free & Reduced Price Meal Benefits
If a family is experiencing financial need, then parents may complete one application for meal benefits for all students in their family. Meal benefits on-line application and instructions are available at http://www.beaverton.k12.or.us/home/departments/nutrition-services/national-lunch-program/. Paper copies will also be available in the school office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student’s meal benefit status are completely confidential.

Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, a new application is required for each school year. For more information please call: Nutrition Services Meal Benefits Office at 503-356-3957 or ELL Multilingual Department at 503-356-3755.

Student Meal Accounts & Making Meal Payments
Each student is assigned their own individual meal account which they can access 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 café. When making a payment, please indicate your student’s first and last name along with his/her PIN, on the memo line of the check. It’s best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. Some schools have payment drop boxes or baskets in the main office that you may also use for deposits, however, it’s possible the payments may not be applied in time for use at the next meal service.
- Making payments either online or by a toll free number. Parents can register and log onto www.mypaymentsplus.com/ or call 1-800-810-6425 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 about registering for a free mypaymentsplus account is available on the Nutrition Services website: http://www.beaverton.k12.or.us/home/departments/nutrition-services/mypaymentsplus/ or by calling 1-877-237-0946.
- In emergencies, students can charge a meal, but are limited to charging up to the cost of 3 lunches. When account balances get low, or each time a student charges, s/he will receive a verbal reminder that the account balance is getting low and/or is negative. Each time a charge is made, an automated voice mail message will be sent from the district to the parents/guardian, informing them of the amount that is owed. (Please note that it is parent/guardians’ responsibility to ensure the school has a current phone number on file.) At some schools, students may also receive a hand stamp, or a note as a reminder. After 3 charges, the cashier will give students an “emergency meal” of a fruits & vegetables & a carton of milk, in lieu of the complete meal. Please see the information above regarding easy ways to track your student’s meal balance.

Whenever your student graduates to the next level or transfers to another school within BSD, his/her account balance will transfer too.

A la Carte Menu & Prices
Individual meal components (e.g. cartons of milk) are sold separately from the complete meal. Each of these “a la carte” foods meets the Oregon School Nutrition Standards Act. http://www.beaverton.k12.or.us/pdf/nut_serv/nut_serv_1B2650%20-%20Oregon%20law%20336_429%20200808.pdf

Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above under the “Menu” section. Students may purchase these items only if money has been deposited into their meal account, (see information above on how to make deposits).

Meal Etiquette
Health department regulations stipulate that students should wash their hands before eating and are not allowed sharing any portion of their meals. Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste.