



Home of the Tigers

**2017-2018
Parent/Student Handbook**

**3670 SW 78th Ave.
Portland, OR 97225**

**Phone 503-356-2500|
Attendance Line: 503-356-2501
Email: firstname_lastname@beaverton.k12.or.us**

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MESSAGE FROM THE PRINCIPAL

Dear Raleigh Park Students and Parents:

On behalf of the Raleigh Park staff, it is with great enthusiasm and excitement I welcome you to the 2017-2018 school year! Educating the students in its current location since 1960, Raleigh Park is a proud learning community, steeped in tradition and excellence. Whether you are new to the Raleigh Park community and/or your youngest is entering their last year, I fully expect you to experience a school year in which dedicated, skilled and compassionate educators work daily to instill the knowledge and skills that prepare your students for all the 21st Century has to offer.

To this end, Raleigh Park is a fully authorized *World School*, as recognized by the *International Baccalaureate Organization (IBO) Primary Years Programme (PYP)*. The Primary Years Programme values student curiosity and interests as a means of seeking transdisciplinary understanding of their place in the world, prepared for all the world has to offer.

Moreover, Raleigh Park is designated as a *Future Ready* school. According to the Beaverton School District's Future Ready Vision, "*Education should be collaborative, responsive and relevant, prepare all students to adapt to an ever changing future, and inspire and support teachers to innovate instructional practice and professional learning.*" Future Ready schools have committed to building-wide change, integrating technology into the teaching and learning process, integrating research and cutting-edge teaching tools to support student engagement and innovation.

At Raleigh Park, we honor the Beaverton School District's Pillars of Learning that expect EXCELLENCE, INNOVATION, EQUITY and COLLABORATION. With a shared vision of education that esteems the needs of the individual learner in an environment of high expectations, we will nurture and challenge your child to think creatively and critically in a manner that honors self-direction and collaboration so as to empower them to navigate the world around them, locally and globally. I invite you to join us on this journey!

Please go online to review the Beaverton School District's Student/Family Handbook (SFH) at: [BSD SFH](#). A copy of the SFH is also available upon request in the school office. Together we will make this an amazing year!

At Raleigh Park, *Graduation starts here!*
Brian Curl – Principal
Follow me on Twitter @briancurl

RALEIGH PARK MISSION

RALEIGH PARK ELEMENTARY is a community committed to developing compassionate, engaged global citizens. Together we are building a rigorous learning environment that values inquiry, equity, diversity, action and reflection.

LA ESCUELA DE RALEIGH PARK es una comunidad dedicada al desarrollo de ciudadanos globales compasivos y comprometidos. Juntos estamos construyendo un ambiente de aprendizaje riguroso que aprecia la investigación, la equidad, la diversidad, la acción y la reflexión.

BEAVERTON SCHOOL DISTRICT

MISSION: Engage our students in rigorous and joyful learning experiences that meet their individual needs so they may thrive, contribute, compete, and excel.

VISION: Every Beaverton student EXCELS. All students earn a high school diploma and are prepared for post high school learning.

GOAL: WE empower all students to achieve post-high school success.

PILLARS OF LEARNING:

WE Expect EXCELLENCE
WE INNOVATE
WE Embrace EQUITY
WE COLLABORATE

2017-2018 RALEIGH PARK STAFF PHONE LIST

POSITION	NAME	EXT.	ROOM
Principal	Mr. Brian Curl	62503	OFFICE
Principal's Secretary	Mrs. Karen Youngs	62502	OFFICE
Secretary	Mrs. LeAnn Haslett	65100	OFFICE
Full Day Kindergarten	Mrs. Leslie Buhler	65112	A116
Full Day Kindergarten	Mrs. MaryCay Robinson	65111	A110
Full Day Kindergarten	Mrs. Stephanie Wollmuth	65103	A116
Full Day Kindergarten	Ms. Elizabeth Fennell	65113	A118
First Grade	Ms. Elisabeth Davies	65109	A106
First Grade	Mr. Kurt Reister	65110	A108
Second Grade	Mrs. Ann Baumgartner	65114	A122
Second Grade	Ms. Julia Hittner	65108	A104
Second Grade	Ms. Ami Roberts	65107	A102
Third Grade	Mr. Chris Amorose	65119	B102
Third Grade	Mrs. Alison Bedwell	65120	B104
Third Grade	Mrs. Kelli Blake	65121	B106
Fouth Grade	Mrs. Cheryle Bauman	65131	Port. 1
Fourth Grade	Mrs. Staci Laird	65116	A126
Fourth Grade	Mr. Jeff Scott	65115	A124
Fifth Grade	Mrs. Sarah Tracy	65133	Port. 3
Fifth Grade	Mrs. Martha Shaner	65134	Port. 4
PYP Coordinator	Mrs. Stephanie Wollmuth	65103	Office 1
Intervention Teacher	Mrs. Trish Pazdalski	65125	Resource
Intervention Teacher	Mrs. Emily Piersma	65125	Resource
SRC Teacher	Mrs. Lora Ross Dee	65117	A128
Music Teacher	Mrs. Jenny Potter	65122	B116
PE Teacher	Mrs. Christy Wilson	65129	Gym
Spanish Teacher	Ms. Courtney Elliot	65118	B100
ELL Teacher	Mrs. Lynne Fowler	65132	Port. 2
ELL Teacher	Mrs. Kelli Scardina	65132	Port. 2
Learning Specialist	Mrs. Leslie Buhler	65123	Resource
Learning Specialist	Mrs. Dahviya Eriksson	65123	Resource
Technology	Mrs. Nancy Corona	65106	A100
Library Media Asst.	Mrs. Yvonne Kimber	62506	Library
Instructional Asst.	Mrs. Kathleen Boyko	65125	Resource
Instructional Asst.	Mrs. Gale Foster	65125	Resource
Instructional Asst.	Mrs. Judy Lowe	65125	Resource
Instructional Asst.	Mrs. Kathleen Casey	65134	Port. 4
SRC Instructional Asst.	Mrs. Michelle Passmore/Ms. Kelsey Tennyson	65117	A128
School Psychologist	Mr. Jacob Begansky	63862	Conf. Rm
School Counselor	Mr. John Deihl	62504	Office 2
Speech/Language	Mrs. Ali Adelman	65124	Resource
Custodian	Mr. Al Regensburger/ Mr. J.R. Bonifacio	65126	Cust Office
CNS Manager	Mrs. Kami Clevenger	62507	Kitchen

THE SCHOOL DAY

8:10 - 8:25 Students arrive and report to the gym, cafeteria, or the playground. Lunch tickets may be purchased daily in the cafeteria. Breakfast is served in the cafeteria at this time.

8:25 At the sound of the bell, students walk to their classroom.

	Recess	Lunch
K	11:15-11:35	10:50-11:10
1	10:50-11:10	11:15-11:35
2	11:20-11:45	11:50-12:10
3	11:40-12:00	12:05-12:25
4	11:55-12:15	12:20-12:40
5	12:10-12:30	12:35-12:55

3:00 Dismissal for Kindergarten, First, Second Grade

3:05 Dismissal for Third, Fourth, Fifth

Supervision is not provided until 8:10 a.m. in the cafeteria, playground and front porch. We ask that children do not arrive to school prior to that time. When school is dismissed, we also ask that children go directly home or to the place designated by the parent, as after school the staff does not provide supervision. The Beaverton School District is not responsible for accidents or injuries during those times.

*Parents transporting children to or from school need to drop students safely on the curb next to the West Slope Library so that students can use the crosswalk to enter or exit the school. Parents entering the building should park in designated parking spaces, **not the drop off area**. Parents and students should never walk between parked school buses, or block bus lane.

Early Release/Teacher Collaboration

Beginning September 13, 2017, the District will implement a 90-minute early release on Wednesday afternoons to allow educators time to collaborate and participate in professional development opportunities.

- Elementary schools that start at 8:30 a.m. will dismiss at 1:35 p.m. on Wednesdays only.

PRIMARY YEARS PROGRAMME (PYP)

Raleigh Park is an authorized *Primary Years Programme (PYP) World School*. The PYP is the elementary school section of the International Baccalaureate Organization (IBO). The IBO is a world-wide school organization that aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. It also encourages students to become active, compassionate and lifelong learners who understand that other people, with their differences can also be right.

The PYP classroom is a place characterized by purposeful inquiry where both teacher and student input are valued. The curriculum asks teachers to incorporate current standards and targets into six units of inquiry throughout the year. This allows for skills to be taught across the subject areas, while being connected to a larger global concept. Students will be encouraged to take part in their own learning by asking questions, finding answers, and reflecting on what they have learned through an inquiry model of instruction.

FUTURE READY, MEDIA & TECHNOLOGY SERVICES

Raleigh Park School is entering its second year as part of the Future Ready program. The goal of Future Ready is to help your child develop the skills, digital citizenship and creativity using technology needed to be college and career ready. This program provides support in the form of a Library and Instructional Technology teacher, who works with classroom teachers to develop lessons and projects, and new technology for students and teachers to use. During the 2015-2016 school year, we added about 240 new devices to our current technology. We now have one Chromebook for each student in third through fifth grades, and a ratio of about two or three students for each iPad in kindergarten, first and second grades.

The Raleigh Park School Library is a place of fun and opportunities for learning. Your child is encouraged to come to the library to hear great books, develop the skills to find wonderful books to take home, and use digital resources to research and explore. Encouraging children to read for pleasure is a great way for parents to support the growth of reading skills, and showing an interest in the books your child selects is a strong reading motivator for many children. Our library contains over 12,000 books on a variety of topics and reading levels. You can work with your child's teacher to help select books appropriate for their reading level, interests, and personal readiness. Please contact your child's teacher if you have any concerns about your child's reading selections. Feel free to visit our library to browse our collection and check out materials. We can create a parent account that you can use to check books out from our library in addition to the ones your child borrows.

Our library has undergone many exciting changes in furniture and function thanks to the amazing generosity of our PTO and additional Future Ready and District funds. We continue to develop our Makerspace designed for children to explore, build, create, and work with technology. We hope you stop by and see what a wonderful space we are planning for your children.

STAFF DEVELOPMENT/PLANNING DAYS

The District has scheduled teacher workdays and staff development days during the 2017-2018 school year. These days are set aside for district and school based professional development to meet the needs of teachers and staff. The Raleigh Park School's staff development days will be used for team and individual planning to meet the needs and goals as established and directed by the staff and Site Council. Raleigh Park will use these days to develop programs and instructional materials to help ensure success for all students.

COMMUNITY PARTNERSHIP TEAMS

The Beaverton School District believes it takes everyone in the community to help our children be successful. WE encompass individuals, businesses, faith leaders, teachers, principals and community. Each school has a Community Partnership Team that bring parents and community into the school. Bringing these groups together creates a collaborative approach at the school level that is supported and encouraged at the District level and by the School Board. Current Community Partnership Team Members are:

Brian Curl- Principal
Patti Coleman- Parent
Ryan Deckert- Parent
Melissa Riley- Parent
Paul Lyda- Associate Pastor, St. Matthew Lutheran Church

Please contact Karen Youngs if you would like to learn more about the role of Community Partnership Teams at Raleigh and/or are interested in understanding how you can best contribute your time, talent and treasure for the betterment of our learning community.

Raleigh Park 2017-2018 PTO KEY POSITIONS

Executive Committee

President	Karen Eggert	mizscarlett@yahoo.com	971-235-4080
Vice President	Wade Flanagan	wadeflanagan@outlook.com	503-701-9794
Treasurer	Suzanne Meyer	canslups@gmail.com	415-939-2925
Secretary	Nicole Ruggiero	nsruggiero@gmail.com	541-2064530
W & M Co-Chair	Kristina Perry	kristina_perry@fsafood.com	503-329-4192
W & M Co-Chair	Jessica Wilde	jesslove2000@hotmail.com	503-312-4414
Volunteer Co-Coordinator	Kristine Morescalchi	kmorescalchi@yahoo.com	503-297-7360
Volunteer Co-Coordinator	Amy Prewett	adprewett@yahoo.com	503-803-5853
Communications Coordinator	Melissa Lee	sangl3333@comcast.net	971-222-9264
Past Officer	Maureen McGrain	mmcgrain@gmail.com	503-830-5957

Fundraising Activities

Box Tops Coordinator	Gretchen Cook	gretchen.cook@gmail.com	503-360-2589
Jog-a-thon Coordinator	Maureen McGrain	mmcgrain@gmail.com	503-830-5957
Spirit Wear Coordinator	Laura Strickland	dailybird@gmail.com	503-260-2007
Scrip Coordinator	Robin Blair	kit_and_robin@yahoo.com	503-477-7219

Communications and Community Building

School Roster Coordinator	OPEN		
Hospitality Co-Coordinator	Melissa Lee	sangl3333@comcast.net	971-222-9264
Hospitality Co-Coordinator	Andrea Thomas	relax8ion4u@yahoo.com	503-740-6741
Kindy Welcome Committee	Maureen McGrain	mmcgrain@gmail.com	503-830-5957
Tiger Striders Coordinator	OPEN		
Webmaster	OPEN		

Special Events

Book Fair Coordinator	Amy Rice	amymrice@gmail.com	503-291-1089
Carnival Coordinator	Kristen Myklebust	kristen.myklebust@gmail.com	971-235-8200
Carnival Coordinator	Cathy Hernandez	chernandezny@yahoo.com	503-201-1914
5 th Grade Activities Coordinator	Kristen Myklebust	kristen.myklebust@gmail.com	971-235-8200
5 th Grade Activities Coordinator	Woody Myklebust	atwoodmyklebust@yahoo.com	
Picture Day Co-Coordinator	Melissa Lee	sangl3333@comcast.net	971-222-9264
Picture Day Co-Coordinator	Andrea Thomas	relax8ion4u@yahoo.com	503-740-6741
Sock Hop Coordinator	OPEN		
Talent Show Coordinator	Melissa Riley	melissapgh@hotmail.com	503-626-1936
Field Day Co-Coordinator	Mark Hanken	mkhanken@comcast.net	503-206-7114
Field Day Co-Coordinator	Peter Jewett	jewett@gmail.com	650-862-4254
Play Coordinator	OPEN		
Jump Rope for Heart	OPEN		

Classroom Support

Art Literacy Coordinator	Laura Buck	satterfieldbuck@gmail.com	503-310-1319
Art Literacy Kiln Coord.	Joel Henriques	jch200@mac.com	503-860-2992
Mileage Club Coordinator	Peter Jewett	jewett@gmail.com	650-862-4254
Vision/Hearing Screening	Kristina Perry	kristina_perry@fsafood.com	503-329-4192
Battle of the Books Co-Coord.	Karen Eggert	mizscarlett@yahoo.com	971-235-4080
Battle of the Books Co-Coord.	OPEN		
Passport Club Co-Coord.	Ammon Riley	ammon.riley@gmail.com	503-626-1936
Passport Club Co-Coord.	Melissa Riley	melissapgh@hotmail.com	503-626-1936

Community Services

L&F/Clothes Closet	OPEN		
Garden Committee Coord.	Heather Johnson	hejohnson.peterson@gmail.com	503-421-1226
Project BACK	Patti Coleman	patticoleman@comcast.net	503-292-2632

INSTRUCTIONAL VOLUNTEER PROGRAM

Opportunities include:

- Tutor students
- Assist with clerical work
- Develop art projects
- Chaperone field trips
- Help with special classroom projects
- Bring special talents/career skills for a classroom visit
- Resource person (one per classroom - assist teacher in placing volunteers, telephoning, etc.)

The instructional enrichment provided by classroom volunteers greatly adds to the quality of education at Raleigh Park.

NO EXPERIENCE NECESSARY, HOURS ARE FLEXIBLE AND THE REWARDS ARE GREAT!

All volunteers are expected to read and sign a commitment to our volunteer guidelines. All new volunteers are expected to attend a volunteer training before they may volunteer in school.

REMINDERS TO VOLUNTEERS

Student Safety and Security...

Before volunteering, everyone must complete a confidential background check. This is free of charge. Once completed, your name and phone number will appear on an approved volunteer list available to appropriate staff and volunteer coordinators. No other information will be included on the lists. Applications need to be completed by September 30, 2017. The background check form is available online at: <http://www.beaverton.k12.or.us/volunteer>.

All volunteers are required to sign in and out of the building and wear a nametag when in the school. This is for volunteers' safety and security as well as the safety of the students and staff.

Professionalism...

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and practices. Working with the teaching staff requires flexibility and a willingness to follow directions.

Dependability & Punctuality...

Students, teachers and staff members rely on the services performed by volunteers. We ask that you contact the school if you are unable to volunteer on your scheduled day.

Confidentiality...

Volunteers must protect the teachers' and students' right to privacy. You must not disclose school affairs or personal matters which have come to your attention. Discuss student problems or concerns only with the teacher or staff member with whom you are working; discuss other concerns with the teacher, volunteer coordinator or principal. Each volunteer will be asked to sign an agreement not to share confidential information before they volunteer at Raleigh Park. If private information about students or parents comes back to the school the volunteer's services will be discontinued.

Please call Volunteer Coordinators Kristine Morescalchi 971-998-4278 or Amy Prewett 503-803-5853 for more information.

GETTING TO AND FROM SCHOOL

BUS ROUTES

The district bus supervisor in the Transportation Department establishes school bus routes annually. These schedules are provided to parents prior to the start of school.

RIDER RULES

There are specific rules which students must follow while riding the bus. These rules require the basic expectations, which promote safe transportation to and from school. These rules are distributed annually to all students at the start of the school year and are listed below:

1. Pupils being transported are under 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 an emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
6. Pupils shall remain seated while bus is in action.
7. Pupils may be assigned seats by the bus driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of driver.
13. Pupils shall keep the bus clean, and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passersby.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the buses.

If students do not follow these rules and the bus driver's instructions, any of four things can happen from a student's perspective:

1. My bus driver can tell me the proper behavior and I must do as I am told.
2. I can be assigned a seat for the trip or for the day, and I must take the assigned seat.
3. I can be assigned a seat for a period of time and I must sit in that seat each time I am on the bus.
4. I may be given a citation.

The citation must be signed by a parent or guardian and by the school principal before a student will be permitted back on the bus.

BUS STOPS

Bus stops are established by the Transportation Department and are determined to accommodate the largest number of students and to provide maximum safety. If there is a concern relating to the location of a particular stop, please call the Transportation Department.

RIDE CHANGES

We are able to honor ride changes where students, *with written permission from a parent or guardian* can leave school on an alternate bus so they can visit a friend. If your child will be riding a different bus, PLEASE SEND A NOTE TO SCHOOL telling the teacher and office who your child will be going home with and what bus they are to ride. The child must bring the note to the school office for approval and show the note to the teacher and bus driver. The driver can honor only written instructions approved by the office staff.

TRANSPORTATION DEPARTMENT

Phone.....503-356-4200

PICK UP & DROP OFF SAFETY

At Raleigh Park, we understand safety is the responsibility of ALL adults within the learning community. By nature, children are sometimes unpredictable due to the lack of foresight or situational awareness that comes with maturity and life experience. As they develop, we must rely on the collective wisdom, caution and diligence of adults within our community. Thank you in advance for addressing the following procedures so that we can do our best to keep all children safe!

- On all counts, parents are the best and most effective models for their children when safety is involved.
- Student supervision at Raleigh Park begins at 8:10 each morning. Please help us to keep your children safely supervised with arrival/drop-off times at 8:10 or after.
- If your student rides their bike or scooter to and from school, please remind them to walk their bike/scooter on the sidewalks once on campus and avoid riding them in the parking lot unless accompanied by a parent. Our parking lot is a hotbed of activity before and after school, inclusive of large school buses.
- For parents dropping-off/picking-up students, children should not exit/enter vehicles unless they are in the designated curbside location or parked in a parking spot.
- Curbside drop-off and/or pick-up should be a process for which all children exit/enter on the passenger side. If your student necessitates assistance in getting in and out of your vehicle (or just a hug goodbye), please find a parking spot within the parking lot.
- Please do not block/stop on the crosswalk.
- Vehicles should never be left unattended unless in a designated parking spot.
- Vehicles should not “double-park” within the parking lot. While the lack of parking spaces is frustrating to us all, please keep traffic moving, even if it means you have to circle a few times to find a parking spot or a place along the curb. When vehicles are double-parked, it stops traffic, keeps others from leaving and/or causes vehicles to pass...all dangerous activities in a place where vehicles and pedestrians are in close quarters.
- If you are parked in the parking lot, please remember to use the crosswalk when walking your child to and from the building, even if it's not the quickest or most direct route. Likewise, please teach/remind your children they should always stop, look and listen at all crosswalks and while in the parking lot.
- Please refrain from using phones while driving vehicles in the parking lot. If you must call or text, please use a hands-free device and/or find a parking spot. Because we want to keep vehicles moving, curbside is not an appropriate place to “park” and engage in phone calls or texts.
- All adults on and about campus during the school day must check in at the main office. Volunteer/visitor badges allow us to differentiate those adults who belong with those adults who don't.
- Please report to the office if there is a last-minute change in after-school plans. Students will not be released to adults who come directly to the gym.

Thank you for your partnership!

SCHOOL ATTENDANCE

All children between the ages of six and eighteen years who have not completed the twelfth grade are required to attend regularly a public full-time school district in which the child resides, as provided under ORS 339.010. Also, in order for students to gain the most from school, regular attendance is required unless there is an illness. If your child is ill, it is better to have the youngster remain at home until full recovery is made. All absences require a written excuse stating the dates and reason for the excusable absences as illness or emergency within the family. If the absence has been five days or more or if there was a communicable disease, the principal may ask you for a statement from the medical doctor or health office permitting the child to return to school.

Sometimes after an illness students seem well enough to attend school, but they still have a lingering cough, or runny nose. In these cases, parents may write a request for the child to stay inside during recess. This request can be accommodated for only three days, as there is limited space available in the library and office during recess times.

Homework requests must be received 24 hours in advance. If your child is absent only one day due to illness, homework can be secured when your child returns to school.

STUDENTS ARRIVING LATE

If a student is tardy to school, he/she needs to report to the school office before proceeding to the classroom. If you know that your child will be arriving after **8:30 AM**, please call the office or have your child bring a note. Parents are expected to get their children to school on time.

STUDENTS NEEDING EARLY DISMISSAL

If the student is to be dismissed from school during the day, he/she needs to bring a note from home that states the time the child should be released from class and the reason. This note needs to be taken to the office to be initialed and then presented to the classroom teacher. Parents must arrange to meet the child in the office and sign-out their child. Students cannot be released to adults from the classroom during the school day. This practice is a security measure.

Please notify the school office of any changes to your child's release schedule before 11:00 AM the same day. This will keep classroom disruptions to a minimum and ensure that both your child's teacher and the school office is aware of a change in dismissal in a timely manner. **Only emergency messages will be taken after 2:30 PM.** If at any time the child is to be released to anyone other than the parent or guardian, a call to the school office explaining the situation, followed by a note requesting the child's release and naming the substitute person is required.

VACATION OR EXTENDED TIME AWAY

Because students are only expected to attend school for 180 days a year, we ask parents to please try to schedule vacations around these days. When a student is absent from school for a family vacation, please understand that teachers are not expected to provide homework. We suggest the student keep a daily log or journal and continue to read each day for at least 20 minutes. If a student is absent more than 10 school days, we are required by law to withdraw the student from school. When the student returns to school, the teacher may offer the student the opportunity to make up work that is missed.

SPECIALIZED PROGRAMS

ENGLISH LANGUAGE LEARNERS (ELL)

For many children attending our school and attending other schools in our district, English is their second language. Students in English Language Learner (ELL) programs are taught to communicate in English, in which they receive instruction in English under the guidance of our ELL staff and classroom teachers. By being with other English-speaking children ELL students learn the language very quickly. Our ELL staff work closely with the classroom teachers to provide a comprehensive literacy program that is integrated with the classroom curriculum. We believe this service to ELL students will help them become proficient in English while making progress in all curricular areas.

RESOURCE ROOM

The primary intent of the Raleigh Park Resource Room is to provide an academic service for students who are eligible for Special Education Services. To be eligible for Special Education the students must meet one of the eleven disability categories that are set by the Federal, State, and District qualifications for Special Education. The majority of the students in the Raleigh Park Resource Room are eligible under Learning Disability and Other Health Impaired. The content areas that the students receive service in are Reading, Writing, Mathematics, Task Completion, and Social Skills.

STRUCTURED ROUTINES CENTER (SRC)

The SRC is a specialized program that provides services to students whose Individual Education Plans (IEP) demonstrate a need for communication, socialization, life skills, and academic instruction, as well as provision of sensory supports. Skills are developed through research based strategies with moderate adult support.

STUDENT RECORDS

A student's record maintained by any school in the District shall be available for inspection upon request, by the student and/or the student's parent or legal guardian. The student, parent, or legal guardian may receive a copy of the record and may request a hearing to challenge the accuracy or appropriateness in the record.

The principle of consent will be practiced in releasing student records or personally identifiable information from student records. Pertinent information about school records follows:

1. Student record information is kept for all students. A "cumulative" file, containing information about student progress, health information, and classroom work, is kept in the school. The District keeps some of that information electronically on the computer based Student Record System operated. Requests to review these records should be made to the individual school principal.
2. There are other kinds of information that may be kept on some but not all students. As a parent you are probably familiar with other records that are being maintained on your child. If you were unsure whether other records are being kept, your child's teacher or principal would be your best source of information. As a parent (or student age 18 or older) you have the right to review any of these records. Records of this kind may include:

<u>RECORD</u>	<u>LOCATION</u>
Behavioral information	School
Counseling information	School
Disciplinary information	School Principal
Psychological information	School, Student Services
Special Education information	School, Student Services

3. Parents (and students age 18 years or older) have the right to:
 - inspect all records maintained on a student.
 - request the records be amended if they are believed to be inaccurate, misleading, or if they violate the privacy of the family.
 - request a hearing to challenge the content of the record.
 - release behavioral and/or special education records to another school district or to a third party.
 - obtain a complete copy of school district administrative regulations concerning student records.
4. Copies of the complete Student Records Policy may be obtained at any school office or, at the Administrations Center, 16550 SW Merlo Road. Beaverton, Oregon 97075. Requests may be made in person or by mail.
5. From time to time schools receive requests for directory information (name, address, telephone number [unless unlisted], etc.) If you do **NOT** wish the school to release Directory Information about your child, please inform the school office by the end of the second week of school. This provision will serve as the notice of intent to release directory information unless directed to do otherwise.

STUDENT PROGRESS REPORTS

REPORT CARDS

We have two different report cards: One for kindergarten and one for grades 1 - 5. We hold Parent/Teacher conferences in the fall and spring so that teachers can meet with parents.

CONFERENCES

The dates for Parent/Teacher conferences are:

Fall: October 11th & October 12th
 Mid-Year: March 7th & March 8th

Parents will be contacted by their child's teacher regarding the date and time of the conference.

SCHOOL CLOSURES CAUSED BY WEATHER

Anytime during the school year that unusual weather creates hazardous road conditions, the Superintendent may declare either school closure for the day or a "delayed opening." Delayed opening usually means that the schools will open two hours later than usual. Parents need to be aware that when radio stations give information that Beaverton Schools are opening two hours late it means that the morning Kindergarten sessions will be canceled in ALL schools. The morning announcements usually run from 6:00 a.m. to 7:30 a.m. on morning television programs (KATU 2, KOIN 6, KGW 8 & KPTV 12) and the following FM/AM radio stations:

KKCW(K103) 103.3	KKJZ/KUPL 106.7/98.7
KINK/KEWS 101.9/620	KXL 95.5/750
KEX 1190	KGON/KFX 92.3/1520
KOPB 91.5/550	KKSN(KISN) 97.1
KWJJ 99.5/1080	KKRZ(Z100) 100.3
KBBT 107.5	KMUZ 1230 (Spanish)
KPAM 860	KXYQ 1010
KUPL 98.7	

A recorded message can also be reached by calling the Administration Center at 503-356-4000. When schools are already in session and snow begins to fall, listen to the radio to find out if school will close early. The morning kindergarten session would not be included in this early release; they would leave at their regularly scheduled dismissal time. Afternoon classes would be canceled in this case.

TEXTBOOKS

The district furnishes all textbooks for students in the elementary schools. Students are required to take proper care of all books and materials and are responsible for any damaged or lost items. Fines will be imposed for loss or defacement of any school property. Report cards may be withheld if fines are \$50.00 or more.

FIELD TRIPS

Occasionally, optional field trips will be taken which require an admission fee paid by the students. If a student is unable to pay the school will provide admission. Educational field trips are scheduled by the teachers, and are chaperoned by parent volunteers. Transportation is usually by school bus. Parental permission slips are required before a student can participate in any field trip activity.

SCHOOL SERVICES AND PRACTICES

PHONE/ADDRESS CHANGES

If work or home telephone numbers or home addresses change during the course of the school year, it is imperative that the school office be notified immediately.

EMERGENCIES

If the child is injured or becomes ill while at school, every effort will be made to contact the parent, guardian, or another person designated by them. If the condition of the child becomes worse or is critical, 911 will be called for an evaluation. The school will continue to make every effort to contact the parent, guardian, or designated person regarding the child.

STUDENT VALUABLES/ LOST AND FOUND

Students should never risk bringing money or valuables to school. Children should bring only enough money to school for lunches or for some other specific purpose. Loss of money should be reported to the teacher immediately. This practice will be announced to the students at periodic intervals. Students worried about their possessions being damaged, lost, or stolen should not bring such items to school. The school or district cannot be responsible or replace personal possessions damaged, lost, or stolen at school.

Each elementary school has a lost and found department, which is often overflowing with good clothing and other children's belongings. Our lost and found rack is located in the cafeteria. Encourage your child to report lost articles to the teacher immediately and to look in the lost and found for missing items. Unclaimed clothing is donated to the Clothes Closet organization and will be sent at the end of each month. **Nametags or other forms of identification will be helpful in returning lost items to their owners.**

STUDENTS CALLING HOME

Students are asked not to use the school telephone except for emergencies. They need a phone pass from their teacher in order to use the telephone. Students may use the phone in their classroom only with their teachers' permission. After school activities should be rearranged so that telephoning is unnecessary.

DRESS CODE

Elementary school students are expected to arrive at school neat and clean and dressed in a manner that is not disruptive to an environment conducive for learning. The use of good judgment by parents is relied upon to see that students are appropriately dressed for school and for seasonal weather conditions. Hats are not worn inside the school building.

STUDENT ROSTER

A student roster is prepared each year by the Parent Teacher Organization and provided for families at a small cost. This fee covers the cost of printing the roster and any extra money goes toward school projects supported by the Parent Teacher Organization. The publication contains the name of each student, the parent's names, the address and the telephone number. If you do not wish any or some of this information published, notify the school in writing by September 15, 2017.

STUDENT BIRTHDAYS/PARTY INVITATIONS

Students may not deliver invitations for home parties to classmates while at school or on the bus. Too often children not receiving invitations suffer from this exclusion, so we ask you to deliver invitations personally to children's homes outside of the school day. While we recognize student birthdays at the teacher's discretion, we do not celebrate individual student birthdays at school with parties and or treats.

WITHDRAWALS

It is necessary that a parent contact the school either by a note, telephone, or in person when planning to withdraw their child from Raleigh Park School. This should be done at least two days prior to withdrawal. School records will be requested by the receiving school and will be sent promptly upon receipt of this request.

SCHOOL PICTURES

School pictures are scheduled for **Wednesday, October 11th** and we expect them to be delivered prior to the winter holidays. Class pictures will not be available until after retakes. Announcements are sent home with the students regarding details and cost.

KINDERGARTEN ORIENTATION

Kindergarten orientation for the parents of all children who will be five years old by September 1st, 2018 will be held on **April 11, 2018 at 9:00 a.m.** in the Raleigh Park School cafeteria. Information will be sent prior to the orientation to those who have notified the school that they have a school age child. The purpose of this orientation is to familiarize the parent/child with the school facilities, procedures, and readiness activities. If you know of families with prospective kindergartners, we would appreciate you sharing this information with them and have them call the school any time during the school year.

RALEIGH PARK NEWSLETTER

Information on school activities, student events, and Parent Teacher Organization is in the bi-weekly news bulletin, Raleigh Park Tiger Tales. This newsletter is produced by the office staff and is considered to be the official communication media from the school to the parent. The deadline for submitting articles is on the Wednesday of each week for distribution on the Friday of the same week. The bulletin is posted on our web site at www.beaverton.k12.or.us. Select schools then select Raleigh Park and open Raleigh Park Tiger Tales.

BICYCLES, SKATEBOARDS AND SCOOTERS

Please consider being a part of the Tiger Striders. Join your Raleigh Park neighbors and bike or walk to school! If your child rides a bike or scooter to school, please be sure that your child knows the safety rules. A good secure lock is a necessity, as the school cannot take responsibility for theft. Bikes and scooters must be parked in the racks in front and back of the school. Students are to walk their bikes, scooters and skateboards on school grounds. Oregon state law mandates that all bicycle and scooter operators/riders under 16 years of age are required to wear protective headgear when riding on a highway or on any premises open to the public. Therefore, all of our students operating or riding a bicycle or scooter are expected to wear the appropriate headgear (helmet). After school hours, due to repeated damage to school property, eg: curbs, trees, benches and shrubs, skateboarding and scooter riding are not permitted on any part of the grounds of the school. Students are not permitted to ride gas and battery powered bikes and scooters to/from school.

AFTER SCHOOL CARE

A school age Child Care program exists at Raleigh Park School. It is open to students of Raleigh Park School and operates from 3:00 p.m. until 6:00 p.m. after classes during the school year. The phone number for the day care program is 503-297-6734. The director of the after school program is Lindsay Scanlon.

FALL FAMILY PICNIC & BACK TO SCHOOL NIGHT

PTO Fall Family Picnic is September 7th from 6:00-7:30 pm Parents are encouraged to attend our annual Back To School Night, which is held for them every fall. This is an evening for parents and students is planned for September 21st back to school night is from 6:00-7:00 p.m. It is an opportunity to meet your child's teacher and learn about curriculum, programs, and planned activities for the coming year.

BUILDING LOCKUP

For security reasons all classroom doors are locked during the day when a teacher is not present in the classroom. All outside doors are locked at 4:00 p.m. each day.

KEEPING A STUDENT AFTER SCHOOL

Sometimes it becomes necessary to keep students after school. When keeping students after school, the staff member will make every effort to have the child contact the parent/guardian for permission.

STUDENT CONFIDENTIALITY

Parents who do not wish to have a child's name or photo published i.e. class lists, school roster, work displayed, video taped, community newspaper, etc. need to notify the school in writing by September 15, 2017. While volunteering at school, volunteers must maintain confidentiality about students. Discussion among parents is not appropriate. Any concerns should be addressed to school personnel.

CONCERNS ABOUT YOUR CHILD

If you have a concern or question about your child's learning please contact the teacher first. We ask that concerns be shared respectfully and constructively. We want to know your concerns so we can address them. Please do not let concerns build up. As professionals we will listen and work with you to resolve any issues.

PARENT VISITATION GUIDELINES

For the safety of all students, we are required to know who is in the building at all times. Parents and visitors must drop by the office and sign in every time they enter the building. All visitors must wear a nametag, which can be obtained, in the office. Parents and visitors must do this even if the amount of time spent in the building is short.

All visits to a classroom must be scheduled with the teacher, made at least 24 hours in advance. We encourage parents to volunteer (times to be scheduled by teacher and/or room parent) and but drop-in visits are not permitted. When a parent drops in on a classroom or teacher unexpectedly this disrupts the learning environment. Even if the teacher is alone in the room, this time is critical for them to be prepared for the next lesson or activity the children will be learning. We do not believe anyone wants their child's learning to be disrupted. Visitors are expected to maintain confidentiality regarding information about specific children. Preschool and student visitors are generally frowned upon unless prearranged with the teacher in advance.

2017-18 NUTRITION SERVICES INFORMATION

School Meals & Nutrition Standards

Breakfasts and Lunches, which meet USDA nutrient standards, are available for all students to purchase each day. At breakfast, students are offered foods from 3-4 food groups (fruit, whole grains, LF/NF dairy & protein), and students must choose servings from 3 different groups 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). New USDA standards effective July 1, 2012 require that students must choose at least a ½ cup of fruit or vegetables, or a combination of fruits & vegetables, in addition to servings from 2 other food groups to make the meal a "complete" one.

Meal Times

Breakfast is served daily at 8:10 am.

Lunch is served between 11:00 am and 12:55 pm.

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/>

Free & Reduced Price Meal Benefits

If a family is experiencing financial need, then parents may complete one application for free or reduced price meals 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 503-356-3955 or ELL Welcome Center 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 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 can also use, however, it's possible the payments may not be applied prior to 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 **1-800-816-6425** 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: (<http://www.beaverton.k12.or.us/home/departments/nutrition-services/>), or by calling 503-356-3955.

When account balances get low, students will receive a verbal reminder that they need to bring money. 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 with her.

A la Carte Menu & Prices

Individual meal components 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_HB2650%20-%20Oregon%20Law%20336_423%200808.pdf

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, (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 to share 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.

PLAYGROUND AND GYMNASIUM SUPERVISION

Students are to wear only non-marking athletic shoes in the gymnasium. Students must be supervised at all times while on the playground or in the gymnasium. New students are to be instructed in the safe use of apparatus before using it. The P.E. teacher will issue equipment. All guidelines are developed for student safety with our risk management department.

GENERAL GUIDELINES

- The playground boundaries are the fence to the south, the bottom of the hill to the east, the fence to the north and school to the west.
- The duty person will make the decision regarding field use and equipment during wet weather.
- Balls may not be kicked on the blacktop or chip area or intentionally kicked on the blacktop from the field.
- Students are not allowed to bring toys or equipment from home to be used at recess.
- Students may sit on the platforms or dome when it does not interfere with others using the equipment for the activity for which it was intended.
- Walk to and from the playground on the blacktop.
- Play only in designated areas.
- Be in the right place in the right time.
- Tag games are not allowed on the playground equipment, in the bark chip area or on the blacktop. This is due to the large numbers of students at recess at one time.
- Bark chips need to stay on the ground - Tagging & chase games on the grassy areas only.

HEALTH SERVICES

STUDENT ILLNESSES AND INJURIES

A child who becomes ill or is injured at school will be sent to the health room where a judgment will be made as to the severity of the illness or injury. In most cases (except extremely minor ones) the parents will be contacted immediately. If the parents or guardian of an ill or injured child cannot be reached, then the person designated on the enrollment verification form will be contacted. If no one can be reached (parents, guardian, or emergency contact), then the principal or her designee will make the decision regarding the welfare of the child.

We need your assistance in providing a safe and healthy environment for your child. Please do not send an ill child to school. Listed below are guidelines for when it is appropriate for a child to stay home from school.

Consider keeping your child home with the following symptoms:

- Severe chest congestion (deep, heavy cough) with or without runny nose
- Nausea
- Redness of either eye
- Extreme fatigue
- Rash

Do not send your child to school with the following symptoms:

- Fever of 100 degrees or more
- Vomiting
- Severe diarrhea
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sores that cannot be covered
- Rash with fever
- Jaundice - yellow skin

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up. Children may return to school after recovering, or after a note regarding diagnosis and treatment (if indicated) by their health care provider is received by the school.

VISION & HEARING SERVICES

Vision screening (for all students) and audio metric screening (grades 1, 3, 5 or upon referral) are provided by the Beaverton School District. The school nurse is available on call when needed.

MEDICATION IN SCHOOL

Oregon State Law strictly regulates the dispensing of medications at school. Your cooperation is requested in exploring all alternatives before bringing medications to school. However, sometimes children might need to take medication during the school day. If this is the case for your child, a parent must bring the medication to the school office in the original container. Both over-the-counter medicines and prescription medications are treated in the same way. You must provide the school with a physician's authorization for your child to receive any medication at school. A medication

administration card needs to be filled out and signed by a parent. The pharmacists in our area have indicated their willingness to provide two labeled containers, one for home and one for school. A parent needs to pickup medication at the end of the school year.

IMMUNIZATIONS

Immunizations are available at the Washington County Health Department Clinic, 155 N. First Avenue, Hillsboro, OR 97123 (503-846-8851). The clinic has immunization appointments available in the Beaverton area also, to make an appointment call the Hillsboro office. The clinic requires that you bring your shot records with you. The charge is on a sliding scale. Low-income discounts are available.

The Oregon State Immunization Law requires that all students attending an Oregon school must provide proof of adequate immunization. Parents are required to provide dates, including month and year, for all immunizations. Students must show proof of immunizations upon enrollment in order to attend an Oregon School. New enrolling students who were born outside the United States, Canada, Australia, or Western Europe must present a physician's certificate of freedom from communicable tuberculosis prior to enrollment.

If you anticipate having difficulty in complying with the immunization law, or have difficulty providing the appropriate dates, you may wish to contact your physician or the Washington County Public Health Department (503-846-8851) for assistance.

SYMPTOMS OF COMMON COMMUNICABLE DISEASES AND PESTS

CHICKEN POX

The symptoms are slight fever, loss of appetite, headache, and blister like rash for three to four days. The onset is sudden. The incubation period is about two weeks before eruption. The disease is communicable for five days before the eruption and until seven days after the rash appears. The child should be kept home for a minimum of seven days after the first vesicles appear or until you have a reentry note from the doctor. Children should be kept at home until all the vesicles are dry and scabbed over.

STREP INFECTION

Strep is a bacterial infection, which if left untreated can cause further medical problems. If your child has a fever and/or sore throat and/or a fine rash, please keep your child home. Diagnosis and treatment by a physician is strongly recommended. If your physician diagnoses strep infection, your child may return to school twenty-four hours after antibiotic therapy is started.

PINK EYE OR CONJUNCTIVITIS

"Pink Eye" is a highly contagious bacterial infection, which can be transmitted to other children as well as family members. Symptoms include reddening or swollen eyelids, burning, itchy eyes that may be teary. There may be lid matting and discharge upon awakening. Other symptoms may include vision blurring and sensitivity to light. Please keep your child at home while symptoms persist. Diagnosis and treatment by a physician is strongly recommended to shorten the duration of disease and prevent possible complications.

FIFTH'S DISEASE

This disease is presumed to be caused by a virus. Symptoms include fine red rash on parts of the body exposed to light. They may have a "slapped face" appearance, low fever, fatigue, and sore throat. The rash may come and go and may last for several weeks. The Health Department recommends that students diagnosed with Fifth's Disease be excluded from school while they have a fever. If your child has these symptoms, we strongly recommend that you consult with your physician.

HEAD LICE

This is simply a common, communicable condition and is not associated with poor hygiene. Head lice should be suspected when there is intense itching and scratching of the scalp and the back of the neck, or when there is known infestation in the community. A close examination of the scalp will reveal small, whitish or opaque eggs firmly attached to the hair shaft, especially at the nape of the neck or above the ears. They are about the size of this comma (,). Although dandruff may resemble eggs, dandruff can easily be removed from the hair. The louse egg is firmly attached to the hair and is not easily removed by gently pulling on it. Your physician or the County Health Department will diagnose the condition and prescribe a special shampoo treatment. ALL NITS (egg cases) must be removed from the hair. Students sent home with head lice need to report to the office when they return to school. We would appreciate notification of any known cases so that we may take precautionary measures at school. All information is completely confidential. Periodic screening of classrooms will occur at Raleigh Park.

SCABIES

Rash with intense itching, usually at night, are the first symptoms. Susceptible areas include between fingers, hands, wrists, elbows, and around ankles, legs, and belt line. The only way to find out if your child has scabies is to see your doctor or the Health Department. A rash can be considered communicable unless diagnosed otherwise. If your child is diagnosed with scabies, you will need a note from your physician or the Health Department with permission to return to school.

YOUTH ACTIVITY INFORMATION

Raleigh Hills Little League	503-641-7455
Boy Scouts	503-226-3423
Cub Scouts Service Desk	503-226-3423
Girl Scouts	503-620-4567
Camp Fire	503-224-7800
Raleigh Park After School Day Care	503-297-6734
Tualatin Hills Park and Recreation	503-645-6433
Garden Home Recreation Center	503-629-6341
Cedar Hills Recreation Center	503-644-3855
West Slope Community Library	503-292-6416
Raleigh Park Pool	503-297-6888