

BEVERLY CLEARY SCHOOL  
PARENT AND STUDENT HANDBOOK

2021-2022



## BCS CORE VALUES

---

An inclusive community in which students are confident, curious, empathetic global citizens.

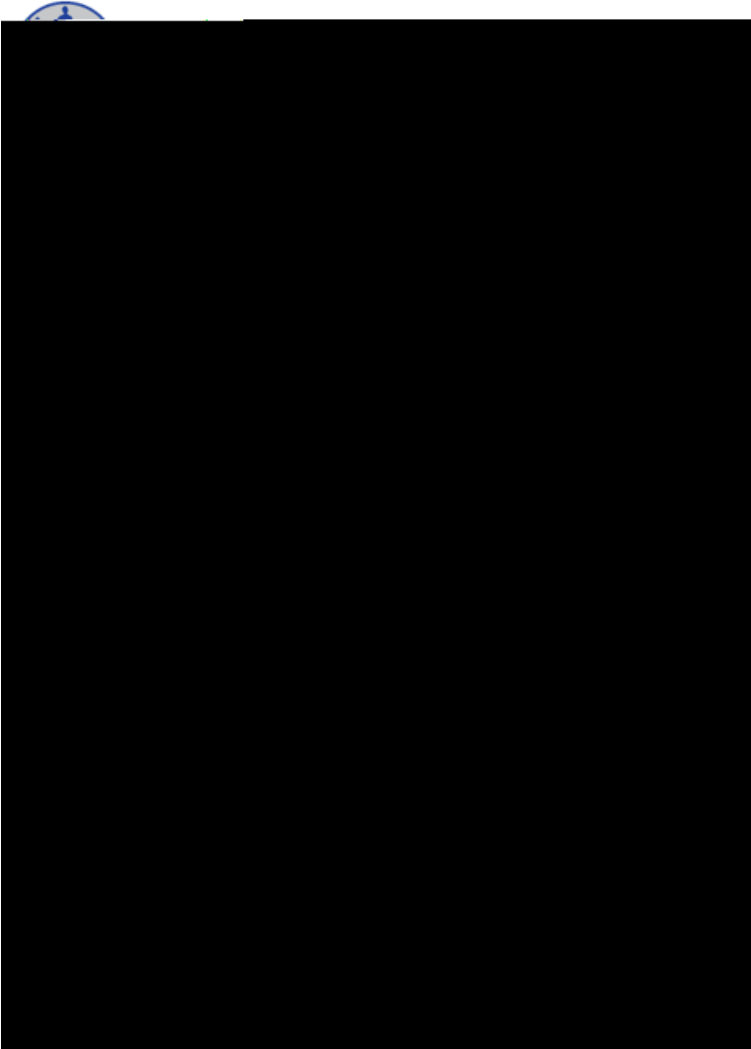
The mission of Beverly Cleary School is to empower our students academically and socially to become global citizens by forming authentic relationships among students, staff and families. We foster academics, critical thinking skills, perseverance and a strong commitment to equity and inclusion.

---

Hollyrood ..... 8:00am-4:30pm

Fernwood ..... 8:00am-4:30pm

---



[Administrative Directive 3.80.011-AD](#) has been written giving direction regarding pets and animals in classrooms and schools. Pets are not allowed at school at any time without the permission of the principal whether or not it is a day with students in attendance. The principal must also approve students wishing to bring a pet for a show and tell experience when students are present. Proof of vaccinations and an explanation of the

## STUDENT RELEASE DURING THE SCHOOL DAY

Students are not permitted to leave school grounds between arrival and dismissal hours without permission from the office. We assume responsibility for each child while he/she is entrusted to our care, which requires full cooperation on the two above points. Parents requesting to remove their child from school during school hours MUST obtain

## SKATEBOARDS/SCOOTERS

PPS policy specifies that students are prohibited from riding skateboards, scooters, and roller blades during the hours of 8:00 AM and 3:30 PM. Students may ride them to and from school. Students are not permitted to use skateboards, scooters, or roller blades on school property or in bus zones. Shoes with wheels in them are not permitted in the building. These items must be transported in a bag while using school transportation. During school hours, these items must be stored in students lockers. Helmets are required. Ramps and other equipment used with skateboards are not permitted on campus. In addition, the school will not be responsible for stolen or damaged skateboards, scooters, or roller blades. Failure to abide by these rules will result in privileges 8:00 AM and 3:30 PM.



may ask teachers for work in advance. However, this may not be possible and is not required. Homework will not be provided if the child's absence is due to a vacation.

## CLASS ASSIGNMENT PROCEDURES

The guidelines we will use in forming homeroom classes are as follows:

A heterogeneous group that has a balance of gender, ethnicity, achievements levels, leadership, and special needs.

Consideration will be given to placing students with at least one friend; however, this may not always be possible.

Parents, who feel they have information to bring to their teacher's attention to assist him/her in the placement of their child, may put it in writing **without** naming a teacher, requesting a student not be placed with a certain teacher, specifying the teacher's gender or describing his/her physical characteristics. If so desired, a copy may also be given to the principal. The deadline for submission of this information will be published for several weeks in spring issues of the parent newsletter.

Please remember that more than one teacher may meet a child's needs and due to circumstances, there may be changes in teacher assignments at grade levels that are unknown at the time class lists are made.

The teachers and administrators make several reviews of the lists before they are finalized.

Because of the detailed process used to formulate 078dA.57>30040cu/F3 12 Tvll(





**School Office:** The school telephone is a business phone for the school. Except in cases of emergency, we will not call students or teachers from the classroom to talk on the telephone. Students permission to use the phone should be limited to emergency calls only. After-school care or instructions must be taken care of prior to the child coming to school.

## PROGRESS REPORTS & CONFERENCES

---

Parent/Teacher conferences will be held during the day and evening on November 25<sup>th</sup> and 26<sup>th</sup>. Mid-term progress reports will be sent to families of 6<sup>th</sup> – 8<sup>th</sup> grade students who are below grade level expectations. Report Cards will be issued following each of the grading periods and are mailed to the address listed in ParentVue. If you ever have a question or concern, contact your child's teacher(s).

### Grading Periods:

End of First Grading Period . . . . .	November 4, 2021
End of Second Grading Period . . . . .	January 27, 2022
End of Third Grading Period . . . . .	April 7, 2022
End of Fourth Grading Period . . . . .	June 10, 2022

## DRESS CODE

---

The Beverly Cleary staff and community value personal choice and individuality. We understand that dress is an expression of one's self. We also understand that age, place, and appropriate dress play a significant role in the classroom environment. Please review the dress code policy below. The Beverly Cleary School guidelines strives to define in print the appropriate dress for school. We acknowledge that we cannot always define every situation. If a student comes to school dressed inappropriately, they will be given something appropriate to wear over their clothing or will be asked to call home to have something brought in to school. If you have any questions, comments, or concerns please contact the school.

The [District Dress Code Policy](#) applies to all schools in Portland Public Schools grades PK-12, except for schools with a Uniform Dress Code policy.



## ELECTRONIC EQUIPMENT

---

All Beverly Cleary families are expected to sign a Student Use of Personal Property Policy.

All electronic equipment including, radios, stereos, pagers, cell phones, video games, laser pens/pointers are restricted during school hours. **Cell phones must be turned off and be kept out of sight during school** unless a teacher sanctions its use for classroom research. If confiscated, it will be secured in the office until a parent/guardian picks it up. If theft occurs, staff time will not be spent on an investigation. We believe there is no reason for a student to use a cell phone during the school day. The office is available for emergency phone calls. Students may ask their teacher for a phone pass.

Beverly Cleary School assumes no responsibility for personal electronic devices (iPod's, PS2s, cell phones, etc.) brought to school that end up lost or stolen. An overwhelming percentage of students carry these expensive items to school creating an ever-growing problem of loss and/or theft. We are unable to investigate thefts of these items or spend time discussing these situations.

## FAMILY INVOLVEMENT

---

**School Visitations for Classroom Events:** We are pleased to have parents visit school. Please come to the office when you arrive, sign-in on the volunteer computer and obtain a nametag. In order to provide security to our students, we must at all times know the identity of persons in the building. Student visitors are not allowed during the school day. This includes students from other schools and relatives of our students.

**Volunteers:** Parents, grandparents, neighbors, and other interested adults serve as volunteers at Beverly Cleary School and greatly enhance our programs. We are always anxious to involve more adults from our community into our school as a source of enrichment and information for our students. Our volunteers increase their understanding of the educational process while making an important contribution to the success of Beverly Cleary School and its students. If you are interested in becoming a volunteer, contact our school offices.

**Parent Teacher Association (PTA):** PTA is the largest and most effective lobbyist for the well-being of all children. Locally, the Beverly Cleary PTA supports the children of our community by organizing special programs, coordinating volunteers, and raising money for school projects. The Reading Challenge, School Grants for Teachers, School Pictures, Health Screenings, 8<sup>th</sup> Grade Promotion, Spookarama, Ice Cream Socials and the Beverly Cleary Directory are all made possible by PTA. Meetings are held each month at the Beverly Cleary Fernwood campus. PTA offers countless opportunities for involvement that will fit into your schedule and interests. Contact PTA for more details.

**Beverly Cleary Foundation:** The Beverly Cleary Foundation is committed to preserving and enhancing the quality of education through a program of goal setting and fund raising. The Foundation works in partnership with school administrators, teachers, and parents to raise funds to address those needs which have the highest priority in building and provide a quality educational program for our students.

## FIELD TRIPS

---

Written permission slips are sent home prior to all field trips. Students are to return the permission slip with a parent/guardian signature prior to the day of the trip. **Students will not be permitted to go on a field trip without parent permission.** Students will not be denied an approved field trip that involves an entire class or grade level due to lack of funds. If assistance is needed, please tell the teacher. Behavioral expectations are the same while on field trips as in the building. Students are to stay with chaperones or staff members. Field trip volunteers are required to have an approved Criminal Background Check. For more information, go to [volunteer.pps.net](http://volunteer.pps.net).

# HEALTH ISSUES AND

Return to school when s/he has been fever-free for 24 hours  
(without medication) and diarrhea/vomit free for 48 hours

**Measles, Mumps, Rubella:**

Exclude immediately

Return to school with physician's permit.

**Pink Eye:**

Exclude immediately

Return to school with physician's permit

**Ringworm:**

Exclude immediately

Encourage treatment immediately.

**Scabies:**

Exclusion required

Return to school with physician's permit

**Head Lice:**

Students found with nits remain at school.

Students with live lice are sent home at the time discovered.

Students with lice and/or nits receive treatment information.

Beverly Cleary School staff and school nurse are here to help parents

## Food Allergies

Due to the fact we have a growing number of students with allergies to peanuts and a variety of nuts, we ask that students not bring products containing nuts or nut products to school. If your child has any kind of food allergy, please inform their teacher.

At lunch, for added safety and reassurance, students with food allergies may elect to sit at a table reserved for students with food sensitivities. Students may take a friend to sit with them to lessen the potential for isolation during lunch. This table will be properly maintained to be a safe place for children with serious allergies to eat lunch. The staff member on cafeteria duty will allow any students with known sensitivities to other foods to move to another table any time the student observes a food allergen at the table where he/she initially sit.

## Health Screenings

Oregon Law says that vision and hearing screenings shall be done to help find children's health problems. The nurse oversees these screenings. The usual screening schedule is:

**Dental:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

**Hearing:** Grades Pre-Kindergarten, Kindergarten, and 1

**Vision:** Grades Pre-Kindergarten, Kindergarten, 1, 3, 5, and 7

If you do not want your child included in these screenings, you must submit a written request to the school each school year. Screening results for dental, hearing and vision are all sent home to parents.

## Providing Medication for Students at School

The schools have only limited personnel or facilities available to control the security of and accurate administration of medications. For this reason, the school must limit strictly the circumstances under which it accepts this responsibility and receives and supervises the dispensing of medications to students. Here are the rules and requirements:

1. **Written directions from the doctor to the school including:**
  1. The name of the drug.
  2. Why the drug is being given.
  3. Dosage.



4. Time to be given.
  5. Duration of therapy.
  6. Child's name.
  7. Possible side effects or reactions and directions if they occur.
  8. The doctor's signature.
2. Medication is to be in the original prescription bottle, clearly labeled with the name of the student, drug, dosage and name of the prescribing physician. (If the child is to also take the medication at home, the pharmacy can issue the medication in two separate containers.)
  3. Unused medications must be picked up by the parent when treatment is complete or at the end of the school year. All medication not picked up will be discarded at the end of the school year.

Over the counter medications include cough drops, aspirin, Tylenol, antacid tablets, or any medication available without a prescription. These will not be administered at school unless so directed in writing by a parent/guardian. Medical forms are available in the office. Please send all medications in the original container to the main office.

## **Health Emergencies**

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

If the student becomes ill during school hours, students must be signed out at the office before going home. A child may not be sent home unless someone is contacted. Our office will contact parents or other designated persons before sending sick student home.

## HOMEWORK

Homework is an extension of a classroom learning experience. It expands the curriculum already taught in the classroom, develops independence, encourages responsibility to be purposeful and productive in carrying out their assigned tasks of school and homework. 1<sup>st</sup>-8<sup>th</sup> grade homework will be based on what is appropriate to the grade level. We recommend parents try to provide a quiet place with a table or desk and proper materials.

**Kindergarten** does not have a homework policy. We encourage students to read with an adult 10 minutes minimum (or on their own) each school night.

**1<sup>st</sup> grade** sends homework home weekly. Teachers collaborate to create the packets, which touch on all content areas. Homework should take about 10

Purpose of 4<sup>th</sup> grade homework:

Independent practice of key skills

Development of responsibility and time management

Completion of long term/independent projects

Completion of unfinished work

**5<sup>th</sup> grade** homework should take no longer than 50 minutes, plus reading. Late homework will be accepted only under special circumstances. Check planner for daily assignments! Each classroom teacher will outline his/her late work policy.

**6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders** should expect homework nightly. 6<sup>th</sup> graders can expect 60-80 minutes, 7<sup>th</sup> graders and 8<sup>th</sup> graders can expect 60-90 minutes of homework per night. Subjects include math, science, social studies, language arts, health, and literature. We recommend that parents check student planners for daily assignments.

Please note: [Requests for](#)

## LOCKERS

Students are assigned a locker during the first few days of class. They usually share lockers with one other student from their class. Students in grades 5-8 are given ample opportunity to practice their combinations at the beginning of the school year. Fourth grade lockers do not have locks. Students are encouraged not to give their locker combinations to other students for security purposes. Lockers are school property and are subject to inspection as deemed necessary by school personnel. Students must leave coats and backpacks in their locker during the school day.

## LOST & FOUND

Please label your child's item

## REGISTRATION FORMS

The registration form is a legal document which allows us to call others in an event of an emergency. All emergency contact and family medical information must be completed for school use in case of an emergency. Please ma



speech or language delayed may be considered for special intervention by our speech/language clinician. If you have questions or concerns about your child's verbal development, consult with their classroom teacher.

## STUDENT RESPONSIBILITIES AND RIGHTS

The Student Responsibilities, Rights and Discipline handbook is published by Portland Public Schools and distributed to students each year. It is the

# TRAFFIC FLOW



Cafeteria	Voice Level: 2 Remain seated and eat Use hand signals to be excused <ul style="list-style-type: none"><li>○ "W" for water</li><li>○ "C" for clean</li><li>○ "T" for bathroom</li></ul> Clean up after yourself Polite table manners
-----------	--

Hallway

Voice Level: K-5: 0 Gr 6-8: 0-2

