

North Gresham Grade School



Home of the North Stars!

Parent/Student Handbook

Be Safe, Be Responsible, Be Kind & Respectful

Dr. Tracy Klinger, Principal
klinger@gresham.k12.or.us

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or group based on race, color, gender, marital status, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, Veteran's status, or genetic information in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

North Gresham Grade School

1001 SE 217th Ave
Gresham, OR 97030
Phone: 503-661-6415
Fax: 503-666-4873
www.north.gresham.k12.or.us
Principal: Dr. Tracy Klinger

Gresham-Barlow School District

1331 NW Eastman Parkway
Gresham, OR 97030
Phone: 503-261-4550

Office/Student Schedule

Monday, Tuesday, Thursday, Friday

Office	8:00 a.m. to 4:00 p.m.
Grades K-5	8:35 a.m. to 3:05 p.m.

Wednesday - Late Start Day

Office	9:00 a.m. to 4:00 p.m.
Grades K-5	9:35 a.m. to 3:05 p.m.

Dear North Gresham Students and Families,

Welcome to the new school year. At North Gresham Grade School, our staff, students, and parents work together to provide a positive learning experience for all students. This handbook is intended to provide useful information about our school to help with the important partnership between parents and school staff.

We believe that parents play an essential role in the success and happiness of their child at school. We encourage you to actively participate in your child's education by showing an interest in what they are learning, asking questions about their work and participating in school activities. Your child's knowledge that you are involved and supportive of the school program almost always leads to greater success for the student.

Our staff is dedicated to providing all students with an education that will prepare them for continuing success in school. We recognize that children come to us from varied backgrounds, environments and with differing abilities. We expect individual excellence from each child while understanding that students learn in different ways and at different speeds. We value input and involvement from families. Regular communication between parents, teachers and students is a key to student success.

We are excited to have started a new year at North Gresham. We strive to provide a safe, positive and rigorous learning environment for all students. We welcome you into our school and classrooms!

Dr. Tracy Klinger
Principal



Parent Involvement

Parent-Teacher Conferences:

In November, parents and teachers will have a time for individual conferences. You will receive a form from your child's teacher to set up a time to meet. The purpose of the conferences is to have a confidential discussion about your child's academic and social development. Additional conferences are encouraged if the need arises and may be initiated by the parent, teacher or principal.

Report Cards:

Formal progress reporting occurs in November, March and June. Parents will be given a report card at the conferences in November. In March and June, it will be mailed to you or sent home with your child. Parents may also receive notes from the teacher or telephone calls throughout the year.

Parents are encouraged to contact their student's teacher any time they have a concern.

Parent Teacher Club (PTC):

PTC is a group of North Gresham parents and staff that work together to encourage parent participation and involvement of families in the school. Parent participation contributes to the development of new ideas, creativity, tradition and ultimately, student achievement. PTC also sponsors wonderful events and activities that students and families can enjoy.

Parents that are involved in PTC often find it easier to navigate within the school and school district, meet other parents and school staff, and at the same time have a greater insight into their child's needs and how they can be met.

As a parent of guardian of a North Gresham student, you are automatically a member of the PTC. District policy does require that you complete a volunteer application, which is available online at our district website (www.gresham.k12.or.us). There are several ways to get involved and the amount of time that you commit is entirely up to you.

**ALL VOLUNTEERS AND VISITORS MUST CHECK IN AT THE
SCHOOL OFFICE**

School Information

Arrival at school:

Students should arrive at school between 8:15 and 8:30. All students enter the side doors on the north side of the school by the gym. All students go to the cafeteria for breakfast or to the gym to wait with their class until 8:30. At 8:30 they will be dismissed to go to their classrooms.

Bikes, Skateboards, Scooters:

All students should use a helmet and following traffic safety rules. Skates and shoes with wheels should be removed when you arrive at school. Lock bikes in the bike rack at the front of the school. Scooters and skateboards go in your classroom closet. Please walk bikes, skateboards and scooters on the sidewalks for everyone's safety.



Breakfast and Lunch:

All students are eligible for free lunch and breakfast at North Gresham.

Help Us Be a Good Neighbor:

If you are driving to school or walking in the neighborhood, please respect the mailboxes, driveways and properties of our neighbors around the school. If a neighbor is trying to pull out of their driveway, please let them out. If you need to turn around, please go around the block rather than using driveways. Please do not park in a neighbor's driveway to pick up your student.



Dismissal Procedures:

- Bus - Students are walked to the busses by their teachers.
- Parent Pick-Up - Parents should wait in the vehicle line in the front of the building and pull forward to pick up child.
- Walkers - Students dismissed out the side door on the north side of the building.

Staff Parking Lot (South side of building):

There is no student drop-off or pick-up in the staff parking lot located on the south side of the building. Because of the configuration of the parking lot, it makes it extremely unsafe to have parents picking up or dropping off their students in the parking lot.

School Supplies:

All elementary schools in the Gresham-Barlow School District have a \$25 per student fee for school supplies. This enables our schools to buy school supplies at a reduced cost and save parents time and money. The fee also helps to ensure that each student has the specific school supplies needed to fully participate in class.

Absences

If your child is going to be absent from school or arrive late, please call North Gresham at 503-661-6415, by 9:00 a.m. In addition, a late student has to check in at the office at the time of arrival for a tardy slip to give to his/her teacher. Students are considered tardy if they arrive after 8:35 a.m.

The safety of our students is our first priority. In an effort to improve our safety practices, we have an automated attendance calling system through School-Messenger. This system will automatically notify parents by phone and/or email when their student has been marked unexcused absent from school.

Unexcused absence calls will be made sometime after 9:20 am. If you know that your child will be out for a planned absence, like an appointment, please notify the office by phone or note prior to the absence. This will ensure you do not receive unnecessary notifications. If you do receive a call, please notify the school immediately of the reason for your student's absence. Also, please update your phone numbers and email addresses as they change so that we have current information.

Students that have an appointment or need to be picked up during the school day must be signed out at the front office.

Our teachers provide a quality educational experience for our students. Without consistent attendance, students may not receive the same educational opportunity as their classmates. This can affect how they feel about themselves and how they relate to their peers. Your effort in ensuring that your child arrives to school on time and attends regularly is greatly appreciated!

Ill Students

If a child becomes ill or is injured at school and must be removed from school, the parent/guardian will be contacted and asked to make arrangements to transport the child. School personnel and volunteers do not transport sick or injured students.



Changes in Transportation

Any child that has a change in transportation after school must provide North Gresham written notice signed by a parent or guardian. The note should include the date of the change and the new bus number or authorized person who will pick up or receive the child on that date with an address and phone number.

If you need to change your child's transportation plans for the day, please call the office by 2:00 p.m. This allows enough time for the office to communicate the change with your child's teacher.

Student Health and Medication

School Nurse:

The Educational Service District provides North Gresham a school nurse one day a week to work in our health room. The nurse demonstrates nursing techniques to staff and monitors students with chronic health problems.

Health Insurance:

North Gresham does not carry medical insurance on children. Health care coverage is the responsibility of the parent/guardian. If your child does not have insurance coverage or if you want to supplement the current coverage you have, you can get information regarding student health insurance from the school office.

Medications:

A medication form must be completed by an authorized person in order for school personnel to administer student medication. Medication forms are available in the front office. ***If your student is taking medication, please complete the form and deliver it, along with the medication to the school office.***



A physician must have prescribed all medications, which must be brought to the school office in the original bottle. The school nurse or another authorized staff member will count all the medication in front of the authorized person, who must then sign in the medication as delivered. An authorized staff person administers the medication at the appropriate times based on the directions on the label.

Oregon state law mandates that students **CANNOT** transport medications (prescription and/or over-the-counter) on the school bus. ***Parents or a designated adult must transport medication to and from school.***

First Student Bus Services

If you have questions regarding **bus routes, bus stops, bus pick-up or drop-off times**, please call First Student Bus Services at 503-665-8193

Reminders:

- An adult must meet all Kindergarten students at the bus stop after school. Students that are not greeted by an adult will be taken to Clear Creek Middle School where they will need to be picked up by a parent/guardian. The school will contact parents as soon as First Student notifies them.
- Parent supervision at the bus stop before and after school is very effective in keeping students safe. It is a parent's responsibility to supervise at the bus stop.
- Helium balloons are not allowed on the bus
- Glass jars or any glass objects are not allowed on the bus
- Live bugs/insects are only allowed if in appropriate containers
- Skateboards/roller blades/skates are allowed if fully contained (backpack-carrying case)

First Student Bus Services provides transportation for all field trips. Your child, however, will **ONLY** be permitted to go on a field trip if an authorized person signs and returns a permission slip to North Gresham by the date stated on the permission slip. Hand-written notes and/or phone calls **DO NOT** replace a signed permission slip. North Gresham strictly adheres to this practice for the safety of all students.

OREGON STATE REGULATIONS

1. Pupils are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited.
3. Pupils shall use the emergency door only in case of an emergency.
4. Pupils shall not bring animals, weapons or other potentially hazardous materials on the bus.
5. Pupils shall remain seated while the bus is moving.
6. Pupils may be assigned seats by the driver.
7. Pupils shall cross the road in front of the bus or as instructed by the driver.
8. Pupils shall not extend their hands, arms or head through bus windows.
9. Pupils must have written permission to leave the bus other than at their assigned stop.
10. Pupils shall converse in normal tones: loud or vulgar language is prohibited.
11. Pupils shall not open or close windows without permission of driver.



Things You Should Know...

Appropriate Clothing:

We support our students' rights of free expression and the right to dress in a comfortable manner while at school. It is critical to keep in mind that we are a public school in an academic setting. Any clothing that is causing a distraction or disruption to student learning will not be permitted at school.

Students should refrain from styles that are **not appropriate** for the public school setting that include:

- Hats or hoods in the building
- Tops that expose the stomach or back
- Tops with narrow straps
- Sagging or ill fitting pants below the hips that expose undergarments
- Clothing containing objectionable language or graphics
- Short shorts or skirts (must be longer than finger length on the leg with arm extended down the side)
- Heelies (shoes with built in wheels or rollers)
- Tube tops or see through tops
- Pajamas or bedroom slippers
- Chains or spiked belts or bracelets

Items from Home:

Students should leave all personal items at home. This includes toys, electronics (Tablets, iPods, video games) and cell phones. There is a chance that special items will be lost, damaged or that they may cause a distraction to student learning. If your child must bring an item from home for an after school activity, it needs to remain off and secure in your child's backpack. Any item that causes a disruption to the learning environment may be confiscated.

Just a reminder... weapons of any kind, real or toy, are never allowed at school. Possession of any unsafe item will result in serious consequences.

School Guidelines for Behavior

Be Safe
Be Responsible
Be Kind & Respectful

Students are taught to follow these guidelines and specific expectations for all areas of the school including: classroom, restrooms, playground, cafeteria, hallways, etc. These expectations are reviewed regularly. Below is a chart that shows how each guideline is applied to the different areas of the school

Arrival

- 1) Stay in designated wait area until 8:30AM
- 2) Use a #3 voice
- 3) Be in classroom before 8:35AM
- 4) Keep hands, feet, and objects to self.

Bathrooms

- 1) Flush toilet
- 2) Wash hands
- 3) Keep bathroom clean
- 4) Use a #2 voice
- 5) Leave when you are done

Assemblies

- 1) Use your eyes
- 2) Use your ears
- 3) Use your heart
- 4) Sit on bottom
- 5) Face the speaker
- 6) Clap or respond appropriately
- 7) Stay seated until teacher gives signal

Lunch Line

- 1) Use a #2 voice
- 2) Stay in line
- 3) Leave doorways open
- 4) Keep hands, feet, and objects to self

Cafeteria

- 1) Choose healthy foods
- 2) Take only what you will eat
- 3) Stay seated after recycling
- 4) Listen to the speaker
- 5) Use a #2 voice
- 6) Clean up after yourself

Playground

- 1) Be safe
- 2) Be kind
- 3) Take turns
- 4) Take care of equipment
- 5) Line up when the bell rings

Rainy Day Recess

- 1) Be safe
- 2) Be kind
- 3) Stay undercover
- 4) Take care of equipment
- 5) Take turns

Emergency Drills

- 1) Listen to adults for directions
- 2) Follow directions
- 3) Use a #0 voice

Office

- 1) Check in with secretary
- 2) Wait quietly in front of counter

Hallways

- 1) Stay to the right
- 2) Stay in line with class
- 3) Use a #0 voice with class
- 4) Use a #1 voice with small group
- 5) Go quickly and directly to destination
- 6) Walk
- 7) Keep hands, feet, and objects to self

Dismissal

- 1) Use a #3 voice
- 2) Walk directly to destination

Bus Dismissal

- 1) Walk with your class to gym
- 2) Stay in your bus line
- 3) Use #3 voice
- 4) Walk with your line to bus

Bus

- 1) Stay seated until bus door opens
- 2) Use a #2 voice
- 3) Keep food in backpack
- 4) Keep hands, feet and objects to self.

Positive Reinforcement

School Wide Assemblies

On scheduled dates the entire school gathers for a short assembly to celebrate our school. We sing our school song together; recognize classes or individuals that are doing a great job and work to build a strong sense of community. Parents are welcome to join us at any time for this event!

North Gresham Grade School honors and encourages the following Life Skills

Personal Best
Poise
Confidence
Fitness
Skill
Team Spirit
Loyalty
Cooperation

Action
Alertness
Self-Control
Determination
Hard Work
Friendship
Enthusiasm



What Happens If My Child Makes A Poor Choice?

At North, our goal is to help students learn to make responsible choices. Students who don't follow school guidelines will be treated respectfully by the adults in charge. A consequence may be used to help students learn how to make a better choice next time.

Possible Consequences:

1. Re-direction (do over appropriately)
2. Change of location
3. Loss of privilege
4. Plan for improved behavior
5. Time-out
6. Problem Solving
7. Other consequences that are logical

Behavior Note

The purpose of a Behavior Note is to document when a student makes a poor choice. It is a signal that there needs to be a conversation between the student and teacher. The Behavior Note is for behaviors that are minor in nature and do not require a serious consequence. A copy of the "Note" may be sent home to be signed by a parent and returned to the teacher, however this would be decided on a case by case situation. Phone calls, or emails to the parent may also be initiated by the teacher.

Office Referrals

Students who continue to make poor choices or make choices that are dangerous to other students will receive a referral to the office. Staff will use school guidelines and professional judgment when dealing with such behaviors.

Students who receive a referral will meet with the principal and consequences will be assigned based on the seriousness of the offense. In addition, the principal and involved staff will help the student develop a plan for improved behavior. Parents will receive a phone call or a copy of the referral to sign and return.

At the time a referral is written, a teacher or staff member may take appropriate actions and/or assign an appropriate consequence until the principal can meet with the student. These actions or consequences may include removal from the situation, loss of privilege until the principal meets with the student, time out, or any other step, which in the professional judgment of the staff member is appropriate to the situation.

If a student receives multiple referrals during the year, additional actions will be taken to address the behavior(s) and support that student to improve the problem behavior.