

# Llewellyn Elementary School

*Family & Student Handbook 2025-26*



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## Llewellyn Elementary School History

### MR. HENDERSON LLEWELLYN

When the Llewellyn family moved to the United States from Wales, the spelling of the family name was changed from Llewellyn to Lewellyn. Around 1830, when they embraced the Quaker faith, the name was simplified to Lueling. After arriving in Oregon in 1847, it was spelled Luelling.

The first grafted fruit trees in the Pacific Northwest were planted by Henderson Luelling in November 1847 near where the Waverly Country Club House now stands.

Mr. Luelling was descended from a long line of Welsh nurserymen. When he was just a boy, his father taught him the art of grafting trees. At the age of 22 he moved from North Carolina to Indiana. Having read about Lewis and Clark's exploring expedition into the Oregon country, he decided to move even further westward and continue his nursery business in a new land.

The problem of transporting young trees overland was worked out after many months of experimenting. Luelling finally hit upon the plan of planting about 700 fruit trees and bushes in earth and charcoal in the strong box beds of two wagons. He drove the first team of oxen and his young son, Alfred, the second. The trip started in April 1847 in Salem, Iowa and ended seven months later in Milwaukie, Oregon. The trees were watered from the streams along the trail. Three hundred fifty survived the trip and were the first grafted fruit trees in the Oregon territory.

Around 1875, after a misunderstanding between the two brothers, Seth and Henderson, Seth changed the spelling to Llewelling.

### **THE SCHOOL**

Llewellyn, spelled differently but named after Henderson Luelling, traces its history back to 1894 when it was annexed from another school district. From 1894 to 1907, it was called Midway School. The existing building was opened in 1928 and served grades 1-8. The school nickname was

Lancers, and its colors were blue and gold. In more recent years, the colors have been blue and white, however now we will be using blue and gold. The new school motto is "Llewellyn-Our Students Are Stars".

# Llewellyn Staff

## Important School Contacts

Office Phone Number: (503) 916-6216

Fax Number: (503) 916-2653

Childwatch (Attendance): (503) 916-6256

Address: 6301 SE 14th Ave, Portland, OR 97202

School Website: <https://www.pps.net/llewellyn>

YMCA: (503) 327-0007

Sellwood Community House: (503) 894-9496

Counseling Website: <https://sites.google.com/view/counseling/site/home>

Library Website: <https://www.pps.net/domain/4975>

TAG Website: [www.pps.net/TAG](http://www.pps.net/TAG)

## Office Staff:

- Diana Collins, Principal [dcollins@pps.net](mailto:dcollins@pps.net)
- Mark Robb, Principal's Secretary [mrobb@pps.net](mailto:mrobb@pps.net)
- Kellie Grunde, School Secretary [kgrunde@pps.net](mailto:kgrunde@pps.net)

## Health Room

- Melissa Monroy, School Nurse [mmonroy@mesd.k12.Or.us](mailto:mmonroy@mesd.k12.Or.us)
- TBD, School Health Assistant

## Instructional Coach

- Jen Scherzinger [jscherzinger@pps.net](mailto:jscherzinger@pps.net)

## Counselor, School Psych & Mental Health Support

- Brittany Sill-Turner [bsill@pps.net](mailto:bsill@pps.net)

## Kindergarten

- Holly Kanz [hkanz@pps.net](mailto:hkanz@pps.net)
- Stephanie McCoy [smccoy@pps.net](mailto:smccoy@pps.net)

## Grade 1

- Ashley Jenkins [ajenkins@pps.net](mailto:ajenkins@pps.net)
- Camille Omey [domey@pps.net](mailto:domey@pps.net)

## Grade 2

- Susanna Cronen [scronen@pps.net](mailto:scronen@pps.net)
- Erika Schneider [eschneider@pps.net](mailto:eschneider@pps.net)

## Grade 3

- Mary Anne Del Buono [mdelbuono@pps.net](mailto:mdelbuono@pps.net)
- Sarah Gassner [sgassner@pps.net](mailto:sgassner@pps.net)
- Mandy Stelter [mstelter@pps.net](mailto:mstelter@pps.net)

## Grade 4

- Marty Crouser [mcrouser@pps.net](mailto:mcrouser@pps.net)
- Madeline Prelosky [mprelosky@pps.net](mailto:mprelosky@pps.net)
- Tanan Woods [twoods@pps.net](mailto:twoods@pps.net)

## Grade 5

- Caroline Coholan [ccoholan@pps.net](mailto:ccoholan@pps.net)
- Scott Rozell [srozell@pps.net](mailto:srozell@pps.net)

## Enrichment Specialists

- Anna Bernardo, PE [abernardo@pps.net](mailto:abernardo@pps.net)
- Lavonna Zeller-Williams, Music [lzellerwilliams@pps.net](mailto:lzellerwilliams@pps.net)
- Treasa Street, Library-Media Specialist [tstreet@pps.net](mailto:tstreet@pps.net)
- Elizabeth Schlegel [bschlegel@pps.net](mailto:bschlegel@pps.net)
- Jessica Davis, Art [jesdavis@pps.net](mailto:jesdavis@pps.net)

### **Special Education Staff**

- Heather McDaid, Learning Center [hmacdaid@pps.net](mailto:hmacdaid@pps.net)
- Duncan Law, Learning Center [dlaw@pps.net](mailto:dlaw@pps.net)
- Amy Bolich, School Psychologist [abolich@pps.net](mailto:abolich@pps.net)
- TBD, Adaptive PE, [ahamler@pps.net](mailto:ahamler@pps.net)
- Darcy Wente, 504 EA, [dwentel@pps.net](mailto:dwentel@pps.net)
- Laurie Hausafus, paraeducator, [lhausafus@pps.net](mailto:lhausafus@pps.net)

### **CB Classrooms**

- Devin Gallagher (CB K-2) [dgallagher@pps.net](mailto:dgallagher@pps.net)
- Nathan Evans (CB 3-5) [naevans@pps.net](mailto:naevans@pps.net)
- Ashley Adams, paraeducator [aadams@pps.net](mailto:aadams@pps.net)
- Stephanie Manton, paraeducator [smanton@pps.net](mailto:smanton@pps.net)
- Elly Lotscher, paraeducator, [alotscher@pps.net](mailto:alotscher@pps.net)
- Heidi Hein, paraeducator [hhein@pps.net](mailto:hhein@pps.net)
- Angie Spinelli, paraeducator, [aspinelli@pps.net](mailto:aspinelli@pps.net)
- Karen Blecha, paraeducator, [kblecha@pps.net](mailto:kblecha@pps.net)

### **ELL Staff**

- Paul Gouveia, [pgouveia@pps.net](mailto:pgouveia@pps.net)

### **Cafeteria Staff**

- Olivia Feather, Nutrition Services, [ns269@pps.net](mailto:ns269@pps.net)

### **Custodial Staff**

- Dave Vecsi, Head Custodian [dvecsi@pps.net](mailto:dvecsi@pps.net)
- Jim D'Arcy, Custodian [jdarcy@pps.net](mailto:jdarcy@pps.net)
- Raimunda Zarita Paz, Custodian [rzuritapaz@pps.net](mailto:rzuritapaz@pps.net)

# General Llewellyn Information & Communication



## School Day Schedule

School Office Open 7:00am-3:00pm

Teachers schedule 7:45am-3:45pm

7:40 am Breakfast is served

8:00 am School Begins

10:50 am -11:30 am K/1 Lunch & Recess

11:15 am -11:55 pm 2/3 Lunch & Recess

11:40 am -12:20 pm 4/5 Lunch & Recess

2:30 pm School Ends

## Grading Period & Report Cards Schedule

**First Quarter-** August 27, 2024 - October 31, 2024

- *Report Cards Home - November 8, 2024*

**Second Quarter-** November 5, 2024-January 24, 2025

- *Report Cards Home - February 7, 2024*

**Third Quarter-** January 29, 2025- April 4, 2025

- *Report Cards Home - April 11, 2025*

**Fourth Quarter-** April 8, 2025 - June 10, 2025

- *Report Cards will be mailed home*

## Parent Teacher Conferences

★November

School success is enhanced when there is a strong parent-Teacher partnership. Conferences offer the opportunity for parents, guardians, and teachers to share important information regarding student academic and social emotional progress, as well as to discuss any concerns and/or answer questions. Of course, if you would like to speak to your child's teacher at another time, you can reach them by email or arrange an appointment to meet.

## School Pictures & Yearbook

Individual School Pictures are taken in October. A class composite picture will also be taken in the spring. (Please see the calendar for

dates). Student portraits and submitted photos will be used to create a School Yearbook. This year the yearbook was created by volunteers from our PTA. Yearbooks go on sale in the spring and are usually delivered before the end of the school year. You will have the opportunity to purchase school pictures and the yearbook. Purchase information will be made available via newsletters, flyers and emails.

## Lost & Found

Please make sure that all your child's personal possessions, jackets, sweaters, notebook, etc., are clearly labeled so that if lost, they can be returned easily. Lost items are placed in the lost & found outside the cafetorium. Please check periodically for missing items. Unclaimed items will be donated to the PTA Clothes Closet on a regular basis. PLEASE REMIND YOUR CHILD TO PERIODICALLY CHECK THE LOST AND FOUND FOR THEIR MISSING ITEMS!

## Open House (formerly Back To School Night)

★September 17, 2024 6:00pm-7:30pm

Open House is an event where parents and guardians can come and learn more about their child's classroom and the learning they will be doing. This year, students are invited to come with their parents.

## Llewellyn Friday Flyer (School Newsletter)

In addition to regular communication from your child's teacher, The Llewellyn Friday Flyer is sent out by the principal (office staff) each week. It will contain all school-related news, upcoming school, PTA, and Foundation events, and much more. There is no need to sign up as the emails you have in Synergy will be the emails used to receive the weekly newsletter. Additionally, there may be separate emails that come out highlighting special events and announcements.

## Student Attendance

Because the success of the student's educational experience depends upon teacher/student relationships and peer interactions, being absent from class disrupts the individual's educational process. Therefore, we look forward to seeing all students every day. However, we know that absences will happen. In the event of an absence we ask that you call the school attendance number (**Childwatch**) **503-916-6258** to report the absence. An automated computer calling system is activated by attendance every day. This system will notify any phone number a parent wishes. It will call if a student is not marked as present in the AM as well as in the PM if that absence has not already been cleared by a guardian phone call, note or signing out in the office. After 10 days of consecutive full day absences, the student will be withdrawn from our student enrollment list.

### Arriving Late (Tardy)

Students may line up for school under the covered area beginning at 7:50 am. Teachers will walk students into the building when the first bell rings at 8:00am. The Tardy Bell will ring at 8:05am. Late students must check in at the office and receive a late pass before going to class.

### Leaving Early (Early Dismissal)

If you need to take your child out of school early, you will need to come into the office and ask to excuse your child. The secretary will then call the classroom and ask that you "sign-out" your child. You may be asked to provide identification.

### Change in Dismissal Plans

We all know that things will come up and you will need to change the way your student goes home. We ask that in that event, you call the office before 1:30pm and we will ensure that we get a note to your student notifying them of the change. If you know of a change in plans ahead of time, you can send in a note to the office with your student and we will make sure that they get to where they need to be.

### Emergency Pick-Up

We understand that emergencies and other unexpected events sometimes occur. For this reason, we encourage you to have as many

people on the Emergency Contact List for your student as you feel comfortable with. Per Portland Public Schools policy, we cannot release your child to an individual who is not on their Emergency Contact List. People cannot be added by phone, email, or note to the teacher. They can only be added in ParentVue, or in person by a parent/guardian in the office.

## Student Information & Records

### Parent Vue/Student Vue

Every year parents and guardians are asked to review and update the information on file for their children (students) in ParentVUE/ StudentVUE. This information can be reviewed, edited and submitted online via <https://www.pps.net/Page/2341>.

If information is not reviewed, access to ParentVue will be locked until the review and approval process is completed.

The yearly verification is used for emergency purposes and email communication. Please keep your information current and update your student's information with any changes that occur throughout the year.

Also, please remember to include your family physician's telephone number as well as where to send your child in the event of a school closure.

### Student Records

As a parent, you have access to your child's school records. The Board of Education also has policies which make the records of students over 18 available to them. School employees respect the privacy of student records and recognize that only important, factual information should be in the permanent records.

In addition, Board policies limit information which can be given to people outside the district without the permission of parents or emancipated students.

If you would like to review your child's cumulative file, please call the principal to schedule an appointment for that purpose. Cumulative files

are stored electronically and are no longer stored as a paper file.

## Meals from the Llewellyn Cafeteria

The Llewellyn Cafeteria serves both breakfast and lunch daily. We take great pride in our kitchen as Ms. Olivia works to prepare meals onsite with fresh ingredients. Monthly breakfast and lunch menus are available at <https://pps.net/Page/214>.

<https://www.pps.net/Page/2464>. Applying is easy and confidential. Eligible families also receive other benefits, like a fee reduction or waiver for school related fees, child care discounts and low-cost internet. If approved, you will receive a letter which you can use as proof of eligibility. • Llewellyn students will use a printed lunch card (with student ID#) to

| Menu Prices Subject to change current prices at <a href="https://www.pps.net/Page/18300">https://www.pps.net/Page/18300</a> |                 |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------|
| Grades                                                                                                                      | Breakfast Lunch |
| PK-5                                                                                                                        | \$1.60 \$3.00   |
| Reduced                                                                                                                     | \$0.00 \$0.00   |
| Adult                                                                                                                       | \$3.00 \$5.50   |
| Milk                                                                                                                        | \$0.50 \$0.50   |

### Paying for meals and/or drinks for my student

Students who pay for meals/milk as needed.

- Families have the following options to pay for school meals:
  - Pay as you go: Bring cash or check (payable to Portland Public Schools) directly to the cafeteria\*
  - Prepay for meals with cash or check (payable to Portland Public Schools) in the cafeteria\*. Funds will be deposited into the student meal account. Purchases will be deducted from the account balance.
  - Pay with a debit/credit card using SchoolCafe, a secure online meal payment system. NOTE: There is a minimum payment of \$15 and a 5% fee per online transaction.

### Free and Reduced Meals

The application for Free and Reduced meals can be found at

## Getting To and From School

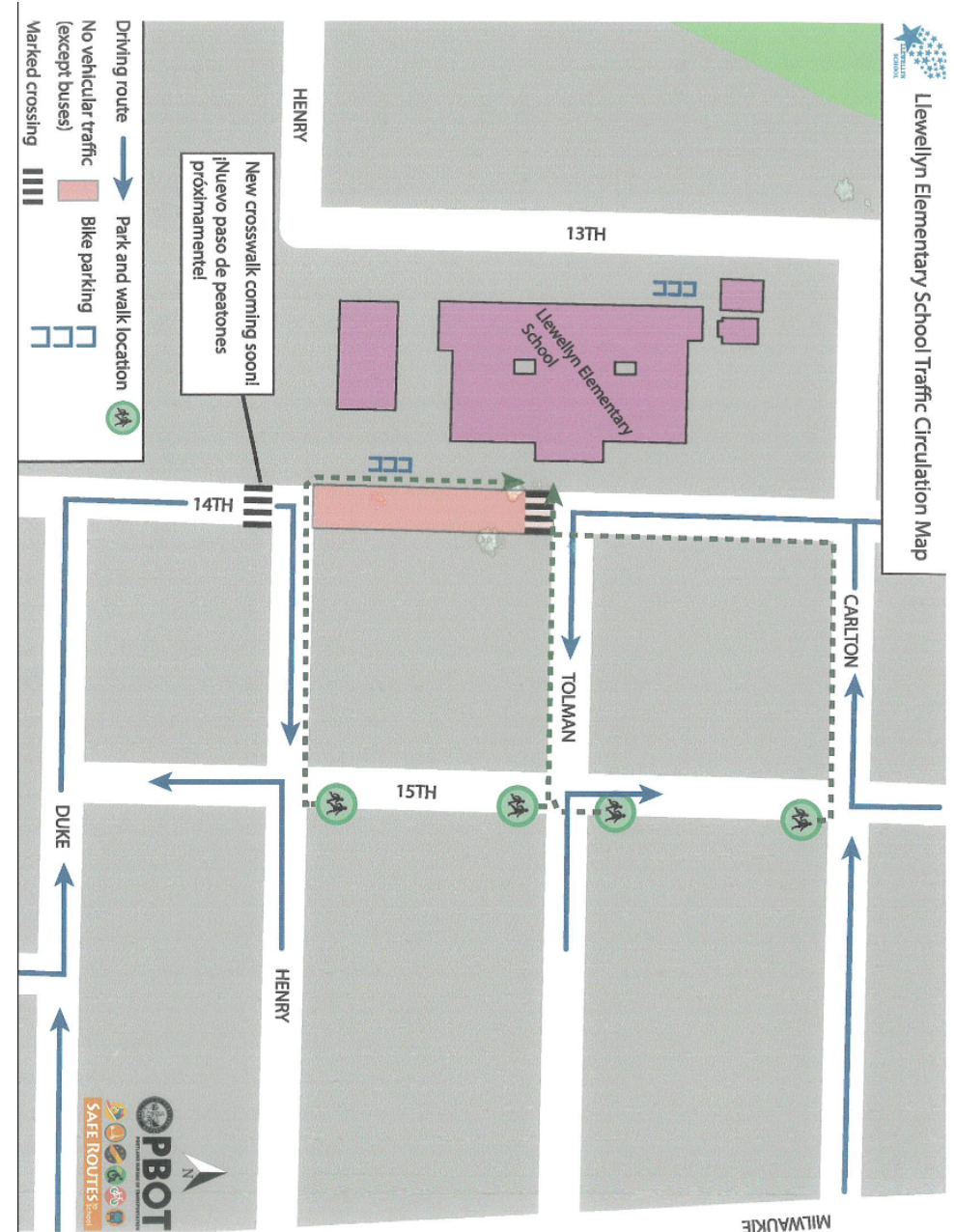
### Before & After School Drop-Off and Pick-Up Procedures

#### Pick Up & Drop Off:

All students will gather outside on the blacktop playground area. Kindergarten will assemble near the NW corner (by the Garden) and Grades 1-5 will assemble under the covered area. CB staff will greet students at their buses. Look for your students' teacher's cone for your students' location to line up! **The earliest students should be brought to school is 7:40 am at which time breakfast is served in the cafeteria. If your child is not eating breakfast at school, the earliest they should arrive is 7:50 am.** There is no supervision before this time!

Students who take the bus to school will arrive at school by 7:55. They will be met by a staff member and released to line up under the covered area, where their teachers will meet them. walk or bike to school cannot arrive prior to 7:50 without an adult. With adult supervision, students and families are welcome to arrive prior to 7:50, and can line up with their teacher.

Students who are not riding the bus home must be met by a parent or guardian. 4th and 5th grade students may be released without a parent or guardian only if parents have communicated their students' dismissal plan with their teacher. All students must have a parent or guardian on the premises at all times if the student remains on school grounds after 2:30 pm as well as before 7:50 am. (The morning bell rings at 8:00am.)



## Walk, Bike, or Roll

Students and families are welcome to walk and/or bike to school. If a parent or guardian feels that their child is of appropriate age (grades 4 - 5) and responsible enough to safely navigate very busy streets, then the child may walk or bike to and from school alone. It is important that this plan is communicated with the child's teacher. When biking to school, students must wear a helmet (it's the law!) and lock their bikes at one of our many bike racks available behind and in front of the school. Llewellyn is not responsible for lost, damaged or stolen bicycles (or other equipment) while on campus.

- Remember, students are NOT to be unsupervised on campus prior to 7:50 am or after 2:30pm.
- Bikes, Scooters, Skateboards, and Rollerblades are not to be ridden on school grounds for safety reasons. We recommend walking or biking, as adequate storage for scooters, skateboards and rollerblades, is NOT available.

## BUS TRANSPORTATION

Bus transportation is provided for students who live more than one mile from school. This service is coordinated through the District's Transportation Department which establishes routes and schedules. If you are eligible for bus service, bus schedules are mailed to your homes just before school opens in August. If you have questions or concerns about transportation, you may call 503-916-6901. It is very important that students are well-behaved while riding on a bus to guarantee their safety and the safety of all the other children. If a student's behavior jeopardizes the safety on a bus, he/she may be

### Bus Loading

A staff member will supervise bus loading each afternoon. Two safety patrol students will help with loading by checking students onto the suspended from riding the bus. Usually a suspension lasts for only a short time, but, if a problem persists, a suspension could be for an entire semester or longer.

### Bus Tags

All children in Kindergarten, 1st, 2nd and 3rd grade will wear bus tags during the month of September. Each tag will have the following

information on it:

- Child's Name/Bus Number/Bus Stop
- School Name and Telephone Number

Bus tags should be pinned to your child's backpack so it is with them every day.

Students in Kindergarten, 1st and 2nd grade, who enroll after the start of school, will wear bus tags until they are familiar with the daily bus routine.

### Bus Line Rosters

The office will compile bus rosters which will be updated on a regular basis. If your child is going somewhere else after school or is not riding the bus for some reason, let us know by sending a note to school with your student, or calling the school before 1:30PM. Last minute changes are almost impossible for us to deal with. Please understand!

### Bus Schedules

Bus stop schedules change from time to time. The district's most up bus according to the bus roster. The Safety Patrol will escort the kindergarten and 1st grade students from the classroom to the bus where a staff member will help to load them. The Safety Patrol will receive instructions in checking tags.

- Students going to 15th/Spokane after school (Sellwood Community House) will ride the **Red Bus** Line #289 after school.
- All other student bus riders will ride the **Blue Bus** Line #288 after school.

### Parent's Bus Responsibilities

- Notify both the teacher and the office of the bus stop.
- Make sure their children know their bus stop, their address and phone number.
- That their children know the major landmarks in their immediate neighborhood and have taken several walking trips to become familiar with the neighborhood (i.e., streets, stores, buildings).
- That their children understand the rules for bus behavior.
- That their children know and can explain what to do if they think they are in the wrong place.

***Parents of Kindergarteners and students with special needs are required to meet their children at the bus stop or have made arrangements to have an older student/adult walk home with them.***

### **Safe Bus Loading Zone**

It is critical to keep our bus zone free from congestion. Llewellyn has one zone for both drop off and pick up. The bus zone is located directly in front of the school building on 14th Street and extends to approximately the bike rack. Parents and guardians who drop off or pick up students need to do so outside of the bus loading zone. It is

recommended to park away from the front entrance (on one of the side streets) and walk to meet/drop off your child on the playground. In addition to being safety hazards, obstructing a loading zone and double parking are traffic violations that can lead to citations.

### **Safety Patrol**

In coordination with the Portland Police Department, Llewellyn organizes and oversees a volunteer Safety Patrol Program. The Patrol's responsibility is to ensure the safe passage of students and families going to and from school by navigating a number of busy intersections. The Safety Patrol attends safety lanes from 7:45-8:00 am and from 2:15-2:30 pm. Due to heavy traffic congestion, you and your child are encouraged to cross the street at these intersections.

### **Inclement Weather Information**

**Delays and closures:** The District has two options in the event of severe weather - delay school openings for two hours or close the schools altogether. Before deciding which to do, District officials consult with local meteorologists, city transportation officials, and PPS transportation staff in the field.

**Late Start:** If a two hour late start decision is implemented and your school's bell time is 8:00 AM, your scheduled late start time would be 10:00 AM.

schools at higher elevations while keeping schools at lower elevations open. For example, Skyline, West Sylvan and Forest Park might open two hours late with all other schools opening on time.

You can find school closure or delays information on the PPS website as well as your local news. PPS often sends out both phone and email notifications.

**Individual school decisions:** The District may close or delay

## Afterschool Care and Classes

### **Childcare on Site: YMCA**

The YMCA of Columbia-Willamette's Southeast Branch and the Portland Public Schools have joined together to provide SCHOOL'S OUT, a before and after school childcare program, for students in grades Kindergarten through 5. SCHOOL'S OUT is an operation separate from Llewellyn School and can be reached for more information at 503-327-0007. Currently, the YMCA is only offering AFTERSCHOOL care at Llewellyn at this time.

### **Childcare at Sellwood Community House:**

After school childcare is available at the Sellwood Community House Mondays-Fridays. It is located (off-site) at 1436 SE Spokane St Portland, Oregon 97202. Space is limited, so please contact 503-894-9496. You can find more information about their program and costs on their website at [sellwoodcommunityhouse.org](http://sellwoodcommunityhouse.org).

### **After School Classes and Clubs:**

Organized by the PTA, there are a number of after school classes and clubs offered during the Fall, Winter and Spring. Options in the past have included Chess club, Art & Science, Futsal, Basketball, Lego Club, Acting, Clowning, Coding and many more! Information regarding the days and costs and how to sign up for each activity will be provided before each session begins. Watch for information from the PTA (via Konstella) and our school newsletter (Friday Flyer) for more information.

## Llewellyn Health Room

To support student health, safety, and academic success, PPS provides school health services in partnership with the Multnomah Education Services District (MESD). This means Llewellyn has a full time Student Health Assistant (SHA) Monday-Friday 7:45am-2:15pm and a School Nurse (RN) who works at our school one day per week. Additionally, many of our school staff members are trained in first aid and can help children who become sick or injured while at school. While every precaution is made to keep students safe, if your

child becomes sick or is severely injured, the health room staff or office will notify you. If appropriate, 911 will be called.

It is very important to keep all health and emergency contact information current in the school office. This includes:

- Phone, address, and emergency contact information
- Information about new, chronic, or changing health conditions that may cause concerns at school (i.e. severe allergies, seizures, anxiety, diabetes, etc.)
- When your child needs more than first aid treatment for a health problem occurring at school.

If the health room or front office staff is not provided with this health information, we will have no way of knowing of your student's health concerns, as we do not have any access to a student's medical records beyond what you provide us. Health information is shared only with school staff who need to manage your child's needs at school or who are developing an individualized education or accommodation plan.

### **If Your Student Has Lice**

- Students with live lice are sent home at the time lice/nits are discovered.
- Students with lice and/or nits receive treatment information.
- Whole school and/or classroom screenings are not done.

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home for lice treatment. The PPS lice policy reflects recommendations from national experts such as Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP). Neither activity diminishes the incidence of lice and can give parents a false sense of security if they are not receiving notification.

Again, in accordance with PPS policy, there are no classroom screenings or notifications that take place.

It is not to the discretion of the schools to create a unique policy and practice. Rather, all schools must comply with the PPS policy.

### **Students should be kept at home:**

| <b>Symptoms of Illness</b>                                                                                                                                                     | <b>Students May Return After...</b>                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fever:</b> Temperature of 100.4 or greater                                                                                                                                  | <b>Fever-free for 24 hrs</b> without taking fever- reducing medication                                                                                                                                                                                                                                                                     |
| <b>Cough or difficulty breathing:</b> New, persistent, deep, or barking                                                                                                        | <b>Symptoms improving for 24 hrs</b> - cough gone or well-controlled.                                                                                                                                                                                                                                                                      |
| <b>Diarrhea:</b> 3 loose bowel movements in 1 day or not able to control bowel movements                                                                                       | <b>Symptom-free for 48 hours</b><br>OR cleared by a medical provider                                                                                                                                                                                                                                                                       |
| <b>Vomiting:</b> one or more episode<br><br><b>Skin rash or open sores:</b> with or without fever<br><br><br><br><br><br><br><br><br><br><b>Red eyes with colored drainage</b> | <b>Symptom-free for 48 hours</b><br>OR cleared by a medical provider<br><br><b>Symptom-free</b> , which means rash is gone OR sores are dry or can be completely covered by a bandage OR cleared by a medical provider<br><br><br><br><br><b>Symptom-free</b> , which means redness and drainage are gone OR cleared by a medical provider |
| <b>Head lice:</b> intense itching of the head; feeling like something is moving                                                                                                | <b>Initial lice treatment</b>                                                                                                                                                                                                                                                                                                              |

### **Administering Medication at School**

The school nurse provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. By

Oregon law, if medication must be given at school, you must:

- Provide written permission using authorization forms available at update the medication form at the time of the change and provide a current medical prescription from the healthcare provider.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. All prescription medication must have the prescription label on or with the medication.
- Any over-the-counter medication must be FDA approved and have dosing instructions that cover the age range of the child receiving the medication. Herbal supplements, CBD, vitamins (unless prescribed by a medical provider) cannot be given at school.
- All medication must be delivered to school by the parent/guardian or responsible adult designated by the parent/guardian. Students may not keep medications with them unless they are age appropriate for the responsibility, have been identified as a self manager, have written parent permission, and are cleared by the principal to do so.
- Pick up medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.

### **Taking Medications at Before or After School Programs**

If your child is enrolled in a before or after school program and needs medication during those times, a separate supply of medication and a separate permission form is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

### **Student 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. Vision screenings for Kindergarten, 1st and 3rd graders, as well as hearing screenings for Kindergarten and 1st graders are conducted yearly. Results of these screenings will be mailed to your home.

If you do not want your child included in these screenings, you must submit a written request to the school each school year.

## **Required Student Immunizations**

To protect all children in the school community, every student must have a current school immunization record or non-medical exemption on file at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion day beginning February 21, 2024.

It is important to keep your child's school immunization record up-to date. Please notify the front office if you need any forms to complete this.

All health information is protected and can only be released by the parent, guardian, or student of legal age. Health information is only shared, as necessary, between the school nurse, school personnel who may care for your child's special health needs, emergency response personnel, and with your child's health care provider. By allowing release of your child's health information, you will ensure that your child will receive emergency health care should the need arise. When you do not authorize release of health information, it may limit the type of care your child is able to receive. Parents (and their eligible students) generally access their own child's record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student's right of privacy.

## **Student Code of Conduct**

### **Dress Code**

The District Dress Code policy applies to all Portland Public Schools grades PK-12, with the exception of schools with a Uniform Dress **The responsibility for the dress and grooming of a student rests with the student and his or her parents or guardians.**

#### **Allowable Dress & Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps

- Fabric covering all private parts must not be see-through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### **Non-Allowable Dress & Grooming**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

### **Dressing for PE**

When a student's class has PE, the expectation is that students wear gym shoes and comfortable clothing allowing them to be active and participate in physical activity.

### **Classroom celebrations**

Llewellyn and PPS are committed to the wellness of each student. Classroom celebrations will be coordinated by the classroom teacher and are celebrated with a mixture of healthy foods and a few treats.

### **Personal Items students bring to school**

Students are responsible for all personal items brought to school. Llewellyn School cannot take responsibility for lost, stolen, or vandalized student property.

Items such as electronic games, cameras, and similar types of equipment should not be brought to school. Additionally, students should not bring

toys, valuables, or money to school since they are subject to damage or loss and interfere with the learning process.

One exception, students can bring toys, games, etc. to school when their teacher asks them to do so (i.e., show and tell).

If a student chooses to bring personal property to school:

- The student accepts all responsibility for it.
- The article stays in the backpack/locker until needed.
- The article/item brought from home must not interfere with the operation of the school or the function of the classroom.
- The article/item cannot contribute to/cause a potential safety hazard or disruption.

### **Student Cell Phone and Smartwatch Policy**

While we understand many parents feel that it is important for students to have cell phones/smart watches for safety reasons, they have become a problem due to the distraction they present during the school day. Therefore, students' cell phones and iPods are to be turned off and kept in lockers during the school day to avoid interruptions to classrooms. Smart Watches may be worn, but notifications should be silenced and turned off during the school day. Students who do not follow this expectation will have their device confiscated and turned in to the office. Devices will be returned to the student the first time it is taken. All other times, the parent will need to pick up the device. Please know that lockers are not completely safe from other students and therefore devices can be stolen if left in the

locker. The school is not responsible for devices that are lost or missing. Students are always welcome to come to the office where we can help assist with any needed communication home.

## **Students Rights, Responsibilities, and Expectations**

### **Be Safe, Be Kind, Be Responsible, and Build Community**

Llewellyn Elementary School's Behavior Plan is aligned with Portland Public Schools Strategic Mission to support all students in achieving

their very highest educational and personal potential. Our Core Value is that we believe that assuming individual and collective responsibility

for the choices we make is critical to creating the present, and future we desire.

Llewellyn School has the responsibility for maintaining a safe and positive learning environment. We accomplish this by both respecting the rights & recognizing the responsibilities of students. Students have the responsibility to respect the rights, feelings, and property of other students, parents, school staff, and community members. They are to conduct themselves properly on school grounds, school buses, at bus stops, traveling to and from school, at any school related activity, and in the classroom so as not to interfere with the right of another student to learn.

All students have the right to learn in a safe and respectful environment. All Llewellyn School students follow our four school agreements:

- Be SAFE in your words and actions

- Be KIND in your words and actions
- Be RESPONSIBLE in your words and actions
- BUILD COMMUNITY through your words and actions

### **SCHOOL-WIDE BEHAVIOR PROGRAM**

At Llewellyn we implement a school wide behavior program. All students have the same expectations and accountability. The staff works on helping students build necessary life skills to optimize learning and social-emotional competence. The following skills are focused on throughout the school year:

- Solve problems successfully

**LLEWELLYN ELEMENTARY SCHOOL DISCIPLINE PLAN** We are proud of the way Llewellyn students conduct themselves. They are generally polite, responsible, and self-directed children who show respect and consideration for one another and for the staff members who work with them.

We believe that our students' positive and responsible behavior is the

- Develop positive relationships with others
- Become productive individuals
- Recognize when their actions are interfering with the rights of others
- Recognize their rights within the limits of society
- Respect the property rights of others
- Understand and appreciate other cultures and ethnic groups
- Develop a sense of responsibility for their actions and an awareness and acceptance of the consequences of their behavior
- Succeed in school and develop a life-long love of learning

**We are all here to ensure that each student is able to learn in a safe and respectful environment**

- Daily check in/check out systems
- Thumbs up/Thumbs down charts
- Teacher/Parent communication logs
- Phone calls and communication home
- Loss of a privilege
- Structured activity/recess

**Positive School Behavior Celebrations-Star Assemblies** Monthly, result of parents, school personnel, and students working together to create a climate in which children are given the instruction, practice and support they need to be respectful, solve problems, and demonstrate accountability for their actions. This cooperative climate makes it possible for children to become the best possible learners they can be and improve the climate in our school for all students.

When students are caught demonstrating **Safe, Kind, Responsible** and **Community Building** behavior around the school, they are rewarded with Llewellyn Star Cards. Classes work towards a whole school Star goal that earns whole school rewards. Individual teachers can use the stars for their own class reward system as well.

In the event that a student may need some support in making safe, kind, responsible and community building decisions, Llewellyn staff will work with individual students and families to build a plan that supports the success of the student. Such plans can include students being celebrated for making positive choices and demonstrating positive

behaviors. Each month a focus is placed on a particular character trait such as being Responsible. Students are chosen by their teachers. Star Cards earned for that month are deposited in our Star Bucket. When the bucket is full, students will be awarded a school-wide activity to celebrate.

## **REFERRAL PROCEDURES**

Whenever a staff member is concerned about a child's behavior, he or she will first attempt to work with the child. All staff are asked to take a Restorative Justice approach, taking time to gather more information about the incident by asking the following questions:

- What happened (what was the behavior)?
- What was the impact on self and others?
- What can be done to make it right?
- What will make things better?
- What can you do to keep it from happening in the future?

If these efforts do not seem sufficient, the teachers will contact the child's parents to let them know of the problem and to seek collaboration in solving it. Although these steps will be taken in most cases, any behavior that poses an imminent threat to other children, staff, or the learning environment will require that the teacher remove the student from the classroom and that the principal or principal's designee becomes involved immediately.

When a teacher refers a student to the Principal or designee for disciplinary action, the following occurs:

The staff member will complete a referral form which describes the problem. In extreme cases, the staff member makes the initial referral verbally, or through another staff member who acts as a messenger, and will follow up the initial referral with a written referral. Whenever possible, verbal referrals and recommendations will be made in a private setting.

Our goal is to create and perpetuate a school environment which protects every child's right to learn and every teacher's right to teach. Rights for both students and teachers will be protected through policies and procedures described in the Llewellyn School Climate Handbook, the PPS Student Rights, Responsibilities, and Discipline and the Teachers' Agreement.

# Llewellyn Academic Information

## Homework policy

Llewellyn teachers and staff members strongly believe that students should see and understand the value in their own learning. They should see the connections in what they are doing in school to the world outside of school. Students should be talking about their learning and connecting it to real world experiences. Teachers and staff do not believe that homework should be sent home simply for students to have something to do, but rather have more of a purpose. This can come in the form of an extension of what they have done in class, a connection to a concept that they have just learned or even a larger culminating project that is built on multiple different concepts. Llewellyn does not have an expectation of homework every night, but rather individual teachers and grade levels will communicate with families homework assignments and projects when they arise.

Students are still strongly encouraged to:

- Read nightly - silently or to others
- Share and communicate what they have learned that day
- Ask questions when they have them and explore ways to bring in the answers to share with their classmates
- Write/draw nightly - journal prompt or just anything

## Assessments

### **MAP**

The Measures of Academic Progress (MAP) assessment is designed to measure a student's academic achievement and growth over time in reading and mathematics. Together with other classroom-based information, MAP results can help teachers make instructional decisions that match the needs of each child.

MAP is a computer adaptive assessment. In a computer adaptive assessment, as a student responds to questions, the test responds to the student, adjusting up or down the difficulty of the questions presented to the student. This creates a personalized assessment for every student. Students can take the MAP assessment 3 times a year, in the Fall, Winter and in the Spring.

### **OSAS**

Oregon Statewide Assessment System, (OSAS) assesses students' mastery of Oregon content standards. OSAS Online includes the English Language Arts, Mathematics and 5th grade Science assessments. Students in grades 3-5 will take the OSAS in the Spring.

### **iReady Diagnostic**

The iReady assessment is an online assessment that is tied to our

### New to PPS?

If your child has previously been identified in your former school/district, there is the possibility of transferring the identification into PPS. Once the school year has begun, request that your building TAG Facilitator submit a Move-In Transfer Application on behalf of Math curriculum and instruction that helps teachers provide all students a path to proficiency and growth in mathematics. The iReady Diagnostic Assessment is administered to all students, kindergarten through 5th grade, in the Fall, Winter and Spring.

### What is Talented and Gifted?

The TAG program is primarily an inclusion program where classwork is modified to meet a student's rate and level of learning. Enrichment classes or experiences may be offered during the year. An option for acceleration in the area of math is also available for those who meet the qualification criteria.

Every year schools survey the school population to identify students who may be intellectually gifted and/or academically talented, known as Talented and Gifted (TAG). All second graders participate in the NNAT (Intellectual TAG Test). As part of the process, parents may nominate their child if they believe their child is exceptionally able in Reading and Math. TAG identification is based on a student's MAP and iReady scores. All dates of tests and windows for acceleration options will be posted and shared on the TAG website as well as Llewellyn's website when they are released.

**Llewellyn TAG Facilitator - Tanan Woods - [twoods@pps.net](mailto:twoods@pps.net)**

## Social-Emotional Support and Learning

### Counseling

School Counseling is an integral part of our school's total educational program. School Counselors are central in helping create a school community where all students believe that they are valued members. At Llewellyn, our counselors provide individual, small group, and whole class counseling services. Within these groupings, counseling, guidance, and instructional activities are designed to be developmentally appropriate and take into consideration the individual characteristics and unique needs of each student.

- The American School Counseling Association ethical standards should guide the work of the school counseling program and school counselors.
- School Counselors and school counseling programs support the development and growth of emotional and social skills that are essential to academic growth and achievement.

***Llewellyn's Counseling Program mission is to support all students by providing a comprehensive, student-centered, guidance program that addresses academic, career, and personal/social development to create confident and successful members of society.***

**Llewellyn's counseling program is based on the belief that:**

- All students have the right to participate in a comprehensive, developmentally appropriate, engaging school counseling program.
- All students benefit from a strong home/school partnership. ■ Culturally responsive teaching fosters respect for diversity.

### **CLASSROOM SOCIAL-EMOTIONAL LEARNING (CLASS MEETINGS, CIRCLES)**

Daily, students experience the opportunity to gather in circles, participate in classroom meetings and receive instruction to support their social-emotional health. SEL instruction focuses on

## Special Education at Llewellyn

Llewellyn School is served by a special education support team of specialists. Members of the team include a Learning Center teacher, speech/language clinicians, a school psychologist, an occupational therapist, and an adaptive PE teacher. They work with students who qualify for their services according to district or federal guidelines. Both parents and teachers may refer a child for a support service.

### The Learning Center:

Special Education services are provided by the Learning Center staff to support the needs of students who have an Individualized Education Program (IEP). Services may be delivered in the Learning Center or within the student's classroom individually, in pairs or small groups. The amount of time and frequency is determined by the students' IEP.

**Focus Classrooms at Llewellyn: CB (K-2) & (3-5)** We also have two **Communication and Behavior classrooms** offering services for students in grades K-5. In these classrooms students with special needs are served by a special education teacher and three paras, along with a Speech Language Pathologist (SLP), Occupational Therapist (OT), Physical Therapist (PT) and Board Certified Behavior Analyst (BCBA) per student IEP and Feeding Team per student IEP. Class sizes are from 10-13 students. Curriculum focuses on understanding and managing emotions, setting and achieving positive goals, feeling and showing empathy for others, establishing and maintaining positive relationships, and making responsible decisions.

Strategies can include: Individualized and small group instruction, evidence-based practices including ABA strategies, environmental supports, visual supports and schedules, sensory supports, and individualized reinforcement systems. Additionally, students attend mainstream specials and general education classrooms as specified by their IEPs. At Llewellyn, students who attend a CB Classroom are VERY much a part of our school community. We strive to offer a highly inclusive school experience for all students.

### **Other Special Education services offered:**

- Speech (SLP) work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive communication, and swallowing disorders of students in schools.
- School Psychologist: PPS school psychologists model their practice in accordance with the NASP Comprehensive Model and endeavor to provide a range of services as described in the current standards from the National Association of School Psychologists. School Psychologists function to support students and schools through Consultation, Collaboration, and Assessment. The services provided should reflect the specific needs of the students, families, and schools served. School psychologists are trained in the following areas and use these skills based on the demands and supports available at the school site.
- Occupational Therapy (OT): Occupational therapy interventions include environmental and routine modifications and adaptations, assistive technology and education that address needs in natural learning environments to encourage student success.

## **Getting Involved**

### **Llewellyn PTA**

The Parent Teacher Association (PTA), the nation's first parent group in schools, has promoted safety, education, and health of children and families for more than 100 years. The Portland Council of Oregon PTA has a mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. The Llewellyn PTA mission is **"To make every child's potential a reality by engaging and empowering families and communities to advocate for all children."**

### **Interested in the Llewellyn Parent Teacher Association (PTA)?**

Meetings are held at school every 3rd Tuesday of the month at 7PM during the school year. The meeting agenda varies each month but typically includes: PTA Board, Committee, Foundation and Principal updates and more. Questions are always welcome!

All parents are welcome and encouraged to attend PTA meetings whether your PTA membership is active or not! You can become a PTA member [here](#). Dues for one-year PTA membership are \$20 per membership.

### **Interested in the Llewellyn PTA Board?**

The Llewellyn PTA Board are parents and PTA Members of the Llewellyn community who are elected and serve as leaders for the local PTA chapter under the Oregon PTA. Our goal is to create a strong, vibrant environment for our children to learn and grow.

Each year the PTA works to raise funds to support our school in multiple ways through educational support for teachers and students.

Becoming a member of the PTA is encouraged and everyone is welcome to join. Membership allows you the opportunity to vote on the PTA business items and also assists in helping us prioritize our efforts to support our mission.

For more information go to [www.llewellynpta.com](http://www.llewellynpta.com)

### **PTA Board members include:**

President: Joanna Sellers

Vice President: Iniray Luper

Secretary: Ashley Garcia

Treasurer: Lindsey Lopez

Volunteer Coordinator – Classrooms: Kili Fern

At Large: Sarah Schroeder, Ali Wilkinson, Renee Wilkinson,

### **Volunteering opportunities at Llewellyn**

There are many opportunities to help in school events and in the classroom on a recurring or one-time basis. The opportunities are endless and often include helping with programs or events, or with students during activities such as reading, course work, copying, and art projects. Check the PTA or Foundation websites for more details.

You can also contact your child's teacher for additional possibilities.

**Room parents are especially important**, helping the teacher in and out of the classroom, serving as a center for communication with other parents, and being a go-to for questions.

Due to PPS safety procedures, you will be asked to complete a background check and provide any COVID related vaccine status requirements as required by the district. You will also be required to wear a volunteer badge whenever you are volunteering in the school.

**All volunteers must sign in at the office.**

**Volunteering in the school and classrooms**

It is vital to ensure a safe environment for students and staff. In accordance with **Portland Public School Policy 3.30.051, section 3**,

- All volunteers are covered by accident insurance while performing volunteer service for PPS - but they must be signed in as a record of their visit.
- In an emergency, the office will be able to locate a volunteer from the sign-in.
- Your sign-in enables us to keep an accurate record of the Abernethy volunteers' time.

**The process of becoming a school volunteer is outlined on the**

**PPS Volunteer webpage. If you are interested in volunteering please follow these steps:**

1. Submit a volunteer application and volunteer background check
2. Receive approval notification from the District
3. Bring a government-issued photo ID to the school site on the first day of volunteering

**Llewellyn Site Council**

The purpose of the Site Council is to address school improvement plans and staff development. It is not meant to replace, nor is it in conjunction with the PTA or Foundation.

The council is composed of teachers, classified employees, an administrator, parents, and guardians. The council works toward continuous improvement of the school.

Minutes of the Site Council meetings are posted on the Abernethy website. The meetings are open and are held 4 times per year.

If you are interested in becoming a member of the Site Council, please contact me at [dcollins@pps.net](mailto:dcollins@pps.net)!