New Family Guide

A Resource for Lower School Families
Important Dates

**Thursday, August 21**
*New Family Orientation Night - 7:00-8:00 pm Lower School Common Hall (LSCH)*

**Tuesday, September 2**
*New Family Welcome – 8:30 – 9:00 am*
The day before school starts we begin with a gathering! Join us in the OES Chapel.
*Open Classrooms – 9:00 – 11:00 am*
The day before Opening Day families are invited to meet the teachers and visit the student’s new classroom.
Please meet Specialists in the Lower School Common Hall (LSCH)

**Wednesday, September 3**
*First Day of School - 7:50 am*
*Bell Tower Ceremony - 8:15-9:30 am*
A tradition now for 146 years! The Bell Ringing Ceremony is held on Opening Day. Fifth Graders take turns ringing the bell for the number of years the school has been in session. Beginning School parents are invited to attend with their children. Many other parents attend also, so please join us.

**Friday, September 12**
*Back to School Picnic (BTSP) - 5:00-7:00 pm*
Probably the most highly attended event in Lower School, the opening picnic is the time to get to know teachers, other parents and students. Please join us on the JV Athletic Field.

**Wednesday, September 17**
*Back to School Night (BTSN):- Primary, 1st, 3rd & 5th – 6:00 – 7:30*
An opportunity in early fall for parents to hear about All School initiatives and see firsthand what is special about their child’s new grade. The teacher shares expectations and curriculum highlights, answers questions and provide information for future reference.

**Thursday, September 18**
*Back to School Night (BTSN): PK, K, 2nd & 4th pm - 6:00 – 7:30 pm*

**Friday, September 26**
*OES Homecoming: Athletic Fields - 4:00-8:00pm*
A recent ‘All School’ tradition. Come cheer on the Aardvarks, join in the parade and enjoy the community spirit.

**Saturday, October 25**
*Spooktacular – GYM – 5:00 – 7:30 pm*
Our annual Halloween party that includes games, prizes and a haunted house. There are always places for volunteers.

**October 30 & 31 and February 12 & 13**
*Fall and Spring Conferences – No School.* All Day Extended Care and supervision just during conferences are both available.

**November 18 – 20**
*Book Fair - an All School library event held in the fall, the Book Fair brings thousands of books to the libraries for children and adults to purchase. A portion of the proceeds goes to the libraries.*

**December 8**
*Giving Chapel - Families are offered the opportunity to share the holiday spirit by donating new and used items to families who are less fortunate. Empty gift bags are provided for families to fill and are placed on the altar during this special Chapel service where the miracle of giving is celebrated.*

**December 19**
*St. Nicholas Gathering - The All School holiday gathering that occurs before the Winter break in December. It is not at all unusual for St. Nick to visit, but watch the shadows because Piet may be near! Brush up on your rendition of “The Twelve Days of Christmas”.*

**Note:** For more information on school events, please refer to the OES Calendar: [www.oes.edu](http://www.oes.edu)
Who Can Help?

- **Main School Number**: (503) 246-7771
- **Head of School**: Mo Copeland - (503) 416-9390
- **Head of Lower School**: David Lowell - (503) 768-3141
- **Assistant Head of Lower School**: Chris O'Toole - (503) 416-9206
- **Lower School Administrative Assistant**: Lyn Zenisek - (503) 768-3178
- **Lower School Secretary**: David Lowell - (503) 768-3178
- **Extended Care Director**: Kathy Finn-Brennan - (503) 416-9249
- **Student Accounts**: Lisa Kave - (503) 768-3133
- **LS Admissions**: Sarah Ross-Bailly - (503) 768-3114
- **Transportation**: Robbi Garvin - (503) 768-3162
- **After School Classes**: Joan Lowe/Helen Hahn - (503) 768-3145
- **Nurse**: Elaine Elliott - (503) 416-9300

See the directory for numbers not listed. Thank you.

Getting Started Information

**Beginning School (PK through Primary)**

**Gentle Start schedule** first week only:

**Wednesday, September 3**
First Day of School, 7:50-12:30pm
Extended Care Available, 12:30-6:00pm

**Thursday, September 4**
First Late Start Thursday, 8:45-12:30pm
Before School Care, 7:30-8:45am
Extended Care Available, 12:30-6:00pm

**Friday, September 5**
First Friday, 7:50-12:30pm
Before School Care, 7:30-7:50am
Extended Care Available, 12:30-6:00pm

**Monday, September 8**
First Full Day of School, 7:50-2:55pm
Before School Care, 7:30-7:50am
Extended Care Available, 2:55-6:00pm

**Beginning School Welcome Conferences, September 2 through September 5**

Tuesday, September 2 1:30-3 pm
Wednesday, September 3 1:30-3:30
Thursday, September 4 1:30-3:30
Friday, September 5 1:30-3:30

Pre-Kindergarten and Primary Parents, Sign Up Now! [www.mysignup.com/prekprimary](http://www.mysignup.com/prekprimary)
Kindergarten Parents Sign Up in August When Class Lists are published.
First through Fifth Grades will start the year with regular school hours.

**Regular School Hours:** The school day begins with the morning bell at 7:50am and continues until 12:30pm (*Pre-Kindergarten half day*) or 2:55pm (*Pre-K all day through Fifth Grade*). Children may be dropped off beginning at 7:30am. Pre-arranged Extended Care is available after school until 6:00pm.

**Every Thursday school starts at 8:45am.** All faculty are involved in meetings and professional development from 7:30-8:45. The Assistant Teachers will provide supervision starting at 7:30am for any children who need to be dropped off early.

Please bring your child to school on time. **All outside doors will lock at 7:55 am.** Latecomers disrupt others and miss important information. If you arrive after 7:55 am, you will need to check your child in at the LS office and get a key card to enter the building. We will also change your child’s absence at this time.

**Attendance and/or an after-school change of plans:** Students’ attendance is recorded each morning by the classroom teachers. If your child will be absent due to illness or other reasons, or will be late, please email: lsattend@oes.edu or call the Lower School Office (503-768-3143) and leave a message regarding the absence or reason for late arrival, early departure or appointments. If your child will NOT be following his/her regular after-school plan (*e.g., usually rides the bus, but will be picked up after school today by grandmother*), please email: lsattend@oes.edu or call the Lower School Office. **Change of Plans information must be received before 1:45pm** (except for emergencies) to ensure that it is included on the daily announcement distributed to classroom teachers, Extended Care and Transportation just prior to the end of the school day. This daily announcement is also shared with students before they leave the classroom.

**Reaching Your Child’s Teacher:** Teachers can be reached by phone and email. Call the teacher’s work number listed in the Directory. You can leave a message at that number and the teacher will return your call at his/her earliest convenience. Email addresses are last name plus first initial, followed by @oes.edu.

**Uniforms:** Students in Lower School wear the School uniform. Information on the uniform policy and where to buy uniforms is provided here. Uniforms and school spirit wear may be ordered through the online School Store. The Used Uniform Closet sells gently used uniforms through the Lower School Office and all proceeds are retained by the LS Parent Association Link (PAL). Donations of used uniforms are always accepted. Please drop them off in the LS Office or in Room 10. We appreciate your cooperation in meeting all uniform guidelines. If you have a question, please check the handbook, ask your child’s teacher or call the office for clarification.

**School Supplies:** All school supplies are purchased by the school.
Volunteer Opportunities

As part of an active community, we are always looking for people willing to help. There is a wide array of opportunities available. You may sign up online, at Open Classroom day, at Back-to-School Night and in advance of an event. You will receive information about using the volunteer database from the Volunteer Coordinator before the start of school. In the meantime, visit our Volunteer page on the website to see that vast opportunities to join in! http://www.oes.edu/giving/volunteers/ls.html

Please feel free to contact Mary Lou Green & Mari Schwalbach this year’s Parent Association Link (PAL) Co-chairs (contact info below) to find out how you can become involved. You are always invited and encouraged to volunteer!

Role of Room Parents & Grade Representatives

**Lower School Room Parents:** Room Parents are determined after classroom lists are published in August. Room Parents assign volunteers to assist with designated projects in the classroom and other activities during the year. They ensure that these opportunities are equitably filled. They must attend a meeting in September for training and to identify their classroom’s volunteer opportunities. They then host the volunteer segment of their class’s Back-to-School Night securing volunteers. The Room Parent is responsible for regularly communicating with the teacher and classroom parents, to ensure that volunteer slots are filled and that parents are reminded of their duties. The Room Parent is encouraged to work with other same-grade room parents to identify at least one parent “get together” (e.g., parent coffee, evening reception) which allows parents to get acquainted and develop stronger class relationships. Room parents may also be encouraged to meet regularly with the Lower School PAL chair, co-chair, communications coordinator and treasurer to facilitate communications among Lower School parents.

**2014-2015 Room Parent list along with class placement lists will be available in August**

**Lower School Grade Representatives:** One room parent per grade in the Lower School also serves as a Grade Representative. In this capacity, Grade Representatives help to identify key topics and issues and, as necessary, bring them to the attention of parents, teachers and/or the administration. There are eight Grade Representatives in Lower School, one each for Pre-K, Kindergarten, Primary, 1st grade, 2nd grade, 3rd grade, 4th grade and 5th grade. They attend monthly Lower School team meetings, Parent Association Link (PAL) meetings, Parent Community Link(PCL) meetings, and meet with the Lower School PAL Chair and/or administration as needed.

**2014-15 Representatives**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>Margueritte Kim</td>
<td>503-807-7966</td>
<td><a href="mailto:kimfamilypdx@me.com">kimfamilypdx@me.com</a></td>
</tr>
<tr>
<td>Kindergarten</td>
<td>Julie Kuni</td>
<td>503-459-3569</td>
<td><a href="mailto:julie.ann243218@gmail.com">julie.ann243218@gmail.com</a></td>
</tr>
<tr>
<td>First Grade</td>
<td>Kristin Barnett</td>
<td>503-789-6373</td>
<td><a href="mailto:marathonmac_2000@yahoo.com">marathonmac_2000@yahoo.com</a></td>
</tr>
<tr>
<td>Primary</td>
<td>Sandy Patrick</td>
<td>503-997-9591</td>
<td><a href="mailto:spatrick59@comcast.net">spatrick59@comcast.net</a></td>
</tr>
</tbody>
</table>
Second Grade – Kristina Davis 503-522-2528 kevin.kristina@frontier.com
Third Grade – Brandie Ettinger 503-351-4737 brandie@hopworksbeer.com
Fourth Grade – Amy Lindholm 503-422-7050 ablindholm3@gmail.com
Fifth Grade – Ann Perry 503-577-3654 annlperry@comcast.net

Lower School Parent Association Link (PAL) Co-Chairs
Mary Lou Green 312-560-9936 mlmgreen@hotmail.com
Mari Schwalbach 503-805-6474 marimorando@gmail.com

All School Parent Community Link (PCL) Chair
Alicia Morissette 503-292-6035 amoriss@aol.com

The Parent Community Link, the OES parent community coordinating committee, meets monthly. Its purpose is to help build community for OES families, oversee the volunteer program at OES, and to act as a communication link for community-wide interests and activities in cooperation with the Parent Association Links (PAL), School administration, and the OES Board of Trustees.

All School Community Diversity Link (CDL) Co-Chairs
Kim Bissell 503-334-6123 kimbissell@msn.com
Lucy Shanno 503-421-0762 lucymineottshanno@hotmail.com

The Community Diversity Link (CDL) is a parent group charged with raising the level of diversity awareness within the OES community. CDL honors and celebrates diversity and supports global education among parents, faculty, staff, and alumnae so that they can help prepare students to exercise their power for good in local and world communities.

These goals are achieved through facilitating the Books & Breakfast series, planning programmatic meetings with diversity themes, and sponsoring cultural and community events.

Communications

During the year you will receive assorted mailings and emails from the school concerning such things as class assignments, school events, school contracts and other important information. If your home address, phone number, or email address should change during the year, please make these changes through the Parent Portal using your login and password.

Wednesday Envelope: We send home student work, school notices, and newsletters every Wednesday. The Wednesday envelope is a large envelope clearly marked with your child’s name. We ask you to check it on Wednesday and return to school on Thursday. Many flyers and information will go home only one per family. Watch for these in the envelope of your youngest LS child.
**Wednesday Express:** The Wednesday Express is the Lower School weekly online newsletter. A link is emailed to you every Wednesday. It can also be viewed through the OES website. This weekly communication contains all sorts of information about upcoming events, notes from the Head of the Lower School, information regarding activities being presented by PAL (Parent Association Link), after-school class information, the lunch menu and articles about what your children have been doing at school. This is the main communication sent by the Lower School.

**Classroom Websites:** Each teacher maintains a classroom website which includes information from the teacher and the Lower School Parent Events Calendar. Websites are accessed through the Parent Portal.

**The Aardvark:** Weekly all-school newsletter that arrives Fridays via email September to June.

**OES Magazine:** School magazine published two times annually.

**OES Webpage:** Please visit our Lower School webpage and browse through the information to get a sense of all the exciting things taking place at OES.

**Online Progress Reports:** Progress reports for First through Fifth Grade students are posted in the Parent Portal at the end of each semester. This includes both the classroom teacher report and the specialist teacher reports. Beginning School students will receive the classroom teacher reports in the mail and specialist reports online.

**Parking and Pick-Up Procedures**

**Parking Lot Safety:** The OES parking lot and driveways are congested areas that are shared by both vehicles and pedestrians. To make the campus as safe as possible, please follow these guidelines:

- Drive slowly (10 mph) and with caution.
- Always yield to foot traffic.
- Refrain from cellphone use while driving on campus, navigating the drop off and pick up lanes at dismissal
- Parking and standing are prohibited at all times along red curbs, the “Kiss & Go” zones, and at other areas as marked. Standing is allowed along yellow curbs marked as drop-off and pick-up zones if the driver remains with the vehicle. Please turn off your car, no idling.
- Do not leave your vehicle unattended in yellow zones, even if you intend to be away for “only a minute.” It disrupts the flow of loading and unloading.
- Lower School children are not allowed to cross the parking lot by themselves. Please load and unload at the curb in the drop-off zone, or park and walk them to and from the sidewalk.
- After picking up or dropping off your children, please leave promptly so others can get in behind you.
- Do not double park or do anything else to block traffic or draw your child off the curb and into traffic.
- Classes are dismissed at 2:55pm. All students must be picked up by 3:05pm, unless they are in Extended Care or an After School Class.
- Students not picked by 3:05pm will be taken to the LS office and checked into Extended Care.
- Older siblings are picked up in the location for the youngest sibling.

**Drop-off and Pick-up Instructions:** Please see the last four pages of this guide for details.
Useful Locations

**Lower School Common Hall:** (LSCH) Gathering area located adjacent to the Lower School Office

**Room 10 (labeled “Lost & Found”):** Storage room located at the end of the Lower School building, off the walkway to the Lower School Office. Used Uniforms and the Lost & Found are also located in this room.

**Volunteer Meeting Room:** Located in the Drinkward Center.

**PLATT Global Classroom:** Located off to right in foyer of Main US office.

**SPARC:** Sports and Recreation Center accessible by car at 6699 SW Oleson Road or by foot behind the dorms.

**School Store:** Scott House-bottom level

**Admissions Office:** Scott House- main level

**Business Office:** Morris House- tucked behind Scott House

**Extended Care locations & office:** PK & K: PK classroom, Grades 1-3: Common Hall, Grades 4 & 5: Scott House back behind Music Studio. Office is located in the Beginning School hallway at the PK end.

**After-School Classes office:** Scott House- upper level

**Lunch:** PK-Primary classes have lunch in the LS Common Hall. Grades 1 through 5 go to the dining hall in the Main US building.

Words You Might Hear On Campus

**Aardvark:** Official mascot. Many years ago, when the falcon mascot seemed a bit too hard-driving, a student reached for the dictionary and didn’t have far to look to find an alternative.

**Acolyte:** The Primary through Fifth Grade children are given the opportunity in a class rotation to take turns carrying the cross and candles for Chapel. You will be notified when it is your child’s turn. Serving as an Acolyte is optional.

**BS, LS, MS, US:** Beginning School (Pre-K through Primary), Lower School (First through Fifth), Middle School (Sixth through Eighth), Upper School (Ninth through Twelfth).

**Directory:** Every phone number you will ever need! The directory will be distributed the first week of school. Stop by the LS office if you would like a second copy. Use of the directory is limited to official school use and personal communication.

**EC:** Extended Care. Pre-arranged after school care is available from 2:55 to 6:00pm. Fees and information are available by calling the Extended Care Office at 503-416-9249.
**PAL:** Parent Association Link. As an OES parent you already belong! Information on PAL will be sent at the end of August.

**PCL:** Parent Community Link. This all-OES volunteer coordinating committee meets monthly and oversees the volunteer program at OES.

**CDL:** Community Diversity Link: The Community Diversity Link (CDL) is a parent group charged with raising the level of diversity awareness within the OES community.

**Get Connected!** New families (as you know) are connected with at least one existing OES family to welcome you. Many people are great resources to answer any and all of your questions as they arise. Summer play dates are a great option over the summer to GET Connected! Dates are included in this guide. In the fall, Get Connected! folks, room parents & grade representatives will be your link to the community- as well as teachers, specialists, and administration. Any Get Connected! questions please contact:

**Sarah Ross-Bailly**
LS Admissions  
rossbaillys@oes.edu  
503-768-3114

**Margueritte Kim**
Mom of Reid (1st grade), Parker (PK), Grant (PK)  
kimfamilypdx@me.com  
503-807-7966

**Betty Inscore**
Mom of Matthew (2nd grade), Maya (1st grade)  
bettynscr@gmail.com  
503-575-0664

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**Miscellaneous**

**Lost & Found:** Please put your child’s name in all clothing! Everyone wears the same items and having names in the clothing makes locating them so much easier. Check our 3 Lost and Found locations- Room 10, the Gym and the Beginning School hallway.

**Lunches & Snacks:** Lunch and snacks are provided for all Lower School students (Pre-K through 5th Grade). If you would like to join your child for lunch, contact the LS Office for lunch times. Please sign the guest register at the lunch location and your account will be billed. Weekly menus are published on the website.

**Birthdays and Other Celebrations:** We enjoy celebrating a special day. Please make individual arrangements with your child’s teacher to see when “treats” can be enjoyed. OES has a “NO NUT” policy and all food must be store-bought and contain no peanuts, peanut oils or nut products. Healthy treats are encouraged and less sugar treats are preferable!

**Medication at School:** When your child requires a prescription medication to be given at school, it should be brought to the LS school office in the original container. The pharmacy label provides the written health care provider’s instructions that are required by Oregon statute. As
the parent, you will need to complete the OES authorization form that provides the faculty/staff with permission and information needed to safely assist your child. This form is also available in the LS office.

Over-the-counter medication brought in from home also needs to be in the original container and have a form filled out before it can be given.

Do not send medicine to school for your child to keep and take on his or her own.

Items from Home: Your child’s teacher will let you know when it is appropriate to bring items from home for sharing. Items such as skateboards, cellphones, trading cards, electronic games, knives or toy guns are not allowed. Money is only appropriate to bring for specific items such as special T-shirts, school pictures and book fairs. The school provides toys, for use at recess. only.

Talking with the Teacher: In addition to the regularly scheduled conferences in the fall and winter, you may schedule an appointment with your child’s teacher if you have questions or concerns. Please call and leave a message for your child’s teacher with the office or communicate via email. Email addresses for teachers are available on the OES website and are listed in the directory that will be distributed the first week of school.

School Pictures: Individual and class pictures are scheduled for September 17 & 18. Individual retakes TBD.

Get out your calendar!

2014-15 PAL meetings

All parents are welcome and encouraged to attend PAL meetings. LS PAL meetings are usually held on Wednesday mornings. Usually each meeting has a different topic. This is a great way to meet other parents and learn about different aspects of our school! Do not have to attend all meetings- just come when you are available! More details coming in the fall!

Meeting location: Lower School Common Hall (LSCH)
Meeting time: usually 8:00 – 9:30am

- September 24
- November TBA
- February 25
- March 18
- April 15
- May 27
Come Play with Us!

Below is a schedule of summer playdates offered in an effort to allow children to remain or become more connected with our campus, school, and community. This is an excellent opportunity for kids and families to meet new friends in a casual and fun environment.

Bring a snack or a picnic dinner and a blanket, and we'll meet you at the Beginning School playground! Siblings are welcome to join in the fun. We hope to see you at one or all of the playdates!

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday, June 28</td>
<td>9:30 - 11:30 am</td>
</tr>
<tr>
<td>Wednesday, July 9</td>
<td>4:30 - 6:30 pm</td>
</tr>
<tr>
<td>Saturday, July 26</td>
<td>9:30 - 11:30 am</td>
</tr>
<tr>
<td>Thursday, August 7</td>
<td>4:30 - 6:30 pm</td>
</tr>
<tr>
<td>Wednesday, August 13</td>
<td>4:30 - 6:30 pm</td>
</tr>
</tbody>
</table>

If you have questions, please contact:

**Betty Inscore**
Mom of Matthew (2nd grade)
& Maya (1st grade)
bettynscr@gmail.com
503-575-0664

**Margueritte Kim**
Mom of Reid (1st grade),
Parker and Grant (PreKindergarten)
kimfamilypdx@me.com
503-807-7966
Classroom Map
Lower School
Oregon Episcopal School

Revised: 6/17/14
Morning Drop-off Instructions

Lower School Drop-off
- Beginning School Students: Drop-off students along the sidewalk in front of the Beginning School entrance (please ensure your child is inside the building before you leave), or park in the lot and walk your child(ren) into the building.
- Grades 1-5: Drop-off students along the covered walkway and sidewalk in front of the LS Office. Please pull to the farthest forward available curb location.
- Students should use right (curb) side doors only.

Middle/Upper School Drop-off
- Drop students in the bell tower circle.
- Enter the circle from the right lane of the top-most drive. The left lane is for left turns only during morning drop-off.
- Please pull to the farthest forward available curb location. The drop-off zone begins in front of the chapel.
- Students should use right (curb) side doors only.
- All students must be dropped in the circle; drop-off is not allowed along the sidewalk in front of Scott House.
Afternoon Pick-up Instructions

Grades Pre-K-1 Pick-up
- Pick-up students along the sidewalk on the north (field) side of the beginning school. Enter this area via Vermont Street (loop road).
- Cars picking up Primary and 1st graders line up in the left lane. Pre-K and Kindergartners in the right lane.
- Pull to the curb as directed by the traffic attendant.
- The gate at the west end of the gym opens at 2:45pm.
- Always come to a full stop at the stop sign at the west end of the gym.

Grades 2-5 Pick-up
- Pick-up students along the covered walkway and sidewalk in front of the LS office.
- Line up to wait in two lines in the designated driveway.
- Pull to the curb as directed by the traffic attendant. Please pull to the farthest forward available curb location.
- Students should use right (curb) side doors only.

Middle/Upper School Pick-up
- Pick-up students along the bell tower circle crosswalk and the covered walkway.
- Line up to wait in two marked lines at the top of the parking lot.
- Beginning at 3:05pm pull to the curb in the pick-up zone as directed. Cars are directed to this location in the order of arrival.
- The Bell Tower circle is closed to vehicles from 2:45-3:20pm.
- Pull to the curb as directed by the traffic attendant.
- Students should use right (curb) side doors only.
- All students must board in the pick-up zone; boarding is not allowed in the waiting lines.
Welcome to OES!