



# **New Family Guide**

A Resource for Lower School Families

Oregon Episcopal School  
6300 SW Nicol Road  
Portland, Oregon 97223  
(503) 768-3143 LS office

# Important Dates

## **Thursday, August 25**

*New Family Orientation Night - 7:00 – 8:00 pm Dining Hall*

## **Tuesday, September 6**

*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. There will also be an opportunity to meet the Specialists that morning. More information about *Open Classrooms* will be available in August.

## **Wednesday, September 7**

*First Day of School - 7:50 am*

*Bell Tower and Ribbon Cutting Ceremony - 8:15 – 9:00 am*

A tradition now for 147 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 Years parents are invited to attend with their children. Many other parents also attend, so please join us.

## **Wednesday, September 21**

*Back to School Night (BTSN) Pre-K through Fifth Grade - 6:00 – 8:30 pm*

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. Classroom teachers and Specialists share expectations and curriculum highlights, answers questions, and provides information for future reference.

## **Friday, September 30**

*Walk for Fun and Fitness- OES Track - 8:45 am – 2:00 pm*

*OES Homecoming Celebration and Lower School Picnic - New Lower School and 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.

## **November 3 and 4 and March 2 and 3**

*Fall and Winter Conferences - No School. All Day Extended Care and supervision just during conferences are available.*

## **December 9 - 8:00 – 9:00 am**

*Giving Chapel - OES families are offered the opportunity to share the holiday spirit by donating new and used items to families and non-profit organizations who need them. 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 16**

*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 and 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?

### LOWER SCHOOL

**Head of Lower School:** David Lowell: 503.768.3141

**Beginning Years Assistant Head of Lower School:** Kirstin McAuley – 503-416-9208

**Intermediate Years Assistant Head of Lower School:** Chris Thompson – 503-416-9322

**Lower School Office:** Miriam Agron – 503.768.3143  
Lyn Zenisek – 503.768.3178

### ALL SCHOOL

**Main School Number:** 503.246.7771

**Head of School:** Mo Copeland – 503.416.9390

**Associate Head of School:** Chris Schuck – 503.416.9310

**Head Chaplain:** Phillip Craig – 503.768.3138

**Director of Studies:** John Holloran – 503.416.9304

**Extended Care Program:** Kathy Finn-Brennan – 503.416.9249

**Athletic Programs:** Dennis Sullivan – 503.416.9253

**Music Programs:** Nancy Teskey – 503.416.9284

**Summer/After School Programs:** Kati Stenstrom – 503.416.9260

**Campus Safety Coordinator:** Rebecca Williams – 503.416.9372

**Business Office/Billing:** Lisa Kave – 503.416.9380

**Transportation/Bus/Carpool Info:** Robbi Garvin – 503.768.3162

**School Nurse:** Elaine Elliott – 503.416.9300

**Bon Appétit Food Service:** Kelly Cowing – 503.768.3135

**School Store:** Madeleine Menashe – 503.768.3170 Open 2-4 pm weekdays or by appointment.

*See the directory for numbers not listed. Thank you.*

## **Getting Started Information**

**Beginning Years: Pre-K, Kindergarten and Primary, Only**

**Gentle Start Schedule first week only:**

### **Wednesday, September 6**

First Day of School, 7:50-12:30 pm

Extended Care Available, 12:30-6:00 pm

### **Thursday, September 7**

First Late Start Thursday, 8:45-12:30 pm

Before School Care, 7:30-8:45 am

Extended Care Available, 12:30-6:00 pm

### **Friday, September 8**

First Friday, 7:50-12:30 pm

Before School Care, 7:30-7:50 am

Extended Care Available, 12:30-6:00 pm

### **Monday, September 12**

First Full Day of School, 7:50-2:55 pm

Before School Care, 7:30-7:50 am

Extended Care Available, 2:55-6:00 pm

### **Beginning Years “Get to Know You” Conferences, September**

Wednesday, September      1:30-3:30 pm

Thursday, September      1:30-3:30 pm

Friday, September      1:30-3:30 pm

\*Beginning Years Parents will be able to sign up online for conferences. An email will be sent in August with more information about online conference sign up.

## **First through Fifth Grades will start the year with regular school hours.**

### **Regular School Hours**

Pre-K half day: 7:50 am - 12:30 pm

Pre-K all day through Fifth Grade: 7:50 - 2:55 pm

**Before School Care:** Monday - Wednesday and Friday, 7:30-7:50  
Thursday, 7:30-8:45

**Extended Care:** Pre-arranged extended care is available after school until 6:00 pm

**Late Start Thursday:** Every Thursday school starts at 8:45 am. All faculty are involved in meetings and professional development from 7:30-8:45 am. The Assistant Teachers will provide supervision starting at 7:30 am for any children who need to be dropped off early. Early drop off does not need to be pre-arranged.

Please bring your child to school on time. **All outside doors lock at 7:55 am (Monday-Wednesday and Friday). Thursday Late Start doors lock at 8:50.** Latecomers disrupt others and miss important information. If you arrive after doors lock, you will need to check your child in at the LS office. 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](mailto: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](mailto:lsattend@oes.edu) or call the Lower School Office.

**Change of Plans information must be received before 1:45 pm** (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. Most email addresses are last name plus first initial, followed by [@oes.edu](mailto:@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 Room 10 in the former Lower School building. 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 on line in advance of an event. Volunteer opportunities will be published on Volunteer Spot in September. Look for further details from Room Parents and your classroom teacher. You will receive information about using the volunteer database from your Room Parent. In the meantime, visit our Volunteer page on the website to see that vast opportunities to join in! [Volunteers at OES](#)

Please feel free to contact Michelle Tubbs, Chair and Stephanie Knight, Co-Chair of this year's Parent Association Link (PAL) (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 attend a meeting in September for training and to identify their classroom's volunteer opportunities. 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 meet regularly with the Lower School PAL chair, co-chair, communications coordinator, and treasurer to facilitate communications among LS parents. **2016-2017 Room Parent list and 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, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, and 5<sup>th</sup> grade. They attend monthly Lower School Grade Level Rep Team Meetings (GLRT), Parent Association Link (PAL) meetings, Parent Community Link (PCL) meetings, and meet with the Lower School PAL Chairs and/or administration as needed.

## 2016-17 Grade Representatives

Pre-Kindergarten – Desiree Bliss: [desireebliss@hotmail.com](mailto:desireebliss@hotmail.com)

Kindergarten – Amy Remick: [amyremick@gmail.com](mailto:amyremick@gmail.com)

Primary – Kendra Zupan: [Kendrazupan@gmail.com](mailto:Kendrazupan@gmail.com)

First Grade – Carol Bull: [carol.bull@gmail.com](mailto:carol.bull@gmail.com)

Second Grade – Elizabeth Hutchins: [elizaahut@gmail.com](mailto:elizaahut@gmail.com)

Third Grade – Betty Inscore: [bettynscri@gmail.com](mailto:bettynscri@gmail.com)

Fourth Grade – Paula Gore: [paulaannegerber@yahoo.com](mailto:paulaannegerber@yahoo.com)

Fifth Grade – Kim Feller: [KimFeller@comcast.net](mailto:KimFeller@comcast.net)

## Lower School Parent Association Link (PAL)

Michelle Tubbs, Chair                      971-207-9420                      michlew@hotmail.com\_  
Stephanie Knight, Co-Chair              503-442-5374                      stephanie@knight24.com

**All parents** are welcome and encouraged to attend PAL meetings. LS PAL meetings are usually held on Friday mornings 8:00-9:00 am with time for questions til 9:30am. Two evening meetings may be scheduled this year. Usually each meeting has a different topic. This is a great way to meet other parents and learn about different aspects of our school! You do not have to attend all meetings - just come when you are available!

### **PAL dates 2016-17 (subject to change & additions)**

All meetings are on Fridays from 8:00-9:30 am in the LS Performance Commons

September 23rd	February 24th
October 21st	March 17th
November 18th	April 28th
January 27th	May 26th

## All School Parent Community Link (PCL)

Courtney Fitzloff, Chair                      503-807-4775                      mcfitzloff@yahoo.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 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.

## 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 fliers and information will go home in the Wednesday Envelope. In an effort to save paper only one of each fliers will be sent to each family via the youngest sibling. 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 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 [website](#) 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 parents will receive the classroom teacher reports via e-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 cell phone 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 3:05 pm will be taken to the LS office and will be checked into Extended Care by 3:15 pm.
- Older siblings are picked up in the location for the youngest sibling.



# Stay tuned for new drop off & pick up procedures and Classroom maps in August

## Useful Locations

**Lower School Office:** Inside main entrance of Lower School building to the left.

**Room 10:** Located down the outside steps at the end of the walkway in the former Lower School building. This is a storage room for “lost and found” and used uniforms. Obtain a key from the Lower School office to gain access to Room 10.

**DVR (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:** Morris House – lower lever

**Admissions Office:** Morris House - main level (entrance closest to Middle School building)

**Business Office:** Morris House - main level (entrance closest to Portland Golf Course)

**Extended Care locations & office:** Extended Care is provided in the Affinity Commons on each of the three floors. The Extended Care office is on the first floor of the new Lower School.

**After-School Classes Office:** Morris House – upper lever

**Lunch:** Pre-K through Primary will eat in the dining area on the first floor of the new Lower School. First through Grade 5 will eat lunch in 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:** Primary through Fifth Grade children are given the opportunity in a class rotation to take turns carrying the cross and candles in Chapel services. You will be notified when it is your child's turn. Serving as an Acolyte is optional.

**LS, MS, US:** Lower School (Pre-Kindergarten through Fifth), Middle School (Sixth through Eighth), Upper School (Ninth through Twelfth).

**BY:** Beginning years: PK through 1<sup>st</sup> Grade

**IY:** Intermediate years: 2<sup>nd</sup> through 5<sup>th</sup> Grade

**Directory:** Every phone number you will ever need! The directory will be distributed at the beginning of the school year. 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! More information about PAL will be shared at the New Parent Orientation evening on August 25, 2016.

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

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

### **Sarah Ross-Bailly**

LS Admissions Associate

[rossbaillys@oes.edu](mailto:rossbaillys@oes.edu)

503.768.3114

### **Georgina Miltenberger**

Mom of Peter and Jane

[gmiltenb@hotmail.com](mailto:gmiltenb@hotmail.com)

503.957.1720

### **Verity Goldstein**

Mom of Laila

[verityloudon@hotmail.com](mailto:verityloudon@hotmail.com)

503.819.8424

### **Margueritte Kim**

Mom of Reid, Parker and Grant

[kimfamilypdx@me.com](mailto:kimfamilypdx@me.com)

503.807.7966

### **Sarah Ellis**

Mom of Brinley

[ellissarah@hotmail.com](mailto:ellissarah@hotmail.com)

202.997.9029

## 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 three Lost and Found locations - Room 10, the Gym, the dining hall.

**Lunch & Snacks:** Lunch and snacks are provided for all Lower School students (Pre-K through 5<sup>th</sup> 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. [Allergy Aware Policy](#)

**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 an Allergy Aware Policy (see link above) and all food must be store-bought and contain **no peanuts, peanut oils, or nut products.** *Healthy treats are encouraged and treats with less sugar are preferred!*

**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.

**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 21 & 22**. Individual retakes TBD.

# Welcome to OES!

