



# Friday, September 6, 2019

## Weekly Newsletter

### Director's Message

Hello Everyone,

We made it through the first week. Woohoo! Thanks to all of you for your patience as we work out our schedules and routines. We've gone through a tremendous amount of change since last spring, but I can tell that we are slowly starting to find our way in this amazing new building.

Drop off and pick up will always be challenging because of our limited parking. I'm listing a few of the issues that have emerged in the first few days. You can help us out by discussing these as a family if any of them apply to you.

#### **Please read the important information list below:**

- Students need to go immediately to their assigned pick up area when they are released from class. You can help reinforce this message to prevent dawdling in the halls, bathroom or classrooms. When a student doesn't go to his/her assigned pick up area promptly, the whole system slows down. Be sure your child knows whether you are driving to pick them up (which means they are released to the lobby) or walking to pick them up (which means they are released to the back playground through the gym).
- Please do not park in the main lot and then get out to walk to the walking parent pick up area. When you enter the parking lot in a car, we put you into the system as a drive up parent and release your child to the lobby. If you then walk to the back of the school, your child won't find you because they'll be in the lobby instead of on the playground.

- Please not park in the main lot at all during drop off or pick up. This is a one way driving-only area during those times. If you try to back out while the queue is moving, it poses a safety problem and backs up the line.
- Please use the crosswalk! Walking in between cars is a safety issue.
- If you hug the curb when you are coming into the parking lot via Hall, the non-Arco Iris cars can pass and avoid getting caught in our queue.
- We CANNOT park in the Sprint lot.
- If you need to come into the school for personal business during pick up or drop off times, it's best to park offsite so you won't get trapped.

I also want to thank Jan Smith for stepping in as our counselor while we look for a replacement for Pam. Jan is a former principal at Arco Iris and she has deep experience in working with kids of all ages. We really appreciate her willingness to come in on short notice to support our kids. Pam has moved on to a new position that is a better fit for her and her family and we wish her all the best.

For me personally, this week has been a little hectic and I haven't had a chance to meet as many children as I would like, but it will be my goal in the next several weeks to get into classroom and start learning names. I'm very excited to get to know all of your wonderful children!

Sinceramente,

Michelle

## Upcoming Events for September

***Sept. 10: Finance Committee Meeting, 6:45 PM - 7:45 PM***

***Sept. 12: Back to School Night, K - 1st, 6:30 PM – 8:00 PM***

***Sept. 17: Back to School Night, 2nd - 4th, 6:30 PM – 8:00 PM***

***Sept. 18: 5th - 8th grade: Sept. 18 - 6:30 PM to 8:00 PM***

***Sept. 18: Picture Day***

***Sept. 19: School Board Meeting, 6:00 PM - 8:00 PM***

***Sept. 20: Staff development/workday/no students***

## Picture day is Sept. 18

**Pre-pay online ordering! Paque por su orden en línea.**

Parents have the ability to order pictures using the link above or by visiting [ios.dorianstudio.com](https://ios.dorianstudio.com) and using the school's access key, **CTEM2WJS**, also found on your picture day envelope before and up to four (4) days after picture day.

*Los padres pueden ordenar las fotos con la clave de acceso imprimido en el sobre de fotos hasta cuatro (4) días después del día de la foto.*

After the 4-day grace period expires, a personalized access key will be sent home with picture delivery. A \$7 shipping and handling fee will be added to all orders made with a personalized access key and orders ship directly home.

*DESPUÉS DE QUE EXPIRE EL PERÍODO DE GRACIA DE 4 DÍAS: Un código de acceso personalizado le será enviado a su hogar con sus pedidos. Estas órdenes incluyen una tarifa de \$7 de envío.*

**For order accuracy, please return your completed envelope on picture day for all payment types. Para la exactitud de su pedido, por favor devuelva su sobre el día de fotografía para todos los tipos del pago.**

## Volunteer News

### Volunteering at Arco Iris is as easy 1-2-3

1. [Submit a background check](#)
2. [Sign a Volunteer Expectation Form](#)
3. [Create a Parentbooker account](#)

Hurry and complete these steps so you can be ready to volunteer. Background checks need to be submitted every 2 years. If you are a returning parent you will receive an email if it is time to resubmit a background check. The Volunteer Expectation Form needs to be signed EVERY year. Follow the link to sign and submit the digital form. Parentbooker is the platform we use to send out ALL volunteer opportunities in the school. Each parent needs to create their own individual account so we can track all volunteers coming into our school. If you have additional questions about volunteering please see our Volunteer page on the school website or email us [volunteer@arcoirisschool.org](mailto:volunteer@arcoirisschool.org)

## Classroom Parents

New school year and new classes! We need Classroom Parents to help our wonderful teachers. Classroom Parents work directly with the teacher to plan classroom parties, send out requests for volunteers and supplies, organize parent support for projects, and help communicate with parents. Classroom Parents do not need to volunteer weekly in the classroom but need to check in regularly with the teacher to identify any needs in the classroom. We usually have two Co-Classroom parents assigned to every teacher. Middle school Classroom parents will be assigned to help their child's homeroom teacher. If you are interested in serving as a Classroom Parent please email us

at [volunteer@arcoirisschool.org](mailto:volunteer@arcoirisschool.org) by **September 13th** with your name and the teacher/grade you are interested in helping. All who express interest will be put on the candidate list and final room parent assignments will be made by September 23rd and notified by email.

## Volunteer Opportunities

*We still have several open volunteer positions for the 2019-2020 school year*

PTO Officer of Fundraising

PTO Officer jr Volunteer Coordinator

Spirit Wear Lead

Yearbook Lead

Yearbook Helpers

Book Fair Lead

Art Literacy Co-Coordinator

Jogathon Committee

If you are interested in any of these positions, please email us [volunteer@arcoirisschool.org](mailto:volunteer@arcoirisschool.org). We would love to work with you!

## Queridos Padres,

To my new families, Bienvenidos! To my returning families, welcome back! I sincerely hope you all had a wonderful summer and are ready to make this new year full of memories, partnership and communities. This year I am excited to find ways for all families to get involved in activities as well as growing our community. I invite anyone interested in learning more about school events and projects to come to our PTO Parent Meetings. Our first meeting is scheduled for Tuesday September 24 from 2pm until dismissal. I would like to encourage parents to participate in the meeting and then walk over to the park for **Community Day!** Bring a snack, play on the play structure - come with a game to play. I know I miss my kids being about to let some energy out before going home and this is also a great way to meet other parents. There is a path behind the school by the Sprint building that leads to the bridge to cross into the park. Walk on over, meet other families and get to know your friends kids. This is super informal people can come and go as they like.

The PTO is currently looking for volunteers to fill some important roles, as well as some daily volunteers for those who have a flexible schedule. Check out Parent Booker for opportunities to assist our office staff with daily admin duties, drop off and pick up assistance, room parents, art lit classroom leads and assistants, and one of our biggest needs is an officer position as the Fundraising chair. If you have an interest in one of these roles and would like more information reach out to me at [pto@arcoirisschool.org](mailto:pto@arcoirisschool.org) or [volunteer@arcoirisschool.org](mailto:volunteer@arcoirisschool.org) and the volunteer coordinators or I will get you the information needed.

I look forward to working with all of you to help make this year a big success. If you ever see me in the hall or out and about, please stop me and introduce myself. I really would like to make myself available

to each family and assist in making this school year memorable. Be on the lookout for other community events such as Community Days, Restaurant Nights and Family evening events.

*Queridos Padres,*

*¡Bienvenidos a las nuevas familias y las familias que están regresando este año! Espero que se hayan divertido mucho este verano y estén listos para hacer este año uno lleno de memorias, asociación, y comunidad. Estoy bien emocionada por encontrar maneras para que todas las familias de Arco Iris puedan estar involucradas en actividades y ayudar a crecer nuestra comunidad. Les invito a todos los interesados en aprender más sobre los eventos de la escuela y proyectos, a venir a nuestras citas de Padres del PTO. Nuestra primera cita es el martes 24 de septiembre de 2pm a 3pm. Les amino a los padres a participar en las citas y después caminar al parque al lado de le escuela para conocer a otros alumnos y sus padres. Hay un camino atrás del negocio de Sprint y va hasta el puente para el parque. Pueden traer un aperitivo, jugar en el parque o traer un juego para jugar con los demás. Es un tiempo informal y pueden venir e irse a su gusto.*

*El PTO está buscando voluntarios para llenar varios puestos, incluyendo unos voluntarios que pueden ayudar más seguido. Busca la app ParentBooker para las oportunidades para asistir en la oficina con responsabilidades de oficina, con el proceso de dejar y recoger los alumnos, coordinadores de clase, instructores de arte y asistentes de arte, y nuestra necesidad más grande es de un coordinador de recaudador de fondos. Si les gustarían más información mi email es [pto@arcoirisschool.org](mailto:pto@arcoirisschool.org) o [volunteer@arcoirisschool.org](mailto:volunteer@arcoirisschool.org).*

*Sera un placer trabajar con todos ustedes para hacer de este año un gran éxito. Si me ven en el pasillo o un cualquier lugar por favor detenme y preséntate tú mismo. Me gustaría estar disponible para cada familia y asistir haciendo de esta escuela un año memorable. Atentos a más información en un futuro sobre los días de comunidad, noches de restaurantes y eventos familiares.*

*¡Vamos Jaguares!*

*Yessenia Jones*

## Drop Off and Pick Up Procedures



### Definitions

- **Drive up** - Parents using the car line to pick up
- **Walk up** - Parents walking from home or parking nearby and walking to school to pick up children
- **Student walkers** - Unaccompanied students walking *with permission* to a destination off campus

### Morning Drop Off: PLEASE DO NOT ARRIVE BEFORE 8:10 AM FOR MORNING DROP OFF

- When you pull into the drop off area it is expected that the student(s) in your car are ready to jump out. This means that you will need to take care of gathering coats and backpacks and giving goodbye wishes and kisses when you pull into the parking lot. When you get to the drop off, students need to unbuckle and exit so the line can keep moving.
- Drive into the parking lot, past the main door, and into the circular turnaround marked with striping and yellow traffic buttons, then return along the front of the building until you reach the drop off area.
- All drivers pulling into the drop off area will let their kids out as soon as they stop (we try to move cars into loading zone in batches of eight). The drop off zone begins at the handicapped parking areas on the north side of the building. These spaces are not available for parking during pick up and drop off.
- Your child needs to exit and enter the car from the right side only.
- When you leave, you must turn right, per city regulation, onto Creekside Place, as indicated by the directional sign in the parking lot.

### Afternoon Pick Up

Early pick up: 2:30 pm is the latest a student may be picked up for early dismissal, so as not to interfere with afternoon pick up procedures.

Regular pick up:

- Kindergarten families with pink tags are allowed to enter the car queue at 2:45 PM
- 1st through 8th grade families enter the car queue at 3:00 PM
- Kindergarten students will be released at 3:00 PM , 1st - 8th at 3:15 PM

### **Walk Up and Drive Up Guidelines**

- DO NOT enter into the car queue before your designated pick up time. This is important as we do not want to backup Creekside or Hall Blvd with cars just waiting in the queue.
- Kindergarten families entering the queue after 3:00 PM will have to wait to pick up at 3:15 PM
- Walk up parents must show their family ID# to the staff member overseeing the parent walk up area to be able to release the student.
- Your ID# number must be clearly visible at all times on your rear view mirror
- STUDENT PICK UP FOR PARENTS THAT WALK UP TO SCHOOL: Please go to back of building to retrieve your student. Front doors are only to release student with parents waiting in the car line.
- After 3:40 PM, you will have to park and walk to pick up your child. They will be taken to Buenas Tardes to wait for you.
- Please do not call the office and request the school to deliver messages about last-minute carpool changes to students. Please make arrangements in advance with friends for last minute emergencies.
- Do not park in any of the neighboring businesses; parents may choose to park on SW Stratus Street or some other public and legal parking space and walk to the school.
- Make sure your child knows their ID# and how they are being picked up/released from school (please see the definitions at top of page)

### **Carpool**

- Carpooling with a Kindergartener? If your child is not a kindergartener but is carpooling with a child who is, both students will need to wait to be released at 3:15 PM. Parents that carpool must show a wallet sized ID card with the numbers for all the kids in the carpool. Families will receive multiple copies of the wallet sized ID to share with carpool drivers and family members for pick up.

### **Walkers and Dogs**

- Any student walking off campus unaccompanied must have completed and turned into the office a "walker permission slip" to be released from school without a parent.
- Students will be released from the gym, and then head to the school crosswalk in our parking lot to walk to their designated location.

- Dogs are not allowed on the school campus. Unpredictable animals coupled with 400 sometimes unpredictable children are not a safe combination. With the exception of law enforcement dogs and officially recognized service dogs, dogs are not allowed on the school playground or in the building.

**If you're planning to come into the school, please read sign-in procedures below**

- Every time adults come to school, they must check in at the main office and get a visitor's badge or volunteer badge. ORS 164.245 requires all visitors to check in at the main office.
- Please make an appointment with the teacher if you are planning to visit your child's classroom.
- Students and parents must make an appointment with the teacher if they are planning to drop off items before the school day begins.