



2024-2025

ISP FAMILY HANDBOOK



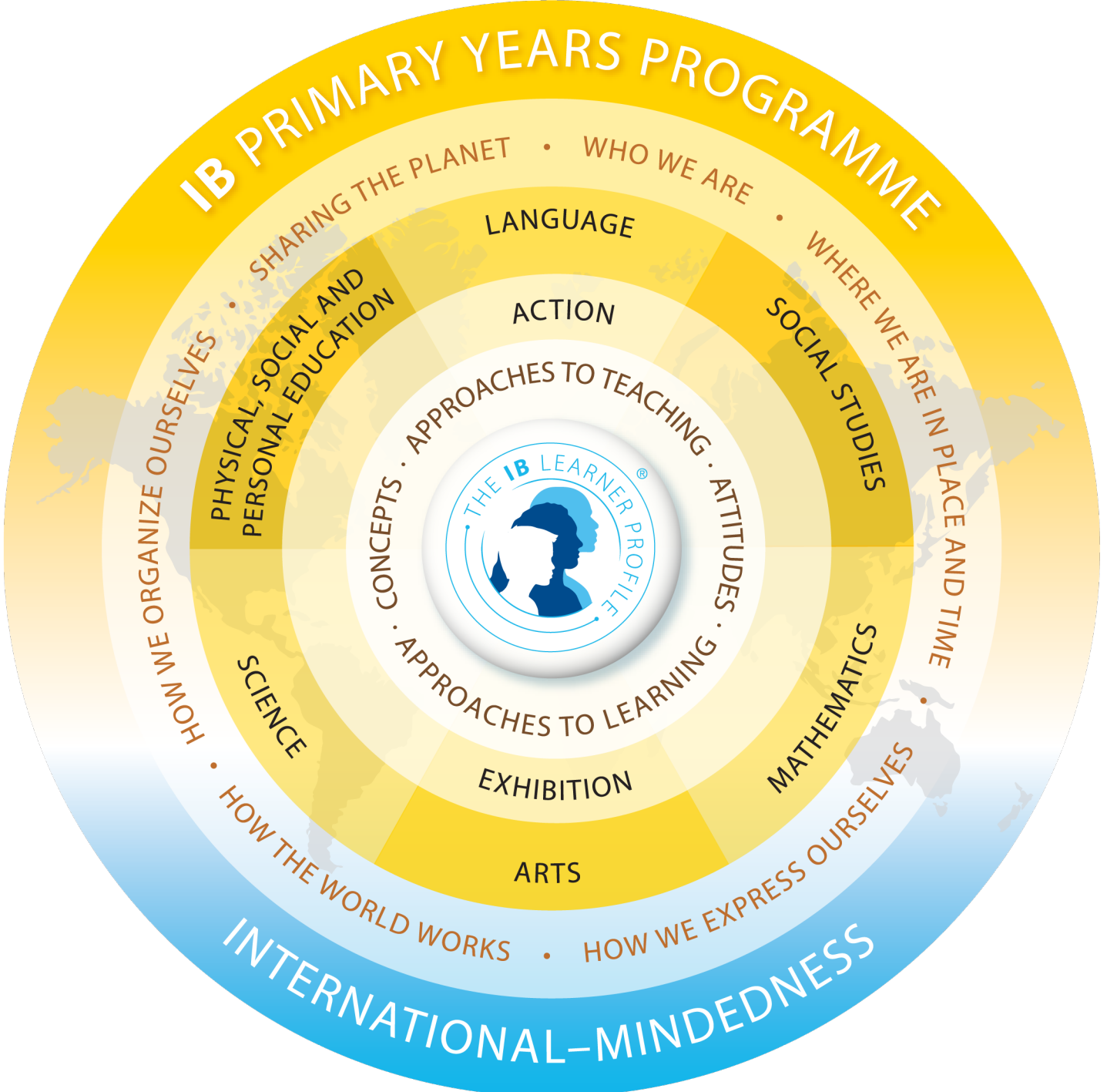


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This Parent/Guardian Handbook contains information for all parents of enrolled students. Please read it carefully and keep it handy. Within this booklet, all references to “the office” refer to all ISP reception areas—whichever is most convenient.

No handbook can anticipate every circumstance or question. ISP may revise, supplement, or rescind any policies, notifying you through *The Owl*, the ISP family bulletin, or other official school communication.

ABOUT THE SCHOOL

International School of Portland opened in the fall of 1990 with two Spanish teachers and nine students. Today the school is an authorized International Baccalaureate World School with over 350 students, 80 staff, and full language and cultural immersion in Spanish, Japanese, and Mandarin Chinese.



Mission

International School of Portland inspires children to become global citizens through an inquiry-based learning environment of total immersion in multiple languages and cultures.

Core Values & Guiding Principles

At International School of Portland, we value:

Global Citizenship

- We belong to a world community and embrace its diversity.
- We are honest, respectful, and take responsible action.

Language and Cultural Fluency

- We believe language immersion promotes cultural intelligence and curiosity.

Academic Excellence through Inquiry

- We think critically, challenge our own perspectives, and encourage collaboration.
- We confidently express our ideas and seek to understand those of others.

The attributes of the IB Learner Profile

Vision

International School of Portland is a renowned center of excellence in multicultural education:

- Our program engages students in a holistic, challenging academic curriculum taught through total language immersion.

- Our inquiry-based approach nurtures curiosity, language fluency, and cultural intelligence.
- Our passionate, multicultural faculty and staff are dedicated to the needs of all students.
- Our vibrant and inclusive community is engaged and supportive.
- Our children take responsible action within and beyond our school community.
- Our graduates thrive in a diverse global environment.

The ISP Board of Trustees is responsible for safeguarding the mission, values, and vision of the school.

IB Learner Profile

Our goal is for all ISP community members to live and work according to the International Baccalaureate (IB) Learner Profile:

Inquirers who develop their natural curiosity and actively enjoy learning;

Knowledgeable about concepts, ideas and issues that have local and global significance;

Thinkers who show initiative in applying thinking skills and make reasoned, ethical decisions;

Communicators regarding feelings about their own and others' actions;

Principled, acting with integrity, honesty and fairness;

Open-minded in accepting the differences of others;

Caring, showing empathy and respect toward their teachers and peers;

Risk-takers, approaching unfamiliar situations with courage and forethought;

Balanced about the intellectual, emotional and physical well-being of themselves and others;

Reflective, giving thoughtful consideration to their own learning and experience.

Equal Opportunity

International School of Portland is committed to providing equal treatment to all individuals without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or any other characteristic protected by law with regard to all the rights, privileges, programs, educational policies, admission policies, financial aid, athletics and activities generally made available at the school.

UNIVERSAL EXPECTATIONS FOR STUDENTS

ISP Essential Agreements

All ISP community members are expected to abide by four characteristics. These agreements exist to protect us and to enhance our learning, not to trip us up or find us deficient. Our Essential Agreements direct how our community members interact with the environment and with each other.

The Essential Agreements are:

Be Safe

Be Respectful

Be Responsible

Be Fluent

Safe, Supportive Learning Community

With the goal of creating a safe and supportive learning community, ISP expressly prohibits bullying, harassing, or intimidating students (or any community members), by any means or method— at school, on school property, or at school-related functions; as well as off-campus when the behavior results in a disruption to the school environment; or by use of data or software that is accessed through a school computer, system, or network; or other electronic technology of the school.

“Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.” (stopbullying.gov)

Disrespect and/or the threatening of one’s safety is never acceptable and will be thoroughly addressed. Any staff and faculty will respond to notifications of harassment, intimidation, or bullying either by the student who experienced the disrespect, an onlooker who witnessed it, or a staff member to whom it was reported. Heads of departments will be notified and will respond according to our school protocols. ISP is committed to respecting the diversity of all members of our community, and therefore will not tolerate behavior that undermines that commitment.

International School of Portland Universal Expectations Matrix

Expectations for student behavior in school settings are communicated to them in an age-appropriate way. Here is an overview of the messages conveyed to students:

	Classrooms Voice level: 1-3	Restrooms Voice level: 0-1	Office Voice level: 1-2	Stairs/Hallway Voice level: 0-1	Streets/Sidewalks Voice level: 1-4	Playground Voice level: 1-3
Be safe	Classroom expectations vary from class to class and have been determined by all teachers with collaborative help from their students.	<ul style="list-style-type: none"> Walk to and from restroom Keep floors and walls clean and dry 	<ul style="list-style-type: none"> Wait patiently Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Always walk calmly forward 	<ul style="list-style-type: none"> Keep your hands and feet to yourself Always walk calmly forward Cross the street with an adult Look both ways before crossing 	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself. (Gentle touching is allowed if part of a safe game) Avoid all play fighting Use all the equipment appropriately Walk to/from playground with class
Be respectful		<ul style="list-style-type: none"> Use quiet voices Give people privacy Go back to class right away 	<ul style="list-style-type: none"> Sit quietly Wait patiently until it's your turn to be helped Use polite language 	<ul style="list-style-type: none"> Use quiet voices If stopping, step aside to “waiting zones” near walls 	<ul style="list-style-type: none"> Stop, look, listen If stopping, step aside to “waiting zones” 	<ul style="list-style-type: none"> Accept and follow all staff expectations the first time Use positive, appropriate language Anyone can play
Be responsible		<ul style="list-style-type: none"> Wash hands Flush toilet Keep it clean Report any problems to staff 	<ul style="list-style-type: none"> State your purpose politely 	<ul style="list-style-type: none"> Use quiet voices Report any problems to staff 	<ul style="list-style-type: none"> Be aware of your surroundings Stay to the right Keep it clean 	<ul style="list-style-type: none"> Tell an adult if someone is hurt or needs help Respond to teacher signal Put away all equipment
Be fluent		<ul style="list-style-type: none"> Speak in your track language (unless communicating with people who are not in your track) Use kind words to solve problems (like “Excuse me,” “Please,” “Thank you,” “I’m sorry”) 				

ACADEMIC MATTERS

Please attend Virtual Curriculum Night in September to understand the year's curriculum and teacher expectations.

If you have concerns, questions, or information you'd like to share about your child, set up a meeting with your child's teacher first. Teachers are generally available to meet by appointment before or after school except on Wednesdays. Please contact your child's teacher to set up a meeting (please note they cannot meet outside of school hours).

For further contacts beyond the homeroom teacher, please refer to the communications chart on page 9 of this handbook.

Reporting Progress

Students will receive two written reports based on your child's progress in December and June. There will also be two individual conferences to meet with your child's homeroom teacher to discuss progress towards goals, as well as a Student-Led Conference, at the following times:

- **October:** individual conference
- **February:** individual conference
- **April:** student-led conference

Specialist and English teachers are also available for conferences, as well as the Student Support Team if applicable. Please watch *The Owl* for online conference sign-ups 2-4 weeks ahead of time.

Attendance

By enrolling your child at ISP, you are committing to regular and punctual attendance. Regular absences and tardies hinder the child's learning and cause disruptions to the entire class. If a student is struggling with attendance, the first step is to contact the homeroom teacher, followed by contacting the Head of Early Childhood or Elementary and then the Head of School. **ISP will develop a plan for students who have ongoing attendance or tardy concerns, that could include being withdrawn from the school.**

We strongly suggest that parents and guardians not take students out for extended periods of time for family gatherings and trips. While we know that you sometimes do not have a choice in the matter, parents/guardians must ensure that students keep up with schoolwork during such absences. Teachers, however, are not obligated to prepare student work

packets while you are traveling. Any extra tutoring required will be at the family's expense.

We follow the guidelines of Oregon public schools regarding attendance.

Absence/Late Notification

If your child will be absent, you must record their absence in the SchoolPass app. For security purposes, we will call to verify the absence if we have not heard from you; it saves everyone time if you notify us first. Please let us know if your child has a communicable disease such as strep, flu, or COVID-19 so we may alert other parents in the class.

If your child is enrolled in Global Kids, please notify them directly in addition to notifying the school.

Early Childhood children may not attend school on unscheduled days to make up for time missed due to illness or any other reason.

All illness reporting should be made to the Health & Safety Coordinator, Brandy Ascough (health@intlschool.org).

Social-Emotional, Academic Support, and Behavioral Support

The latest research in education has decidedly pointed to the critical link between academic and social/emotional success. Because the community of educators at International School of Portland believes so strongly in this link, we have developed a comprehensive system to support both behavior and academics. The key components of this system are research-based and are designed to promote success for our students, both in our school and the broader global community.

Student Support

Improving student outcomes is about ensuring that all students have access to the most effective and accurately implemented supports as possible. Multi-Tiered System of Support (MTSS) and the Responsive Classroom provide an operational framework for achieving these outcomes. Our framework provides the structure and tools for our educational community (teachers, staff, parents/guardians, and students) to promote success for all members. Please also refer to our Essential Agreements section.

Student Support Team

Ensuring that students are socially, emotionally, and academically successful means that all students must have access to effective and accurately implemented instructional strategies and interventions. Using a Response to Intervention (RtI) framework, ISP has developed a Student Support Team to address the individual needs of our students.

The **Student Support Team (SST)** is designed to help students who, for academic, behavioral, social, emotional, or medical reasons, may need specific accommodations in their day to be successful. The Head of Student Support works with the school's educational leaders, the student's teachers, the student's parents/guardians, and outside providers to coordinate varied supports. Students normally enter Student Support through a referral from a teacher. The referral contains a description of the situation, recent academic progress, as well as any strategies already tried by the teacher. Students who have been formally recognized by an outside specialist to need additional support are also included.

The Student Support Team does not diagnose or label students; it is a program that provides classroom-based practices and strategies to help students achieve success at school. The Student Support Team helps to fulfill the school's mission of providing a rigorous and comprehensive education within a nurturing, student-centered environment.

Because academics and social emotional learning are so closely linked, our academic team (teachers and the Educational Leadership Team) is involved in our comprehensive support system. Should you have any specific concerns about your child, please contact your child's teacher or the Head of Student Support, Erin Porter, at: ErinP@intlschool.org.

Grade Placement

International School of Portland subscribes to a researched, holistic approach to education. This means that the school's work is focused on developing the academic, social, and emotional aspects of all children. As a part of this approach, the school is committed to placing students in groups that are developmentally similar by age. The school further subscribes to the practice of tailoring learning to the individual needs of students within the confines of their age appropriate group (i.e., differentiation). All decisions regarding student placement must be reviewed and approved by the Educational Leadership Team. Previous school records will be

considered for the placement of students applying for Grade 1 and above.

Early Childhood

In order to enter Kindergarten, students must be 5 years old by September 1 of the year they are to start.

This means that children who have birthdays later than September 1 should expect to repeat either PreK or LowK to meet this deadline.

Tutoring Policy

An ISP teacher may not tutor their own student for extra pay under any conditions. Only the Head of Student Support can recommend tutoring. Any tutoring would happen off grounds and be a direct contract between families and the tutor.

Schedule Changes

PreK & LowK families: To request any schedule changes, please contact the Director of Enrollment at least one week before the desired change date. Changes will be granted if there is space in the class and ISP can accommodate appropriate staffing level adjustments. The Admissions Office will then notify you and the teacher in writing if the request is approved, and will notify you of any tuition changes. A Change of Enrollment form will be provided for you to complete. The Business Office will communicate the updated cost. Your child may not attend without the Admissions Office's confirmation.

Homework Policy

As a parent/guardian, your role in homework is to help foster a supportive and positive environment. Even if you do not understand the language that your child is working in:

- Ask about and talk with your child about the homework. Ask them to explain what they are doing.
- Ask about the concepts and skills involved.
- If your child asks, help brainstorm ideas or solutions, but let the student make the decisions about a project and let your child do the work.
- Your encouragement and positive attitude will make a difference!

The outside limits for homeroom homework at ISP are listed on the following page:

Academic Matters - continued

Grade	Homeroom Homework	Reading & English
1st	10 minutes	10 minutes
2nd	20 minutes	10 minutes
3rd	30 minutes	20 minutes
4th	40 minutes	20 minutes
5th	50 minutes	20 minutes

These are outside limits; there may not be this much homework every night. After this amount of time has elapsed, you should stop the child from working further and notify the teacher of what happened. If directions are not clear to the child or to you, notify the teacher. If you should have any questions regarding homework, please contact your child's teacher.

Library & Technology Use

The ISP Library is an important part of school life. Students in all grades visit the library weekly for library and information literacy instruction and to check out materials to use at home. Teachers also make extensive use of library resources to teach many aspects of the IB PYP units of inquiry and concepts related to school life. Visit the library website at: library.intlschool.org.

The ISP Library adheres to the tenets of the Library Bill of Rights (library.intlschool.org/bill-of-rights/) and does not restrict access to its collection by age or grade. It does, however, strive to provide age-appropriate materials and to place materials within the appropriate collection (Picture Books, General Fiction and Nonfiction, Professional Resources, etc.) and to recommend suitable materials to individual students.

Parents/guardians are the ultimate authority on what is or is not appropriate for their child and are encouraged to communicate directly with their child about any limitations they wish to place on their reading, and to ask the librarian for recommended alternatives to materials they consider unsuitable for their child. Parents/guardians have the option of restricting their child's checkout privileges at the beginning of each school year by contacting the Librarian.

Please note that school technology is for use at school only and may not be taken home without written permission and a release signed by the school and by the parent/guardian. Students may only use school technology for activities approved by the teacher.

It is parents'/guardians' responsibility to pay for any borrowed library materials and equipment that their child may lose or damage exceeding normal use and wear.

Capstone Study Abroad Program

Capstone Study Abroad is a two-week study abroad opportunity for our fifth grade students. The students travel to a country where their track language is spoken, attend classes at a local school, and visit cultural and historical sites they have studied. The Capstone Study Abroad program is made up of two segments. Students spend approximately one week attending a school in the visited country, living with host families with local students. Their ISP teacher attends school with them, and parent chaperones remain close by but not visible. For the other segment, ISP students tour cultural and historic highlights of the country with classmates, teacher, and parent chaperones. The entire experience serves as the culmination of students' language and cultural learning at ISP, and enriches the students' language proficiency, cultural understanding, and self-confidence.

The overarching goals of the Capstone program are to 1) provide students with opportunities to connect with communities that speak the target language and 2) expose them to a higher level of language use outside of an academic setting.

The Capstone Study Abroad Program is planned by the Capstone Committee, which includes the Capstone Coordinator, fifth grade teachers, the Finance Director, the Head of School, and others. It is never too early to start thinking about and preparing for your child's Capstone experience. For more information see intlschool.org/capstone or contact Capstone Coordinator, Ryan Scheel, at: RyanS@intlschool.org.

PARENT/GUARDIAN INVOLVEMENT

Overall Expectations of Parents/Guardians

We encourage families and friends to be involved in the school for the benefit of students and the rest of the community.

At a minimum, please:

- Keep up to date on your child's class and school-wide activities; participate as requested.
- Keep up to date on your child's individual schoolwork, homework and progress; participate as needed or requested by the teacher.
- Sign up for Parent/Guardian-Teacher Conferences and the Student-Led Conference

All adults in the ISP community are to model ISP Core Values as reflected in the IB Learner Profile and ISP Essential Agreements.

Please:

- Be respectful, principled, open-minded communicators.
- Respect the school's responsibility to do what is best for the entire community while recognizing individual needs.
- Familiarize yourself with and support the school's policies and procedures.
- Provide a home environment that supports positive learning attitudes and habits.
- Involve yourself in school life as your time permits.
- Actively supervise your children when on campus outside of school hours. Please follow the school essential agreements at all times.
- Share with the school any religious, cultural, medical, or personal information that may help best serve your child.
- Seek to resolve problems and secure information by talking to staff members directly.
- Maintain a positive, constructive tone in the face of challenges
- Acknowledge that tuition payment is not an

investment in school ownership with related controls, but rather an investment in your child's educational process.

Communication Expectations

The goal for all ISP communication—to and from parents/guardians, staff, students, and other community members—is to be:

Respectful. Our school is made up of people from a diverse array of cultures and backgrounds. Our community members acknowledge that each person contributes to the success of our school in their own way.

Direct. The person who has the information provides it to the person/people who need(s) the information.

Regular. Information is delivered consistently so people know what to expect and when.

Accessible. Information is easy to find and refer to.

Contextual. Messages and reports provide background & explanation for those who are new to any particular issue

Appropriate. Information is delivered in a way that make sense for the audience (formal vs informal) and type of communications (i.e. in person, online, email, US mail)

Interactive. ISP community members encourage communications to be multi-directional, and welcome people to ask questions, make comments, etc.

Timely. Information is provided in a convenient and relevant manner, and all parties respond to each other's needs within an appropriate time frame.

It falls to each ISP community member to apply these principles to all communications.

Sometimes when asking questions or discussing topics with other families, we inadvertently start a chain of rumors. Rumors are negative for any community and are best avoided by going to the source—to a staff member or other person who would have the accurate information. With this in mind, do not, for example, start an all class email polling other

Parent/Guardian Involvement - continued

Please read and respond promptly to:

- Homeroom and English teachers will email regularly about learning, class activities, and requests for parent help.
- *The Owl*, the weekly parent/guardian news bulletin with information from staff and volunteers. *The Owl* will tell you about conferences, events, volunteer opportunities, fundraising, and more. It is published weekly by email to all parents and also available at www.intlschool.org/owl. If you would like a nanny or grandparent to receive *The Owl* and other all-school emails, please contact: OWLeditor@intlschool.org. You are welcome to submit articles/requests to: OWLeditor@intlschool.org.
- Other periodic emails from the Head of School, Head of Elementary, Head of Early Childhood, Board President, or staff members with specific announcements, news, or child-specific information.
- Other resources like volunteer information, calendars, and more, can be found under MySchool App in the Resources section.

MySchool App School Portal

MySchool App is where you and other members of the International School of Portland community should go for the majority of your academic and enrollment needs. New parents and guardians were sent MySchool App login instructions prior to the start of school; please contact Mark Usher (tech@intlschool.org) if you did not receive login information.

MySchool App/Library Resource List

MySchool App has an entire resource list specially designed for parents/guardians of enrolled students including school calendars, school supply lists, fundraisers, and more. Visit www.myschoolapp.intlschool.com and click on the “Resources” tab. At library.intlschool.org you’ll find the ISP Library Media Center site with parent/guardian and student resources related to units of inquiry, the library catalog, and more.

Visiting School

For security reasons, all parents/guardians and other visitors must report to one of the front desks—Stearns for Early Childhood, and Hilltop for elementary—upon arrival to sign in and pick up a

Visitor or Volunteer Tag.

To minimize class disruption, parents/guardians and visitors may not go to a classroom during school hours unless by prior arrangement with the teacher. If you need to bring something for your child, please leave it with a front office assistant.

Pets

Pets are not allowed on school grounds or in school buildings at any time. For special circumstances, you may seek prior approval from the Health & Safety Coordinator to bring pets to school.

Alumni Volunteer Program

Alumni of International School of Portland are welcomed and encouraged to volunteer on campus during designated days/activities. Volunteer days are limited to half-day shifts, and alumni must sign up at least 48 hours in advance. For more information on the alumni volunteer program and the current status of opportunities, please visit intlschool.org/alumni-volunteer/ or reach out to the Development department.

Expense Reimbursement

Although we discourage parents/guardians from spending personal funds on class supplies and activities other than normal child-specific purchases, we recognize the occasional convenience, in close coordination with the teacher, for parents/guardians to pay certain costs up front. The reimbursement policy is:

- Before any funds are spent, the teacher must complete a Purchase Order, and the Head of Elementary or Head of Early Childhood must approve it.
- After the funds are spent, the spender must complete a Reimbursement Form, attach a receipt, have it approved by the Head of Elementary or Head of Early Childhood, and then forward it to the Rob Timmons, Director of Finance and Operations RobT@intlschool.org. Please include your address.

Forms are available on MySchool App under the Resources tab. Approved reimbursements are paid within approximately 15 days of when the Finance Office receives the form. Please be aware that the school has relationships and extended payment terms with many suppliers. Please contact Rob Timmons, Director of Finance and Operations, about preferred supplier relationships.

Parent Network & Family Volunteer Opportunities

All current ISP parents/guardians are considered to be part of the ISP Parent Network. The Parent Network Steering Committee is a non-governing volunteer group that works to strengthen and enhance the educational and community environment at International School of Portland and coordinates most volunteer opportunities available to parents and families. The PN Steering Committee works in close collaboration with school administration and staff, and in accordance with the values, vision, and policies of the school to provide volunteer support to advance the larger ISP mission.

There are volunteer opportunities to accommodate many interests and schedules. If you attend a class or school meeting, volunteer as a room parent/guardian or during the Extended-Day Program, chaperone a field trip, help in the office, or work on a fundraiser, all those hours count. See *The Owl* for upcoming needs. The Parent Network Steering Committee can be emailed at ParentNetwork@intlschool.org.

Please record your volunteer hours online here: intlschool.org/volunteer OR via the Resource section on MySchool App. When you record your hours, we can properly thank you and represent your contributions in grant applications.

Please see information on Room Parents/Guardians under “Classroom Matters” on pg. 12.

Volunteer Requirements

Like most schools, ISP relies heavily on family volunteers for assistance with class activities, fundraising and other school projects. In addition, research shows that children benefit in many ways when their family members volunteer at school.

We ask every family to provide at least 25 volunteer hours each school year. (This is regardless of number of children or number of parents/guardians.) We appreciate that many families devote well above 25 hours - thank you! Hours can be recorded within the Resources section of MySchool App.

To volunteer in ANY capacity around children at ISP, a background check is required (every 2 years, form at intlschool.org/volunteer). Background checks are *not* required for office help, volunteering in the Arthur Administration building, or at-home volunteer work.

Field Trip Drivers: (K-5 only) this applies only if you will drive children other than your own child for field trips.

- Oregon Department of Education background check on file with the school: form at intlschool.org/volunteer
- Drivers License and current auto insurance card on file with the school (email scans to background@intlschool.org)
- ISP will request a copy of your driving record from the DMV

Please note that chaperoned children are not allowed to sit in the front passenger seat during field trips.

Field Trip Chaperones (attends class field trips but will not drive children other than their own child) Oregon Department of Education background check on file with the school: form at intlschool.org/background

Attendee (on-campus parties, performances, etc.):

- No requirements

Return DOE background check forms by uploading them digitally at our [File Upload Form](#). (Please note that the Department of Education only accepts background check forms submitted by the school.) **Do NOT submit payment; the school covers this.**

CLASSROOM MATTERS

Field Trips

Field trips are an important part of IB PYP learning. Teachers are responsible for arranging field trips to align with the Program of Inquiry. As part of the enrollment process, all parents/guardians are asked to give permission allowing their child to go on all class field trips for the year. Before any field trip, families will be notified via email of the destination, time of day, purpose, and transportation options. Parents/guardians are not responsible for submitting field trip forms, bookings, payments, and other logistical details.

2 Weeks prior to Field Trip

- Teachers will notify parents/guardians via email about an upcoming pending field trip. It will include the date, time, location and academic purpose of field trip as well as what students should bring and wear.

- If you're interested in chaperoning, let your child's teacher or room parent know.
- **If you'd like to attend, submit all chaperone requirements to background@intlschool.org or upload via the form at intlschool.org/volunteer.**

1 Week Prior to the Field Trip

- Teachers will notify parents/guardians via email when a field trip has received final approval.

Day of Field Trip

On the day of the field trip, please:

- Dress your child in a mint-colored ISP t-shirt or sweatshirt. Each student will receive one school t-shirt per year.
- Provide a car seat when required, clearly labeled with your child's name for children under 60 lbs and for any other children requiring a car seat. (Please do not use curbside drop-off or pick-up if you need to transfer a car seat into or out of school.)

PreK & LowK Late Start Outings

PreK and LowK late start outings will involve either walking or taking the streetcar from school. Parents/guardians or caregivers will need to drive or arrange their own carpooling for those mornings. Our aim is to provide at least 4 weeks advance notice of such days so that arrangements can be made for every child to attend. Families that cannot or do not want to participate may bring their child to school as usual. The child will participate with another class during the late start time. Please make sure that you notify your teacher one week in advance to make other classroom arrangements.

Kindergarten - 5th grade Field Trips

For field trips depending on location, classes will travel by either school bus, parent/guardian carpool, public transportation or walking. Children without permission to attend a field trip will stay with another class or in the office during the field trip.

We rely on parent/guardian volunteers to assist during field trips. To chaperone a field trip (without driving), drive a carpool, or volunteer in the classroom, please review the Volunteer Requirements in the "Parent/Guardian Involvement" section above.

Questions?

- For details about upcoming field trips contact your child's teacher.
- To provide feedback about field trips or ask further questions, contact IB PYP Coordinator Jacob Muune at JacobM@intlschool.org.

Teacher & Room Assignments

When a language track has more than one class for a grade, the Head of Elementary, Head of Early Childhood, and the Head of Student Support assign students to classes. When we determine class lists, we do not group students based on a teacher; we focus on balancing many factors, e.g. academics, social/emotional, gender, race, age, behavior, and friendships. Once we have created individual classes, we place each group of students with the teacher we believe to be the best for that group of students. *We cannot accept parent requests for specific teachers.*

Student Dress Code

Students are encouraged to dress comfortably and cleanly. Students are required to wear clothes appropriate for running, jumping, and playing on the playground. Shorts or pants and t-shirt should be worn for all PE classes. If a child wears dress shoes to school, please send shoes appropriate for PE and outdoor play. Younger children must have a complete change of clothes—labeled with their name—at school at all times. (If ISP recommends a change of clothes for your child's grade level, it will be noted on their school supply list.) All children must have a raincoat and boots at school at all times.

Please label all jackets and outerwear, even if it is not kept at school. Wheeled shoes are not permitted at ISP for safety reasons.

Room Parents

Each class will have 1-2 volunteer Room Parents to help the teacher coordinate and communicate about field trips, class parties, festivals, and special class activities. Find Room Parent responsibilities and resources at intlschool.org/room-parents. Room Parent communication to the class parents should be primarily through the teacher's weekly email. For field trips, it is the teacher's responsibility to plan the destination, educational value and timing. Room Parents may assist in booking the trip, notifying families, and securing parent/guardian chaperones and drivers.

Classroom Matters - continued

Room Parents do not handle concerns or complaints. These should be addressed to the teacher and then if need be to the Head of Elementary or Early Childhood. Room Parents do not collect or manage class funds or budgets (see Class Budgets below).

To become a Room Parent or to get a copy of the room handbook, please sign up with your child's teacher and with the Parent Network (parentnetwork@intlschool.org).

Class Budgets

Each teacher manages budgets for class-specific needs such as school supplies, festival outfits (if necessary), class parties (2 per year, max \$5 per student), field trips (6 trips/year depending on grade level), roughly \$5 per student per trip), and miscellaneous purchases for learning. In addition, each grade level teaching team has a budget for teaching resources.

All necessary expenses are covered by the school as outlined above. Room parents may only ask parents to contribute to a gift for the teacher, or for a memory book - such contributions must be voluntary. Students may also occasionally do fundraising or other drives for people in need. Contributions to these are also voluntary.

Birthdays & Class Parties

If you would like to celebrate your child's birthday at school, please contact the teacher in advance. This allows the teacher to arrange an appropriate time, and to contact parents/guardians of children with food sensitivities in case they want to send alternate food. **Please remember that ISP is a NO-NUT school.**

Store bought, labeled foods, and individual treats can be approved by the school but must not contain nuts. Please be aware that many children have allergies and/or dietary restrictions. Parents must follow up with the teacher prior to purchasing food to determine if it is safe for the class. Homemade foods are NOT permitted for class parties.

Lost and Found

Please label all clothing, lunch bags, and water bottles! Every year we give hundreds of dollars of unlabeled items to charity. The Lost and Found bins are in Stearns Hall, Learners' Hall, and the Hilltop building. Unclaimed items will be donated to charity 2-3x per year.

Telephones and Toys

Toys, cell phones, smart watches, trading cards, and electronics of any kind are not permitted at school unless approved in advance by a teacher for a specific learning occasion. This is to avoid the inevitable disagreements, breakage, and loss. Even if the object is brought for an approved lesson, the school and school staff bear no responsibility for lost or stolen personal property. If the child is using the object in school (other than during the approved lesson), it will be taken away.

Knives and guns of any kind (even if they're toys: cap, water, plastic, or other) are not allowed on the school campus at any time (including before and after school). Students may use school telephones only for emergencies.

HEALTH & MEDICATION

What is "Too Sick for School"? When should I keep my child home?

PLEASE DO NOT SEND AN ILL STUDENT TO SCHOOL.

Please keep your child at home if they are not feeling well. This includes children who were ill during the day before but feeling better in the evening. Keeping your child at home will allow them to recover and prevent the spread of illness. We know that keeping children home is inconvenient for working parents, but it is very important. **A good day of rest and fluids can often prevent more sick days for everyone.**

The appropriate amount of time or type of required medical clearance (if any) is based upon the type of illness. Please review the symptom-based exclusions below. All of the exclusion-based symptoms and requirements are subject to change based upon current ruling from the Oregon Health Authority, Oregon Department of Education, Oregon Department of Early Learning and Care, school policy, or any combination thereof. Please follow up with the Health & Safety Coordinator about your child's symptoms if you have questions about current exclusionary illnesses, ISP policy, and/or returning to school.

- If your child is diagnosed with an illness by a doctor, your child may attend school as soon as the physician says it is safe and your child is no longer contagious. A doctor's note is required

- If your child is cleared to return by a medical provider, a note from that provider is *required* by the school.
- **Active cold symptoms; new, unexplained cough; difficulty breathing or shortness of breath** (not explained by situation such as exercise):* Return after symptoms show improvement for 24 hours (no symptoms or well-controlled symptoms). **difficulty breathing or shortness of breath symptoms are likely to require immediate medical attention*
- **Vomiting or Diarrhea:** Return after 48 hours after last episode OR after seen and cleared by a licensed healthcare provider (with a note provided to the school).
- **Fever or Headache with stiff neck or fever*** (measured temperature equal to or greater than 100.4°F orally): Return after child is fever-free for 24 hours without taking fever-reducing medicine AND any headache, stiff neck symptoms resolve. **This combination of symptoms may indicate a serious condition.*
- **Jaundice** (yellowing of the eyes or skin that is new or uncharacteristic): Return after being seen and cleared by a licensed healthcare provider
- **Skin rash or sores** (new rash not previously diagnosed by a health care provide; rash increasing in size; new unexplained sores or wounds; draining rash, sores, or wounds which cannot be completely covered with a bandage and clothing): Return after rash is resolved OR until draining rash, sores or wounds are dry or can be completely covered OR after seen and cleared by a licensed healthcare provider.
- **Eye redness or drainage*** (unexplained redness of one or both eyes AND colored drainage from the eyes; eye irritation accompanied by vision changes; symptoms such as eye irritation, pain, redness, swelling or excessive tear production that prevent active participation in usual school activities): Return after symptoms resolve OR after seen and cleared by a licensed healthcare provider. **Eye redness alone, without colored drainage, may be considered for attendance per CDC guidelines and school nurse assessment.*

Contagious Diseases- PLEASE REPORT THIS INFORMATION TO THE SCHOOL

To help protect all students, please notify the school if your child is diagnosed with any of the following: includes but is not limited to chickenpox, COVID-19, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis,

and infectious tuberculosis and may include a communicable stage of hepatitis B infection in a child, who, in the opinion of the local health officer, poses an unusually high risk to other children (for example, exhibits uncontrollable biting or spitting).(C) Includes any other communicable disease identified in an order issued by the Authority or a local public health administrator as posing a danger to the public's health. The school will protect your private information as required by law. (OAR 33-019-0010)

Additionally, as a courtesy to other families and staff, ISP would appreciate reporting of other contagious illnesses such as strep throat, influenza, molluscum contagiosum, etc. This helps ISP with providing appropriate sanitation control measures and any additional other measures warranted to prevent illness spread.

We have a Health & Safety Coordinator (Brandy Ascough; health@intlschool.org) who is available for the school day, but we do not have an on-staff Registered Nurse.

New Illness / Accidents

If a parent/guardians cannot be reached, we will contact others from the child's emergency contact list (***be sure to have up-to-date contact information on MySchool App***). It is helpful to have at least three contact options, all of whom have a basic command of English. In the event of an emergency, we will call an ambulance. A staff member will accompany your child to a nearby Emergency Care. Parents/guardians are responsible for any medical bills incurred.

Face Covering / Masking

ISP will provide a mask to a child with a NEW onset of illness *and* is being sent home, or the child requests one, or parental request. **If law mandates, ruling from the Oregon Health Authority, Oregon Department of Education, Oregon Department of Early Learning and Care, school policy, or any combination thereof mandates face covering, ISP will follow the ruling at that time.*

Medication

DO NOT SEND MEDICATIONS IN A CHILD'S BACKPACK.

A signature is required for staff to administer prescription medication. Teachers are not allowed to accept medications. You must contact the Health & Safety Coordinator and maintain a signature on file for the medication to be administered.

Health & Medication - continued

Please contact the Health & Safety Coordinator to arrange a time to drop off medication directly. Medications must be in the originally prescribed container as per Oregon Law; otherwise, the school cannot administer them. Please put the medications in a sealed plastic bag with your student's name on it.

Epi-Pens: If your child has been prescribed an epi-pen, please provide two unexpired epi-pens to the school in a sealed plastic bag with the student's information on it and sign the medication authorization to administer form (please contact the Health & Safety Coordinator for the form). *DO NOT give the medication directly to the teacher or send it in the child's backpack.* These must be arranged with the Health & Safety Coordinator for signatures, storage, and legal authorization to administer the medication. Reminder: ISP has a NO NUT policy so any exposure to nuts would be highly unlikely.

Asthma Medication: If your child has asthma, please provide the school with the inhaler in a sealed plastic bag with the student's name clearly labeled on it and an asthma action plan. If you do not have an asthma action plan with your doctor, please contact the Health & Safety Coordinator to discuss your child's symptoms and dosage.

Over-the-Counter Medications: If you elect to allow the school to provide over-the-counter medications, the Health & Safety Coordinator will make every effort to contact the parents/guardians beforehand; however, that is not always feasible. The Health & Safety Coordinator will contact parents or guardians either by phone or email with a follow up. If you have a preferred method of communication, such as text, email, or call, please advise the Health & Safety Coordinator.

Medications Given at Home

We care very much for the health and well being of your child. If your child is currently taking regular medication at home, such as for treatment of ADHD, please provide the name and dosage by entering it into MySchoolApp (under your child's profile in the "Medical" section), or email health@intlschool.org. This helps us keep a direct line of communication with parents, to let you know how your child is doing throughout the day, and to notify you of any changes to their overall health and success throughout the year.

Head Lice

Head lice are small insects that live on the human head and feed on blood. They are about the size

of a sesame seed and can be either gray/white or brown. Lice often lay eggs in the hair. The eggs are called nits and are white, yellowish, or brown in color. Lice and nits are most easily detectable in the hair around the neckline and behind the ears. Lice can sometimes cause the head to itch. Lice cannot fly or jump. They are only spread through head-to-head contact or by sharing a hat, comb, towel, or other item that has come in contact with the hair of someone who has lice.

It is not uncommon for children to get lice. When head lice is suspected:

- A staff member will perform a head lice check for all students in the classroom and will notify the parents if their child has head lice. Parents of students with lice will be asked to treat their child, for lice, before returning to school.
- Notifications will also be sent to the entire class, requesting for parents to perform an additional check at home, should another student in their class have lice.
- A staff member will screen all the students in the class. We ask all students in the class to take home coats, hats, blankets or stuffed animals to be washed in hot water. We clean the classroom thoroughly.
- We notify all parents in the affected class and request they check their entire family at home and at least one week after treatment.

Students Prone to Nosebleeds (Epistaxis)

Many children are prone to nosebleeds. As a school, we recognize this common occurrence. If your child has an occasional nosebleed, should the student soil their shirt we ask that the parents provide an extra bagged shirt to keep in their cubbies. Staff will instruct the student to go to the restroom to change, and wash their hands. Staff will help the student bag the soiled clothing safely to return it to home.

Indoor Air Quality & Healthy Schools

ISP participates in the Environmental Protection Agency's (EPA) Indoor Air Quality for Schools and Healthy School Environment programs. We use the EPA School Environmental Assessment Tool (SEAT) to ensure that we are providing a healthy and toxin free school environment.

Immunizations & Health Forms

Oregon law requires schools to have a completed

Health & Medication - continued

Oregon Certificate of Immunization Status (CIS) form on file for every student from the beginning of the school year. The form must show all the required vaccinations or medical exemptions. Religious exemptions are not valid in Oregon. The CIS is the form that the state recognizes, thus it cannot be substituted with doctors' or other medical records.

Oregon law requires schools to exclude children who do not meet the requirements. Even if vaccinations are in process or incomplete, the student can not attend without providing the forms. We must have some form of documentation before the student is allowed to attend.

Children entering PreK and LowK must have the following shots:

- 4 Diphtheria/Tetanus/Pertussis (DTaP)
- 1 Varicella (chickenpox)
- 1 Measles/Mumps/Rubella (MMR)
- 3 Hepatitis B
- 2 Hepatitis A
- 3 or 4 Hib
- 3 Polio

Children entering Kindergarten and Grades 1-5 must have the following shots:

- 5 Diphtheria/Tetanus/Pertussis (DTaP)
- 4 Polio
- 1 Varicella (chickenpox)
- 2 MMR or (2 Measles, 1 Mumps, 1 Rubella)
- 3 Hepatitis B
- 2 Hepatitis A

Please visit www.public.health.oregon.gov to learn more about the immunization laws, exemptions, and requirements for schools.

Please contact the school office or your health care provider if you would like information on the benefits of vaccination.

Vision & Dental Screenings

According to Oregon Law we are required to receive proof from the parents/guardians of children 7 years or younger:

Vision Screenings are required within 120 days

Dental Screenings are required within 12 months

Parents/Guardians CAN file a religious exemption en lieu.

FOOD AT SCHOOL

Food Allergy Policy

International School of Portland has a **NO NUT POLICY**. Please do not send your child to school with nuts, nuts listed in food ingredients, or any nut butters (seed butter is okay). If a product has been processed in a facility where nuts may be present, that is okay. The class teachers will do their best to monitor food brought into the classroom. If your child brings a nut based item to school, the food will be removed from the classroom and the parents/guardians will be contacted.

If a child has a severe, diagnosed allergy to something other than nuts, the school may require that child's classroom to be free of that allergen. In such a case, we will notify all families with children in that class and do our best to monitor food brought into that room for the allergen. Please make sure that all allergies are noted within the Medical Information Confirmation form sent on MySchool App every year. For new allergies and conditions, please contact Brandy Ascough (health@intlschool.org).

If your child has been prescribed an epi-pen, please note it on the Medication Authorization form (available through MySchool App), and bring two unexpired epi-pens to keep at school.

Meals & Snacks

As recommended by the Fire Marshal and latest Building Codes, the school does not have microwaves in the classrooms. Please do not send food that requires heating as these elements are not available. We encourage all parents to send healthy, no-waste lunches and snacks – please do not send candy or sugary items.

Please also do not send pre-made soup containers that require hot water, or other meals that require preparation or assistance. Send containers that are easy to open and food that is not highly perishable, as lunches cannot be refrigerated. Finally, please DO NOT send children with glass containers or containers that are too difficult for them to open.

Per Oregon Child Care Division guidelines, preschool lunches must be packed with an ice pack. In addition, ISP is required to supplement all preschool lunches that do not meet USDA guidelines (containing at least three of the following servings: protein, fruit, vegetable, dairy or dairy substitute, and grain).

Health & Medication - continued

Please be sure to provide a plastic filled water bottle daily.

The school's on-site lunch delivery program is being phased back in. Please see the Resources section on MySchool App for more information.

EMERGENCY SCHOOL CLOSURES

Emergency Contact Procedure

If school must be closed or delayed with short notice due to weather or other emergencies, we will use the ISP emergency contact procedure to notify parents/guardians. This procedure includes all of the following, as long as technology allows:

- Phone calls and texts to all cell phone and home phone numbers that we have on file for parents/guardians
- Email to all families and ISP website homepage announcement
- A notice posted to intlschool.org website
- A notice broadcasted via local TV/news sources.

If it becomes necessary to close the school after students have arrived, or if students must be evacuated from the school, parents/guardians will be notified through our Emergency Contact Procedure (above).

Inclement Weather

In the event of snow, ice, or other difficult travel conditions, International School of Portland closures will be announced through our Emergency Contact Procedure (see above). For all day closures we will announce status not later than 6am. "No news" means that school is open for regular operating hours. On a delayed school day, there will be no early drop-off. At times, the school may be open but travel in your neighborhood may be dangerous. Please make safety your first priority.

Student and Parent/Guardian Reunification

If by unforeseen circumstances the students are forced to be partially or fully evacuated from campus, the International School of Portland has plans in place to reunify students with their families. In the event that an evacuation needs to occur, parents will be notified through our Emergency Contact Procedure (above). In the event of a city-wide massive power outage, signage will be placed around the school directing parents/families where to retrieve their student.

We will provide instructions about reunification via email, phone, text, and external signage (if warranted). The school will make all efforts to reunify students with parents or authorized pickups on campus, where possible.

For the safety of all the students, staff, and families, please do not respond to an emergency situation by attempting to enter the school or any building on the premises without instructions from the school.

FEMA Emergency Preparedness

ISP participates in the Federal Emergency Management Agency's (FEMA) emergency preparedness and Incident Command System for schools. We have multiple staff members who have earned FEMA certification in emergency preparedness and Incident Command.

ISP has a regularly maintained emergency food and water supply to support all students and staff for up to 72 hours as per Red Cross guidelines.

As required by law, the International School of Portland practices drills for Emergency Preparedness. Our students are prepared for these drills using age-appropriate language in the most non-threatening way possible.

We have regular Fire and Earthquake Drills. ISP also holds "Security Threat Drills" also known as "Lockdown and Lockout Drills." These terms appear similar, are utilized statewide, and are not interchangeable. LockOUT means school continues business as usual but indoors with restricted entry and exit to the buildings. LockDOWN means all school activities are suspended. Parents/guardians will be notified on the day of the first drill training via email. Notice or all other drills of these types will be sent out via text and/or email.

Note: In the event of a real lockdown or lockout, no entry or exit will be permitted for the safety of the students and staff. In the event a notification of a lockout or lockdown at the school, please do not report to the school unless you are asked to do so by the school.

FUNDRAISING

Like most independent schools, ISP depends on the philanthropic support of our community to provide exceptional educational opportunities, to invest in creative solutions and continuous improvements, and to moderate tuition levels. Philanthropy includes all the time, expertise, connections, and financial contributions given to the school each year. The generous support

of families and friends has made ISP the center of excellence that it is today. We strive for 100% participation from ISP families in our philanthropic efforts each year.

Financial donations are directed to both current needs and long term investments. Contributions to the Fund for ISP support annual or short term needs that go beyond the basics covered by tuition including things like tuition support, special assemblies or performances, campus enhancements, and more. Contributions to one of our several endowment funds are invested in perpetuity with the earnings supporting specific needs like teacher professional development, tuition support/scholarships, and the Student Support Team.

Philanthropy is about expressing love for our school's people, program, place, and culture. Gifts of every size make a difference and we encourage every family to participate in giving in the way that most resonates with the difference they would like to make at ISP. Here is an overview of the ways we will be inviting contributions this year. Please reach out to Beth Katona, Development Director (BethK@intlschool.org) to discuss other options for giving or directing your support.

Fund for ISP

Gifts to the Fund for ISP create financial strength and flexible resources for the ongoing or short term needs of the school. A strong Fund for ISP enables tuition support for families with need, special assemblies or performances, campus enhancements, innovative learning tools, and more. Gifts to the Fund for ISP can be made at any time, but families will be hearing the most about this campaign throughout the Fall.

Global Gala

Saturday, February 1, 2025

The Global Gala is a large, festive party that includes drinks, dinner, and a program with multiple ways to give including a live auction. The gala is a way to celebrate together while giving to the school.

Moving for Music & Art

May 21-22, 2025

MMA is a spirited jog-a-thon where students can raise pledges per lap or distance run to support resources that go above and beyond for ISP's music, art, and PE programs.

A Note About In-Kind Donations

In-kind donations have provided wonderful resources to International School of Portland throughout its history. We are able to accept in-kind donations in accordance with our Gift Acceptance policies. In-kind donations that will be used on school property like furniture, classroom materials, books, or office supplies must be reviewed by the school administration to ensure items fill current school uses and needs.

Donations to ISP, a 501c3 organization, are tax-exempt to the extent allowable by law. Our tax ID # is 94-3126167.

Thank you to our many, many donors, volunteers, and supporters!

GLOBAL KIDS EXTENDED-DAY PROGRAM

About Global Kids

Global Kids, International School of Portland's Extended-day Program, offers a warm and engaging environment on-site where students build relationships across language tracks while they participate in enrichment activities, outdoor play, and enjoy a choice of healthy snacks. Global Kids is open daily after school until 5:30pm. Global Kids offers a specialized early childhood program.

Global Kids also offers full-day no school day programming and school break programming (8:00am-3:30pm), which are referred to as Alternative Days.

For more information including how to enroll, policies, pricing, and program schedule, please visit: intlschool.org/globalkids.

CONTACTS

Please reach out to the following contacts for...

Absence, tardiness, doctor's appointments, early

pickup: Use School Pass app

Questions about attendance reporting:

attendance@intlschool.org

Health concerns: health@intlschool.org

Safety concerns: safety@intlschool.org

Technology concerns: tech@intlschool.org

Background checks: background@intlschool.org

Roles & Responsibilities

Education Leadership Team

Head of School: Bodo Heiliger

BHeiliger@intlschool.org 503-226-2496 x121

Responsible for the effective general management of the School, for ensuring the provision of academic leadership and strategic vision, and for the quality of the student experience. Reports to the ISP Board. Contact Bodo for general information about the school, strategy, future planning and questions about the ISP mission, vision, contributing to ISP, and working with the Board of Trustees.

When the Head of School is absent, school authority rests with:

Paula Cano, Head of Early Childhood

503-226-2496 x100

Jason Johnston, Head of Elementary

503-226-2496 x101

Jason Johnston, Head of Elementary (1st-5th)

JasonJ@intlschool.org

The Elementary educational leader, responsible for day-to-day operations and adherence to the school mission in all activities. For Grades 1-5, contact Jason with questions or concerns about your child, teacher or the program (for class issues, please speak with the teacher first), child development referrals, safety concerns, morning drop-off or afternoon pick-up.

Paula Cano, Head of Early Childhood (PK-K)

PaulaC@intlschool.org

The EC educational leader, responsible for day-to-day operations and adherence to the school mission in all activities. For PreK, LowK, & K, contact Paula with questions or concerns about your child, teacher or the program (for class issues, please speak with the teacher first), child development referrals, safety concerns, morning drop-off or afternoon pick-up.

Erin Porter, Head of Student Support

ErinP@intlschool.org

Contact Erin with questions around Student Support Team (including counselor, academic interventionist) regarding individualized student needs and support (intervention plans, assessment, external resources, referrals, special education).

Jacob Muune, Primary Years Programme Coordinator

JacobM@intlschool.org

Contact Jacob with questions about the IB PYP program and how children learn through the PYP, as well as questions about your child's experience with the PYP program in the classroom and outside of ISP.

Lauren Reggero-Toledano, Instructional Coach

LaurenR@intlschool.org

Contact Lauren with questions about instructional support for teachers.

Senior Management Team (SMT)

Katharine Applegarth, Marketing & Communications Director

KatA@intlschool.org

Manages all school marketing, media, and communication.

Steven Borcharding, Facilities Manager

StevenB@intlschool.org

Manages all aspects of school facilities.

Beth Katona, Development Director

BethK@intlschool.org

Directs all activities related to fundraising, resource development, alumni and community engagement.

Marguerite McAleer, Head of HR

MargueriteM@intlschool.org

Manages the HR function including employment, recruiting and hiring process, employee benefits administration, leave administration, employment policies, payroll and employee relations.

Ryan Scheel, Extended Programs Director & Capstone Coordinator

RyanS@intlschool.org

Director of the school's Extended Programs, including the Global Kids Extended-Day Program, Summer Camp, and Capstone Study Abroad.

Rob Timmons, Director of Finance and Operations

RobT@intlschool.org

Manages the school's financial operation including all matters of billing and collections.

Director of Enrollment Management

admissions@intlschool.org

Manages enrollment for new and returning families, as well as tuition assistance. Liaison to prospective parents, feeder schools and other organizations.

Student Support Team

Dr. Erin Porter, Head of Student Support

ErinP@intlschool.org

Contact Erin with questions around the Student Support Team (including counselor and academic learning support specialist) regarding individualized student needs and support (intervention plans, assessment, external resources, referrals, special education).

Grace Knobbe, Counselor

GraceK@intlschool.org

Works with students in individual, small group, and classroom settings to promote social and emotional wellness and learning.

Melanie Platosh, Learning Support Specialist

MelanieP@intlschool.org

Works as part of the Student Support Team to provide students with additional learning assistance.

Health & Safety

Brandy Ascough, Health & Safety Coordinator

health@intlschool.org

Contact Brandy for all health and safety concerns. Brandy also handles our emergency preparedness and training.

Facilities

The ISP facilities staff ensures maintenance and safety of campus grounds, building upkeep, and overall school Facilities functions.

For immediate Facilities concerns, please contact or call the front desks.

Steven Borcharding, Manager

StevenB@intlschool.org

Eric Bracken

EricB@intlschool.org

Maira Pineda

MairaP@intlschool.org

Front Office Administrative Team

Jenna McCracken, Assistant to Head of Early Childhood (PK-K)

JennaM@intlschool.org x100

Jaynie Frost, Assistant to Head of Elementary (1-5)

JaynieF@intlschool.org x101

Global Kids Extended-Day Program

Becky Quick, Global Kids Program Manager

BeckyQ@intlschool.org

Oversees all aspects of Global Kids Extended-Day Program.

Matthew Willard, Extended Programs Coordinator

MatthewW@intlschool.org

Supports all ISP Extended Programs including Global Kids, Capstone, and Summer Camp.

Other Administrative Support

Sarah Loepp, Marketing & Admissions Coordinator

SarahL@intlschool.org

Supports Marketing & Communications and Enrollment Management departments.

Deborah Marion, Alumni and Community Engagement Manager

DeborahM@intlschool.org

Manages International Festival, 5th grade graduation, alumni engagement, fundraising activities involving broad community engagement like Moving for Music and Art, grandparent engagement, and supports the Parent Network.

Yoko Takemoto, Administrative Assistant to the Advancement Departments

YokoT@intlschool.org

Provides shared administrative support to the Development, Marketing & Communications, and Admissions/Enrollment departments.

Mark Usher, Technology Coordinator

MarkU@intlschool.org x111

Sets up, manages and maintains ISP technology.

Board of Trustees

Board of Trustees: board@intlschool.org.

See a complete list of Trustees and other information at www.intlschool.org/board.

The Board:

- Hires and oversees the Head of School.
- Establishes and safeguards the school's mission, ensures that the founding vision lives on, keeps the school's educational vision current and viable for the future.
- Focuses on the big picture to enable the school to pursue its mission effectively today and in the future. Work includes short and long-term planning for financial resources, facilities, policies and related tasks.
- The Board's work does not include, for instance, textbooks and curriculum, classroom matters, or staff employment matters. The Board does not hear complaints, sit as a court of appeals, or overturn the Head's decisions.

All community members are welcome to attend Board meetings - see details on the school calendar.

THANK YOU for being part of
our International School of Portland community.

Please use this handbook and the school directory
to make contacts, and do not hesitate to ask any
staff member if you have a question or concern.



INTERNATIONAL SCHOOL OF PORTLAND

2305 S Water Avenue

Portland, OR 97201

503-226-2496 www.intlschool.org

International School of Portland inspires children to become global citizens
through an inquiry-based learning environment of total immersion in multiple
languages and cultures.