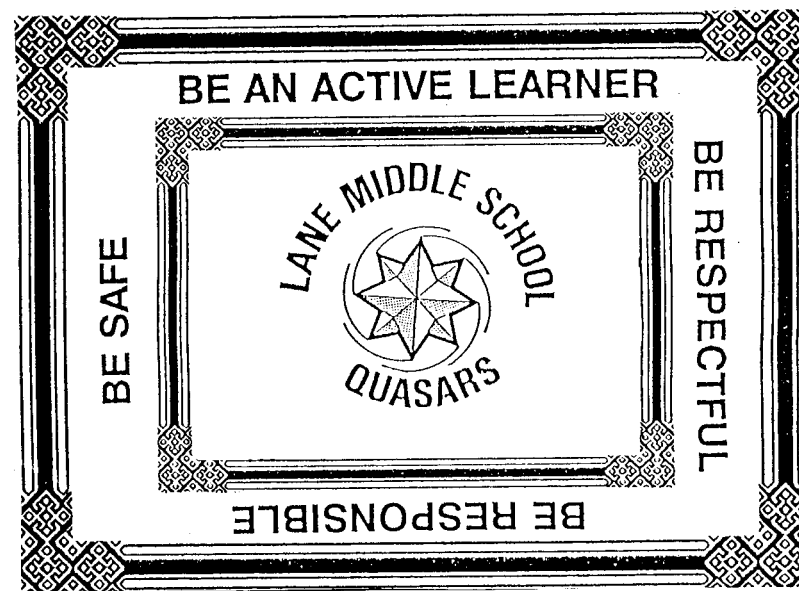


Lane Middle School

Student/Parent Handbook



Portland Public School District
Lane Middle School
7200 SE 60th Avenue
Portland, Oregon 97206
Phone: 916-6355




Table of Contents

SCHOOL CALENDAR HANDBOOK

Important Phone Numbers	1
GENERAL INFORMATION: Hours/Teacher Contact/Student Messages/Closed Campus/Fire-Earthquake Drills/Who's Who	2
September 2007 Calendar	3
Behavior Expectations/Parent Involvement/Dress Code/ Class Schedules	4
October 2007 Calendar	5
School Supplies/PE Uniforms/ATTENDANCE: Policy	6
November 2007 Calendar	7
Unexcused Absences/Withdrawal from School/Visitors/ Homework Policy	8
December 2007 Calendar	9
HEALTH/Illness/Health Clinic/EXPENSES/PROPERTY	10
January 2008 Calendar	11
Bicycles/Lost & Found/Office Phone/Lockers	12
February 2008 Calendar	13
Computer Use/ACADEMICS/STUDENT BEHAVIOR	14
March 2008 Calendar	15
Student Behavior (continued)	16
April 2008 Calendar	17
Student Behavior (continued)	18
May 2008 Calendar	19
Student Behavior (continued)	20
June 2008 Calendar	21
Student Behavior (continued)	22
July 2008 Calendar	23
Student Behavior (continued)	24
August 2008 Calendar	25

DISTRICT PARENT AND STUDENT HANDBOOK

Absence from School	PPS-1
Age Requirements	PPS-1
Animals	PPS-1
Bus Behavior	PPS-1
Clothing Center	PPS-1
Donations	PPS-1
Dress and Grooming Appropriateness	PPS-1
Educational Materials	PPS-2
Emergency School Closures	PPS-2
Food Handling	PPS-2
Gifts to School Staff	PPS-2
Health Issues	PPS-2
Immunizations	PPS-4
Insurance	PPS-4
Lockers and Desks	PPS-4
Medications	PPS-4
Parent Complaint Procedure	PPS-5
Student Records	PPS-5
Talented and Gifted (TAG)	PPS-6
Title I: "Parents Right-to-Know"	PPS-6
Tobacco	PPS-7
Vision, Hearing, Scoliosis Screening	PPS-7
Weapons	PPS-7

Successful Students . . .

- ⇒ attend school regularly and punctually
- ⇒ are prepared for class
- ⇒ use class time purposefully
- ⇒ complete and turn in assignments on time
- ⇒ work cooperatively with teachers and other students
- ⇒ listen to and follow the directions of the teacher

Important Phone Numbers

Lane Main Office916-6355
PTSA916-6355
Portland Parks Community School916-2910
Blanchard Education Service Center916-2000
FAX916-2648
Teen Health Clinic988-5640
Glad916-6355
OCHA916-6355

GENERAL INFORMATION

School Hours

Classes begin at 9:15 a.m. in the morning. All students are dismissed at 3:45 p.m. Students who need to work with the teacher before or after school need to secure written permission in advance, from the teacher. Students participating in extra-curricular activities or athletics are allowed in the school outside of regular student hours when they are under the direct supervision of a staff member or the Community School Program. Students are to leave the Lane Campus by 4:00 p.m. daily unless they are involved in a supervised activity.

The Lane Middle School office is open from 8:00 a.m. to 5:00 p.m.

What time does the Building Open and Close?

The school building will be open to students at 8:30 a.m. Students displaying safe, respectful and responsible behavior are welcome in the gym, until 9:05 a.m. The tardy bell rings at 9:15. Before 9:05 and after 3:45 students are not to be in the halls unsupervised. School is dismissed at 3:45. **At 4:00 p.m. students must either be in a supervised activity or leave the building.**

Teacher Contact

Our goal is to try to respond to every parent inquiry within 24 hours. By leaving a message with the office, we guarantee that your request will be placed immediately in the teacher's box.

Student Messages

Messages will NOT be sent or phoned to classrooms unless there are special circumstances. Please try to make all after school arrangements before school.

Closed Campus

Lane Middle School is a closed campus. Our staff is very conscious of the need to adequately provide for the safety of students while they are at school. We keep students under our direct supervision and question the presence of persons with whom we are not familiar. Students are expected to remain on the school grounds from their arrival in the morning until their departure from school in the afternoon. The only exceptions will be students who are

preauthorized, by a parent or guardian, to leave campus and have signed out in the main office, and received school permission to leave campus.

Fire/Earthquake Drills

Fire drills will be conducted at least once each month. Students will be instructed in evacuation procedures and fire exit routes are posted in each classroom.

Students are expected to exit the building in an orderly manner. Once outside students are to quickly and quietly line up so their teacher can take attendance. Each teacher accounts for students assigned to them. This information is communicated to the central person, allowing us to account for each student.

What Parents Should Do If An Earthquake Occurs

Care for yourself and your own home first. Your child will be cared for until you are able to get him/her or have been contacted.

Be prepared for aftershocks.

Walk! If you live close to school, do not drive. Remember that emergency vehicles could be delayed in traffic jams.

Do not use the phone for anything except to report emergencies.

Go to the grass field to locate your child. **DO NOT ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO.**

Sign out your child. Only people listed on the registration form are authorized to take your child from school grounds.

Who Can Give My Student Assistance at School?

Principal

The Principal is responsible for the total operation of the school. This includes curriculum and instruction, student, staff, and community relations, personnel, all budgets, and staff development. The Principal is available to all in the school community. It is advisable, but not necessary, to make an appointment to ensure that the principal is available. You may schedule an appointment with the Principal's Secretary at 503-916-6355.

Assistant Principal

The Assistant Principal is in charge of scheduling, curriculum, student activities, and staff development. Any questions or concerns regarding the

September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Labor Day Holiday - No School	4 Teacher Planning Day - No School	5 Start of School Year 6 th Grade ONLY	6 ALL students attend	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Curriculum Night for Parents 6:30pm – 8:00pm	28	29
30						

2007

schedule should be directed to the Assistant Principal. You may schedule an appointment to meet with the Assistant Principal by contacting the office at 503-916-6355.

Counselor

The School Counselor works with students individually and in small groups to help with academic achievement, problem solving, and the development of positive self-esteem and attitude. The Counselor is available to conference with students and parents throughout the year. Topics of discussion may include positive discipline, mediations, goal setting, resolving conflicts, and making decisions with middle school students. Students may make appointments with the Counselor. Parents may call the office to make appointments or speak to the Counselor at 503-916-6355.

Nurse

The Nurse will be available on Wednesday, Friday and every other Monday. The nurse is available to assist when a student is not feeling well and also handles health issues, records, and medications. Students who become ill at school are to report to the main office and parents will be notified.

What are the School-wide Behavior Expectations?

“Be Safe” “Be Respectful” “Be Responsible” “Be An Active Learner”

1. Follow directions; respond politely in all situations.
2. Walk in the building using quiet, appropriate language and voices.
3. Keep body and objects to yourself.
4. Follow school dress code.
5. Be in appropriate areas.
6. No bullying/harassment, verbal or physical.
7. Take responsibility for keeping our school safe and clean.

How does Parent Involvement Happen?

Parent Involvement is extremely important and encouraged at Lane. Parents are valued members of our school community. Please, share your wonderful talents and skills with us in one or more of our volunteer projects. We always need assistance with field trips, health screenings, special mailings, Site Council. You are invited to have Coffee with the Principal the 1st Tuesday of each month starting in October.

What is the Dress Code?

“Be Safe” “Be Respectful” “Be Responsible” “Be An Active Learner”

“Appropriate dress contributes to a positive learning environment. If the dress or grooming of a student disrupts the educational climate or processes ... the school has a legitimate concern and may require the student to change his or her dress or grooming.” Listed below are examples but not limited to:

School is preparation for the work place. Clothing should reflect acceptable dress standards for work.

1. Clothing/jewelry promoting smoking, drugs/alcohol, violence, racism, vulgarity, profanity, insults, ridicules, or anything that is sexually suggestive is unacceptable.
2. Any immodest clothing such as crop tops, thin strapped tank tops, tube tops, visible midriff, bare backs, see through, lace and/or underwear showing, cleavage showing, etc. is unacceptable.
3. Sagging pants, hanging belts or chains, or pajamas are unacceptable.
4. Shorts, skirts and dresses need to be the length of the arms to the fingertips. (This includes the slit in the skirts.)
5. Backpacks and outdoor coats will be stored in lockers.
6. Hats, hair-nets, scarves, bandanas, or any other unacceptable headgear are not allowed.
7. Accessories such as sunglasses, head/arm/wrist bands, chains, choke collars/chains, spikes, pacifiers, etc. are not allowed.
8. Gloves, single or pairs are not allowed.
9. One pant leg raised is not allowed.
10. Gang writing on any surface is not allowed.
11. Rolling shoes (with wheels) are not allowed.
12. Clothing may not be solid colors without a break between top and bottom wear.

How does a Student Know What Classes to Attend?

Class schedules for the current school year are developed during the summer. Changes in student schedules will only be made as a result of

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	1	2	3	4	5	6
7	8	9	10 Picture Day	11	12 Statewide Inservice - No School	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Professional Development Day - No School	27
28	29	30	31			

2007

incorrect scheduling. Schedule concerns must be addressed through the Assistant Principal.

What School Supplies Do I Need?

Students are expected to have all necessary supplies with them for each class.

P.E. Uniforms

All students are required to purchase and wear a P.E. uniform. The uniform consists of a P.E. tee shirt and shorts. There is also an option to purchase sweatpants and/or sweatshirts. There is a place to put your name on each item, except on the sweatpants or sweatshirt. We strongly encourage families to mark these items on the inside with the student's name.

Students need to wear tennis shoes for gym class.

You will not be able to wear your own gym clothes from home. If you cannot afford a P.E. uniform, arrangements will need to be made with an administrator.

Lockers will be provided for students in P.E. class.

Cost of P.E. Uniforms:

Tee Shirt	\$4.00
Shorts	\$12.00
Hooded Sweatshirt	\$15.00
Sweatpants	\$15.00

Attendance

What is the Attendance Policy?

Regular school attendance, successful completion of school assignments, and attaining benchmarks are closely related. Thus Lane students will be expected to be at school daily. Students are to remain on campus during the school day. Daily absences by period will be reported to parents through our school Autodialer. You will receive a phone call where the student will be identified and the classes missed. A current phone number is needed at all times.

A phone call or note from the parents/guardians is required for absences to be excused. We encourage parents/guardians to call on the day their child is going to be absent. In order to checkout mid-day, students must be picked up by parents/guardians or have a note from the parents/guardians.

Students who become ill during the school day should report the illness to the teacher. The teacher will refer them to the nurse or office. The office will call the parent, and together they will determine whether the student should remain at school or go home. In any case, a student is not allowed to leave without parent permission. If a student leaves school for any reason during the school day, the student must first receive permission and check out at the office.

If at any time any information listed on the registration form changes, please contact the office. Only persons listed on the official registration form may be able to remove a student from school.

Upon returning from an absence students must check in at the office for an Admit Slip which they will need to show to each teacher throughout the day.

Students are responsible for making up schoolwork for absences due to:

Illness	Doctor/Dentist	Vacations
Special Projects	Field Trips	Funerals
Suspensions	Religious Training	Family Emergencies
TAG Activities	Family Business	

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8 Grading Period Ends	9 Teacher Planning Day - No School	10
11	12 Veterans' Day - No School	13	14	15	16	17
18	19 Conferences - No School Day time Conferences 8:30am – 4:00pm Evening Conferences 5:30pm – 8:00pm	20 Conferences - No School Daytime Conferences 8:30am – 4:00pm Evening Conferences 5:30pm - 8:00pm	21 Conferences - No School	22 Thanksgiving Day - No School	23 Schools and Offices Closed No School	24
25	26	27	28	29	30	

2007

If parents desire to obtain schoolwork for their student who is absent they should contact the office 24 hours in advance. This notice allows the teachers sufficient time to write out specific assignments. Parents are asked to request assignments only when their student will be absent three or more days.

Repeated unexcused absences and tardies will be reported to parents and the student will be subject to disciplinary action.

Unexcused Absences

Absences for reasons other than those listed above are generally considered unexcused. If a student is found to be truant, a call will be made to parents as soon as possible. The Management Team monitors students who develop an attendance problem. If your child misses school for the following reason it will be counted as an unexcused absence.

1. Because of a family emergency that took place a long time ago.
2. For having lice for an extensive period. There is a Head Lice Resource Team that you may contact at 503-988-6157 for help.
3. To go with family members to interpret during school hours.
4. Because he/she slept in.
5. Due to lack of school supplies, clothes or alarm-clocks. If you can't provide these, contact your student's counselor.
6. Because he/she just does not want to go to school. You are the parent and are expected to control your child's behavior. Contact us for free counseling referrals.
7. Because he/she is afraid to go to school. Report the problem to the principal or counselor; solutions are possible.
8. To baby-sit. Finding daycare is the parents' responsibility.
9. To be Home Schooled without registration or taking a test.

What If I Need To Withdraw from School?

If it is necessary for a student to withdraw from school during the year, the office should be informed immediately. Necessary forms must be completed, the student must clear debts, turn in books and empty lockers before any records will be forwarded to the new school.

Which Visitors Can and Cannot Come to School?

Parents are always welcome. All parents/visitors are asked to check in with the office when they arrive. For security reasons ALL PARENTS/VISITORS will be issued an identification badge upon entering the building. If you would like to visit a class please make arrangements with the teachers prior to the date of your intended visit.

- . Children under school age cannot visit without being accompanied by an adult.
- . Students are not allowed to bring visitors or relatives to school because of liability concerns and class size consideration.

Parents may request an appointment to meet with a teacher to schedule an appointment during the teacher's planning period or before/after school. Teachers are not able to discuss individual student issues during class time.

What is the Homework Policy?

Homework is a valuable extension of classroom activities. It gives students experience in applying what they have learned in class, and opportunity to work independently, use time wisely and develop a sense of responsibility. The purpose of homework is to reinforce and maintain skills and knowledge which serve as an extension of lessons previously taught. Students involved in advanced courses or special programs may be required to spend extra time on homework.

Safe, Responsible, Respectful students are expected to complete unfinished classwork at home in addition to assigned homework. Students are encouraged to use class time wisely. If students are spending an excessive amount of time on homework or experiencing difficulty with assignments, the parent should make arrangements with the teacher to discuss this matter. Teachers will notify students in writing of their assignments. Students, with the assistance of teachers and parents, will develop a system for recording assignments and due dates. It is then the students' responsibility to record assignments and complete them on time.

When students are absent or are going to be absent for at least three days, parents may call the office to request homework. Teachers require 24 hours notice to prepare homework information. Homework will be left in the office for pick up. Students with unexcused absences are expected to complete work missed so that they do not fall behind in their progress.

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Professional Development Day - No School	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	
30	31					
	Winter Break – No School					

2007

However, each teacher, depending on his or her class requirements, may decide if the student is to receive credit for it.

Homework During Suspension

To ensure continuation of learning, students involved in either a minor or major suspension are expected to complete schoolwork during their time of suspension. Upon request, a suspended student should be told of assignments during the period of suspension. Students must be given make-up assignments, projects or examinations only when those activities will be graded and used to determine a grade for the course. Teachers are not required to spend additional time in working with students to prepare the assignments because of the student's misbehavior.

Health

Illness and Injuries

Students who become ill or are injured should report immediately to their teacher to get a pass to the nurse. Unless it is an extreme emergency students need a pass from their teacher before leaving class. After determining the seriousness of the illness or severity of the injury, parents may be called. If this illness or injury is minor, the student may be placed in the school health room for a short while, minor first aid given and/or the student returned to class.

It is important that the school have emergency phone numbers in order to make contact with parents. Parents need to be certain that an up-to-date emergency number is on file in the school office.

Health Clinic

Multnomah County Health Department operates a full teen health clinic Monday - Thursday for students whose parents have signed permission for their participation. This clinic operates in lieu of and supportive of your regular medical care. Persons who are covered by their own insurance or by public services are eligible. Please contact the Lane Teen Health Clinic for more information. Phone number 503-988-5640.

Expenses

Lane Middle School Expenses

School Supplies

Yearbook(optional) \$10.00

Student Planner Supplied from Lane M.S. Main Office. Replacement \$5.00

School Pictures (optional) The cost of school picture packets varies depending on the package selected.

School Accident Insurance (optional) Strongly recommended.

Special Projects (optional) Occasionally students will complete special projects, which are taken home, and are in addition to minimum course requirements.

Optional Field Trips Occasionally field trips will be planned to supplement the regular educational program. A fee for such optional field trips may be charged.

Lost or Damaged Materials Students are responsible for the cost to repair or replace lost or damaged library books, textbooks, or other school materials.

Property

May I bring Games and Toys or Electronic Items to School?

The school and school district is not and will not be responsible for such items which are damaged lost or stolen! This is the responsibility of the student. Items that may cause distractions to the academic climate or school day may not be brought to classes or be used during the school day. These items are to be stored in lockers and used only before and after the academic school day. These items include:

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 New Year's Day	2	3	4	5
		Winter Break – No School	Winter Break – No School	Winter Break – No School	Winter Break – No School	
6	7 First day back to school for students following Winter Break	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Martin Luther King Jr. Day No School	22	23	24	25 High School Transfer Application – Begins	26
27	28	29	30	31 Grading Period Ends		

2008

- radios
- trading cards
- CD/cassette players/headphones
- electronic games
- cell phones
- pagers
- scooters
- skateboards
- sunglasses
- hats
- Ipods/MP3 players
- any other distracters to the academic climate of the school

First offense: confiscated items will be returned at 3:45.

Second offense: parents may be asked to pick up item from the school office.

Third offense: items will be held in office until a conference with the parent, student and administration occurs.

What are the Bicycle, Rollerblades, Scooters & Skateboard Regulations?

Safe, Responsible, Respectful students

Bicycles, roller blades, skateboards and scooters are permissible only as transportation to and from school. When arriving or leaving remember to be courteous, cautious, and alert as to the safety of others. It is the student's responsibility to lock his/her bike to the bike rack. Bicycles must be walked on the sidewalk or while on school property. Bicycles are not to be removed from the bike rack or ridden on school property during the school day. Skateboards, scooters and roller blades are not to be used on the sidewalk or while-on school property. Skateboards and scooters must be kept in student lockers and may not be used on school property during the school day. Skateboards and scooters are not permitted on school buses at any time.

Note: Oregon State Law now requires all children under the age of sixteen to wear a bicycle helmet when riding a bicycle.

Where is the Lost and Found?

Students who may have lost personal possessions should report it to the office. Please turn in any found items to the office. Lost clothing articles will be held for two months; then will be sent to the PTSA Clothes closet. Non-clothing items, i.e. glasses, watches, jewelry, keys, etc. will be kept in the office. Articles should be marked with the owner's name, so that if lost, they can be easily identified and returned to the owner. Large sums of money and very valuable items should not be brought to school.

How can I use the Office Phone?

The Office telephone is only available before and after school and at lunch. This phone can only be used with a hall pass from a teacher or in certain emergency situations. Please make after school arrangements with your student before they come to school

What about Lockers?

Safe, Respectful and Responsible students use their lockers for books, learning materials, lunches, coats and backpacks. In order to prevent theft, lockers are to be shared only by assigned partners. Combinations are never to be given to other students, even best friends! Gummed stickers and tape are not to be used to decorate the inside of lockers doors. Magnetic devices may be used to hold pictures or notes on the door. Prohibited items not to be kept in lockers include:

- weapons
- explosives/firecrackers
- intoxicants
- stolen property
- religiously, racially, or sexually offensive items
- pacifiers
- squirting devices
- squirt bottles/water balloons
- glass of any kind
- gang identifiers or paraphernalia
- noxious irritating gasses
- illegal drugs or paraphernalia
- laser pens
- aerosol cans/sprays/pumps
- shocking devices
- open cup/can of pop
- perfume, cologne, or after shave
- any items or materials prohibited by the policies, regulations or school rules\

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1 Teacher Planning Day – No School	2 Elementary/Middle School Transfer Application – Begins PPS Celebration Day
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Presidents' Day - No School	19	20	21	22 High School Transfer Application – Deadline	23
24	25	26	27	28	29	

2008

Computer Use

Lane Middle School has the ability to enhance your child's education through the use of computers. Your youngster will be able to communicate through the Internet and possibly through the use of electronic mail. Electronic mail (e-mail) is the sending and receiving of messages through the use of a computer account and password. Internet is a network of information available through the use of a computer. Internet allows your child the opportunity to reach out to many other people, share information, learn concepts, etc. Your youngster may be communicating with other students and/or adults from other parts of the world.

With this educational opportunity also comes responsibility. It is important that you and your youngster read the Portland Public Schools Acceptable Use statement, discuss it and sign it. Before use can begin the student must return the Acceptable Use statement and have it signed by the designated teacher.

When the student is allowed to use the computers it is extremely important that the rules are followed. Inappropriate use may result in the loss of privilege to use this educational tool. *Parents, remember that you are legally and financially responsible for your youngster's actions.* Please stress to your youngster the importance of the proper use of the equipment and services such as the Internet. Knowingly loading viruses or damaging programs could result in a cost to you to correct the situation.

Academics

How do I get my Report Card?

Students are graded quarterly. Parents can expect to receive report cards in the mail in November, February, April and June. Progress of students is based on their success in reaching benchmarks each quarter in specific areas. Reports are also based upon the student's effort, and quality of work completed.

Mid-Term Reports

Mid-term grade reports are completed by teachers half way through each grading period for students not demonstrating proficiency in either effort and/or benchmarks. These are also mailed home.

How do I get on the Honor Roll?

The Honor Roll and Principal's List is issued at the end of each semester. Students are recognized for effort and academic success.

PRINCIPAL'S LIST	GPA 3.75-4.0
HONOR ROLL	GPA 3.0-3.75

Activities to celebrate student success and academic growth will be planned throughout the school year.

Find Out How Your Child Is Doing

Parents are enthusiastically encouraged to be informed about their child's school performance. If parents find that the report cards, the progress reports, and the phone calls teachers make to parents are not answering questions about progress, please call your student's counselor at 916-6355, for an appointment.

At any time during the school year parents may request and schedule a conference with their child's teachers or an administrator.

Teachers, and administrators, also initiate parent conferences.

Student Behavior

Appropriate learning environment

1. TOWARD OTHER STUDENTS

Students will keep their hands, feet, and objects to themselves during the school day. They will speak respectfully to others.

Consequences

1. Teacher Intervention
2. Classroom consequences
3. Time out
4. Contact parent
5. Referral or other common support staff
6. Student contact

2. GENERAL BEHAVIOR WITHIN LEARNING ENVIRONMENT

Students will consistently demonstrate growth in their ability to become self-disciplined and to become responsible citizens.

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5	6	7 Elementary/Middle School Transfer Application – Deadline	8
9	10	11	12	13	14 Professional Development Day – No School	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Spring Break – No School	Spring Break – No School	Spring Break – No School	Spring Break – No School	Spring Break – No School	
30	31					

2008

Consequences

Consequences can range from a conference to expulsion depending on the frequency or severity of the infraction.

3. ATTENDANCE

Students are expected to be in school regularly. Tardiness to any class interrupts student learning. Absences for student sickness, family sickness requiring the student's presence, religious holidays, death in the family, or absence prearranged with staff approval are excused upon written notification from parents.

Consequences

- A. Students who cut school may be assigned work detail, teacher consequences, or be suspended.
- B. Students who miss school frequently due to chronic family problems may be referred to the school administrators.

4. CAFETERIA BEHAVIOR

Students stand quietly in the lunch line, refrain from roughhousing, loud talking, or giving "cuts". Students must pick up their trash when they are finished eating.

Consequences

- A. Lunchroom clean up or other appropriate consequence

5. FIGHTING

Students are expected to settle disputes without resorting to fighting.

Consequences

- A. First fight- 1-3 day suspension
- B. Second fight- 3 day suspension
- C. In cases where participants demonstrate a lack of self-control, exceptional violence, or fail to respond promptly to the directions of an intervening staff member, the penalty will be more severe than those stated in the above consequences.

6. STUDENT USE OF THE BUILDING

Students will learn to use the areas of the school in the ways intended, i.e. halls for orderly passage; rooms for the purposeful pursuit of learning; recreational areas for physical activity; library and other classroom areas for skills and concept development; and cafeteria for sharing breakfast and lunch with others.

- A. Since the teacher's workday begins at 8:45 am, there is limited campus supervision before that time. Therefore, students may only be in the gym or cafeteria areas prior to 9:00 am, unless under the direct supervision of a staff member.

Areas of the building that are available to students:

8:30-9:10 cafeteria or gym

9:00-9:10 lockers/classrooms/library/cafeteria

- A. Students are expected to be out of the hallways by 4:00 pm.
- B. All electronic equipment must be kept in the student's locker from 9:15 am-3:45 pm. Students are discouraged from bringing electronic devices to school. Such items are brought to school at the student's own risk.
- C. Toys, dolls, and other unnecessary items will not be brought to school without the teacher's permission.
- D. The above-mentioned items, if displayed, will be confiscated and held until the end of the school day. Any item that is confiscated more than once will be held for parents to pick up.
- E. Students are to leave the Lane Campus by 4:00 pm daily unless they are involved in a supervised activity.
- F. Students are not to bring coats, hats, backpacks or bags to class.

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10 Grading Period Ends	11 Teacher Planning Day - No School	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2008

7. STOLEN/LOST PROPERTY

Students will consistently show an open and positive regard for the property of all others in the school.

Consequences

Students identified as unable to properly regard the property of others and the property of the school may be suspended pending the outcome of a school-level investigation. A guilty finding may lead to restitution of stolen property and suspension or expulsion.

8. SHOPLIFTING

Lane will not accept any responsibility for students who shoplift before or after school in neighborhood retail establishments.

9. SUSPENDED STUDENTS

During suspensions, students may not participate in any school activities and are not to be on school grounds.

If students are on school grounds during their suspension, another day of suspension may be added.

10. VERBAL ABUSE

Students are expected to communicate with staff members in a respectful manner at all times.

Consequences

- A. Verbal abuse towards a staff member may result in a suspension.
- B. Repeated acts of verbal abuse will lead to more severe penalties.

11. THREATENING PHYSICAL HARM TO A STAFF MEMBERConsequences

- A. Minor-1st — 5 day suspension
- B. Major/Rep — Mandatory Expulsion (this change is in keeping with *Student Rights and Responsibilities* handbook)

12. PHYSICAL HARM TO STAFF MEMBERConsequence

Mandatory expulsion for the remainder of the school year.

13. POSSESSION OF WEAPON

Guns and noxious gasses (mace, etc.)

(Refer to *Students Rights & Responsibilities* - weapons are not allowed on school property.)

14. ASSAULT

Wrongful and intentionally causing fear of immediate physical harm; attempting, with unlawful force, to inflict bodily injury, accompanied by the apparent present ability to give effect to the attempt. This may include the use of a weapon or sexual assault.

(Refer to *Students Rights & Responsibilities*)

15. GANG IDENTIFYING ITEMS, GESTURES

(Refer to *Students Rights & Responsibilities*)

Consequences

- A. Minor/1st — one-day suspension
- B. Major/Rep — minimum 3-day suspension

16. FORGERY

Forging a parent/guardian's or staff member's signature may result in suspension.

CODE OF CONDUCTAdministrative Procedures

Following are behaviors that are unacceptable at Lane and subject to disciplinary action:

1. Behavior that disrupts the entire class or a school area, such as a hallway.
2. Verbal abuse leading to violence
3. Foul language
4. Insubordination
5. Tardiness to class

May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day Observed - No School	27	28	29	30	31

2008

6. Destruction/defacement of property
7. Physical abuse/threatening behavior
8. Use of tobacco
9. Leaving school grounds without permission
10. Cutting classes
11. Theft
12. Forgery
13. Late arrival to school
14. Alcohol/drug use
15. Cheating
16. Selling drugs or alcohol
17. Actions which endanger the safety of others
18. Possession or use of dangerous instruments/weapons
19. Gambling
20. Fighting

Adults are to work with students on alternative ways of acting so that they can grow to become more responsible and thus more successful at Lane. Adults are to understand pre-adolescent and model good behavior around them. Adults need to speak privately when there is a problem with the aim of correcting the behavior.

DRUG/ALCOHOL POLICY

The sale, possession, use or handling of alcohol, drugs, or narcotic-related paraphernalia is forbidden on school premises at all times. In addition, students arriving at school or school-sponsored activities under the influence of drugs or alcohol will be subject to disciplinary actions.

LANE DISCIPLINE PLAN

Lane Middle School, in its mission statement, recognizes the uniqueness of 6th, 7th, and 8th grade students. These years are a challenging developmental period when students begin to test limits.

Thus, the Lane staff prides itself on maintaining an effective discipline plan that is reasonable and thoroughly explained to our students by concerned teachers. We attempt not to discipline without a reason and without explaining the reason. Our goal is to help students grow toward social maturity within an educational setting.

Lane recognizes that the quality of the instructional program itself is basic to the realization of good student behavior. Through the use of effective teaching strategies, the development of appropriate learning activities planned to achieve well-defined learning outcomes and the maintenance of a stimulating learning environment, school professionals help students succeed and feel good about themselves. When this happens, the school will greatly reduce the potential for misbehavior.

Philosophy of the Lane Discipline Plan

The community of Lane Middle School is committed to creating a learning environment where students can grow toward more responsible behavior. As a bridge to high school, the school should be a structure that helps adolescents develop into mature decision-makers. This can happen when the environment strives to meet the following conditions:

1. Every adult at Lane understands adolescents, is committed to caring about them, and models positive behavior around them.
2. Each classroom has clear and reasonable expectations that are positively stated and understood by all students.
3. The school leadership has set up clear and reasonable expectations for all students. These should be regularly emphasized and consistently enforced in and out of the classroom.
4. Finally, through Lane's discipline step intervention sequence, students will be encouraged to learn different ways to solve their problems, especially if they interfere with success in the classroom.

Role of Lane Students

In general, students are guided by the provisions of the Districts Handbook on Student's Responsibilities, Rights, and Discipline. Students are responsible for understanding this book by reviewing it each year. Students, through class discussions, will assist in the development of the discipline plan by reviewing the document and making suggestions for improvement.

Through periodic review of the plan in discussions with teachers, students are to come to know it and conduct themselves accordingly.

Students should expect that parents and teachers would support them by assuring that they know their rights and responsibilities.

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10 Grading Period Ends End of School Year	11	12	13	14
			Snow Make-Up Day	Snow Make-Up Day	Snow Make-Up Day	
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2008

Definitions for Disciplinary Action Levels can be found in the handbook on Student Responsibilities and Rights.

Role of Lane Parents

Site Council will provide Lane School with pertinent and useful suggestions to help students grow toward responsible behavior.

Individual parents may make suggestions for the content of the plan, through the Site Council, or the staff or principal.

Lane's Discipline Plan will be reviewed by the staff and Site Council at least once each year.

In general, parents' roles include:

1. Being aware of the school's discipline plan's provision for maintaining good school discipline.
2. Participating with the school by following through on consequences.
3. Being aware of the school's behavior expectations and rules of conduct.
4. Informing the school of a potential problem or situation.
5. Maintaining clear and open communication lines with the school.
6. Taking an active part in helping Lane resolve behavior problems.
7. Parents are encouraged to enroll their students in after school tutoring and summer school.

Role of Lane Teachers

Teachers are the shared architects of the plan. Fundamental to it are these: students are to be guaranteed maximum opportunities to learn and to grow at Lane; teachers present curriculum and guide students through it.

Throughout the school year, School Administrators and/or Student Management Specialists, in cooperation with teachers, will conduct periodic reviews of all or portions of the plan in classrooms or at faculty meetings.

Lane's Discipline Plan holds certain teacher prerogatives consistent with district policies and regulations:

1. Allowance for use by teachers of the individual teacher's independent class expectations, rules and plans for student management.

2. Removal of a student from class who is disrupting the educational program in a manner requiring immediate action by the teacher, or who has exhibited a pattern of disruptive behavior.
3. Upon the teacher's request, a conference between the teacher and the principal or designee, without disrupting the educational program, will be held prior to a disruptive student's return to class. This must occur within two days.
4. Only certified personnel shall have a decision-making role in the handling of students who have been removed from class pending a teacher conference.
5. If unacceptable student behavior continues, the administrator or designee and the teacher will develop and implement a mutually acceptable behavior contract.
6. If the plan does not result in a change of disruptive behavior, the administrator in conference with the staff member will take additional steps, which are consistent with and guided by the Handbook on Student's Responsibilities, Rights, and Discipline.
7. In response to ***extreme*** or ***urgent circumstances***, the use of reasonable physical force or restraint by school personnel to protect students or staff, put down disturbances, protect property, or to help students get control of themselves is permitted. When ***reasonable*** force is used, it must be reported immediately to the Principal who, in turn, must report it to the parent/guardian and the Superintendent's office within 24 hours.

We believe that students can demonstrate appropriate behavior if our school creates the conditions for success.

Role of Lane Administrators and Staff

The school principal or Assistant Principal or designee are responsible for:

1. Ensuring that the behavior plan, its development, implementation, and continuing application are consistent with the policies and regulations of the district.
2. Leading staff, students, and parents in the formulation of the plan, its periodic review, and appropriate revisions.
3. Annually distributing copies of the plan to all teachers, students, and parent.

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2008

4. Administration of the plan's provisions.

All staff members are responsible for providing clear information to parents regarding their children's behavior, both positive and negative.

All staff members are responsible for recognizing points at which parent involvement is necessary. All staff members are responsible for maintaining clear and open communication with parents.

FREEDOM OF EXPRESSION

The principal must approve all posters, notices, or surveys of any type, which are displayed or distributed on school property.

Holding hands, hugging, kissing, and other expressions of affection impact the atmosphere of learning that is desired at school. These behaviors are considered inappropriate while students are at school or at a school function.

HANDBOOK ON STUDENT RESPONSIBILITIES, RIGHTS AND DISCIPLINE

Students and parent/guardians are expected to read and become familiar with the objectives and procedures described in this document.

RESTRICTIONS

Gum chewing is not allowed. Electronic devices, including radios, personal stereos, CD players, MP3 players or Ipods, and cell phones are not allowed to be used during school hours. They will be confiscated and returned at the end of the day. On the second occurrence the item will be held until a parent/guardian can come in to school and pick it up.

Because of safety concerns, scooters, skateboards, rollerblades, etc. Students must secure these items during the school day.

No weapons of any kind- matches, knives, guns- are allowed on school property at any time. Toy- facsimile- weapons are given the same consequences as real weapons. Possession of these will result in a serious consequence, including suspension or expulsion. We would appreciate your cooperation and support of these policies as they are strictly enforced.

SCHOOL WIDE TIME-OUT SYSTEM

Teachers can use the School Wide Time-Out Program when a student prevents the teacher from teaching or other students from learning. When this occurs, the student is sent to a time-out area with a Time Out Sheet, and it is recorded in the student planner.

Students may be required to return the next day with this contract signed by parents. Teachers then confer with the student about the behavior and allow entry.

1. Purpose

- A. To improve classroom management and track chronic disruptions
- B. To serve as an alternative to referrals

2. Rules Governing Time-Out Use By Teachers

- A. To improve classroom management and track disruptions
- B. Teachers will follow procedures set up for time-out room use.

3. Time-Out Procedure

- A. Teacher **MUST** warn a student that present behavior is not acceptable and that any further trouble will result in a time-out.
- B. If a student continues to disrupt the class after a warning, he/she is given a time-out location. The student is to complete the Behavior Improvement Contract portion in an appropriate manner while in the time-out room and return it to the issuing teacher.

SEXUAL HARASSMENT

“Sexual harassment is against school policy. Portland Public Schools is committed to maintaining a learning environment that is free of sexual harassment. **Sexual harassment will not be tolerated.**”

The complete school district policy pertaining to sexual harassment can be found in the PPS's handbook.

*

August

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2008

Portland Public Schools

DISTRICT PARENT AND STUDENT HANDBOOK

2007-2008



DISTRICT PARENT AND STUDENT HANDBOOK

TABLE OF CONTENTS

Absence from School	PPS-1
Age Requirements	PPS-1
Animals	PPS-1
Bus Behavior Guidelines	PPS-1
Clothing Center	PPS-1
Donations	PPS-1
Dress and Grooming Appropriateness	PPS-1
Educational Materials	PPS-2
Emergency School Closures	PPS-2
Food Handling	PPS-2
Gifts to School Staff	PPS-2
Health Issues	PPS-2
Immunizations	PPS-4
Insurance	PPS-4
Lockers and Desks	PPS-4
Medications	PPS-4
Parent Complaint Procedure	PPS-5
Student Records	PPS-5
Talented and Gifted (TAG)	PPS-6
Title I: "Parents Right-to-Know"	PPS-6
Tobacco	PPS-7
Vision, Hearing, Scoliosis Screening	PPS-7
Weapons	PPS-7

NOTE: The term "parent" is used throughout this document. "Parent" includes legal guardian.

AD=PPS Administrative Directive; P=PPS Board Policy;
OAR=OR Administrative Regulation; ORS=OR Revised Statutes

ABSENCE FROM SCHOOL

Notification from the parent or guardian to the school is required for each absence or tardy. The following are valid excuses for being absent from school: sickness of the student or of a family member requiring the student's presence, religious holidays, or death in the family. If your child has a medical or dental appointment, an excuse may be brought to school in advance. [Reference: 4.10.080]

Note: See section on Health Issues for more information on illnesses that would keep your child from attending school.

When it is necessary for you to pick up your child before the regular dismissal time, please come to the school office. The office cannot release your child to anyone who is not listed on your child's emergency information form. If you are sending someone else to pick up your child, you must make prior written arrangements with the office.

AGE REQUIREMENTS

A child who is 5 years of age on or before September 1 is eligible to register for kindergarten that school year. A child who becomes 6 years of age on or before September 1 may enroll in first grade. Kindergarten Round-Up is held annually for entering kindergarten students to register. All kindergarten students new to the Portland Public School District must present a birth certificate, a baptismal record, passport or hospital record as proof of age. A record of immunizations and proof of residence within the attendance area is also required at the time of enrollment.

Parents of children whose birthday is later than September 1, but who may qualify academically and socially for early entry to school, may request information from the principal. Requests are processed no earlier than April 15 and no later than September 15.

ANIMALS

All requests to have animal visitors ("show and tell," for example) in the classroom or on school property must be submitted to the principal in writing. Animals will be permitted in classrooms only for a specified and appropriate educational purpose for the time necessary to achieve the educational goal. No domesticated mammals, including dogs, cats, primates, birds, or livestock shall be allowed in school buildings or grounds while school is in session unless permitted by the principal and proof of appropriate and/or current rabies vaccination is provided.

BUS BEHAVIOR GUIDELINES

For the safety of everyone, students are expected to exhibit appropriate conduct at all times, including at the bus stop, loading, unloading and on the bus.

When inappropriate behavior occurs, the bus drivers try first to talk to the students and give warnings. Disciplinary action for misbehavior on the bus and at the bus stop will be administered at the school by the school principal or principal's designee. Behavior which distracts the driver or otherwise endangers the riders may lead to suspension from riding privileges for up to ten (10) consecutive school days at a time. Expulsion from riding privileges may also occur.

If the bus does not arrive at the bus stop when scheduled or if you have other problems concerning buses, please call the Student Transportation Department at 503-916-6901.

1. Students being transported are under authority of the bus driver.

2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students shall be on time for the bus both morning and evening.
5. Students shall not bring animals (except approved assistance guide animals), firearms, weapons, or other potentially hazardous material on the bus.
6. Students shall remain seated while the bus is in motion.
7. Students may be assigned seats by the bus driver.
8. When necessary to cross the road, students shall cross in front of the bus or as instructed by the bus driver.
9. Students shall not extend their hands, arms or heads through bus windows.
10. Students shall have written permission to leave the bus other than at home or school.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall not open or close windows without permission of the bus driver.
13. Students shall keep the bus clean and refrain from damaging it.
14. Students shall be courteous to the driver, to fellow students and passersby.
15. Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
16. Rules Governing Students Riding School Buses must be kept posted in a conspicuous place in all school buses. [Reference: OAR 581-53-010]

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. www.studentservices.pps.k12.or.us/docs/pg/11707

CLOTHING CENTER

The Portland Council Parent Teacher Association (PTA) sponsors a Clothing Center at Marshall High School, phone: 503-293-0783. Parents wishing to visit the center for their child need to pick up a referral in their school office.

DONATIONS

Donations made to individual schools or to individual classrooms by persons or groups such as the PTA become the property of Portland Public School District.

DRESS AND GROOMING APPROPRIATENESS

Appropriate dress contributes to a positive learning environment. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents. Students may be directed to change dress or grooming if it interferes with the learning process or school climate, is unclean, or threatens the health or safety of the student or others, is sexually suggestive (examples include bare midriffs, visible under-garments, plunging necklines, see-through materials, or sagging pants), is alcohol, tobacco, or other drug related (including advertising or advocating the use of such products), is vulgar, lewd, obscene or plainly offensive, is insulting, and/or demeaning to a particular person or group, is indicative of gang activity or membership. [Reference: 4.30.012-P]

Individual schools may also have specific dress codes. Schools must establish an exception to the dress code for sincerely held religious beliefs.

EDUCATIONAL MATERIALS

It is the responsibility of the student to adequately care for educational textbooks, library books, etc. In the event of loss or damage to educational materials, it becomes the financial responsibility of the student/family to reimburse the school the designated amount.

The district shall withhold the grade reports, diploma and records of students or former students who owe fees, fines or damages of \$50.00 or more until those debts are paid. School personnel may withhold records if the debt is less than \$50.00. However, reports shall not be withheld if they are requested for use in placement of a student. [Reference: 6.40.010-P,ORS 339.260]

EMERGENCY SCHOOL CLOSURES

Due to inclement weather, schools may need to close or dismiss early for the safety and welfare of all of our students. The decision to close schools is made by the Superintendent or her/his designee (usually by 5:00 a.m.). This information is publicized on FM and the following AM radio stations: KBPS 1450; KEX 1190; KUPL 1330; KXL 790. Radio station KBPS announces school closures in eight other languages. Announcements are made on local television stations KATU, Channel 2; KOIN, Channel 6 and KGW, Channel 8.

The announcement may include one of the following messages:

- **Portland Public Schools and offices closed:** This means students and all employees, except custodians, stay home.
- **Portland Public Schools closed. Central Office personnel report:** This means students, faculty and staff, except custodians, stay home. Central administrative offices open.
- **Portland Public Schools closed. Faculty and staff report:** This means students remain home and all employees report.
- **Portland Public Schools 2 hour late opening:** This means schools will begin two hours after the regular starting time. No half-day or mid-day transportation. No morning kindergarten. Afternoon kindergarten takes place, however, only transportation home is provided for those usually taking the bus.
- **Portland Public Schools regular opening:** This means schools begin at regular starting time.

FOOD HANDLING

Due to concerns for the spread of Hepatitis, the State of Oregon has strict rules regarding the use and preparation of food in public places such as schools. For classroom treats, only commercially-prepared and individually-wrapped foods are allowed. These foods must be wrapped in individual portions and cannot be shared between students.

Students may not share food from their lunches that they bring from home.

Foods may be prepared and served at school activities under one of the following conditions:

- under direct supervision of the cafeteria manager
- with a temporary restaurant license issued by Multnomah County Health Department

Parents or district employees cooking for students need to obtain a food handler's permit. All food must be prepared specifically for the event and prepared on site (if not prepared and sent by school food services). No food products prepared at home are allowed for sharing with others.

GIFTS TO SCHOOL STAFF

Gifts to school staff given on a repeated basis are not acceptable. A small gift on a rare occasion may be acceptable. Parents or students wishing to donate a gift should consider one for the benefit of the entire school rather than just the classroom(s) in which the student attends.

HEALTH ISSUES

To help parents determine whether a health issue would keep a child from attending school, we have included a chart in this document regarding illnesses and head lice. Schools must be made aware of students' special physical and mental health needs (for example: diabetes, asthma, seizure disorders or school anxiety, etc.).

It is important to promptly tell the school about new and changing health problems that can cause learning or safety problems at school.

Health Concerns

Dear Parents/Guardian:

PLEASE DO NOT SEND AN ILL CHILD TO SCHOOL. There could be some serious health problems for your child and other students. If your child is ill or his/her fever is higher than 103 degrees, you should contact your health care provider for advice. If you need help in finding a health care provider, you may call the Multnomah County Health Department (503-248-3816) or School Health Services (503-257-1732). Some students have medical conditions that can become life threatening when exposed to: measles, chicken pox/shingles, fifth's disease, rubella and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call your school office immediately.

When Should I Keep My Child Home?

Student's Symptoms/Diagnosed Illness:	Student May Return To School When:
1. Fever greater than 100 degrees (orally).	1. Temperature below 100 degrees (orally) for a minimum of 24 hours without use of fever-reducing medication.
2. Rash or rash with fever - new or sudden onset.	2. Rash disappears. Written or phone consent: from a medical doctor to school nurse.
3. Brown, gray, tan or yellow drainage from nose, eyes, or any other part of the body.	3. Discharge must be gone or student must have been on antibiotics for 24 hours and have written or phone consent: from a medical doctor to school nurse.
4. Vomiting	4. Symptom-free for 24 hours
5. Diarrhea	5. Symptom-free for 24 hours
6. Cough: Deep, barking, congested, or productive of colored mucous.	6. Symptom-free or student must have been on antibiotics for 24 hours and have written/phone consent: from a medical doctor to school nurse.
7. White, clay colored, or bloody stool.	7. Symptom-free or written/phone consent from a medical doctor to school nurse.
8. Yellow color of skin and/or eyes.	8. Symptom-free or written/phone consent from a medical doctor to school nurse.
9. Brown or bloody urine.	9. Symptom-free or written/phone consent from a medical doctor to school nurse.
10. Stiff neck or headache with fever.	10. Symptom-free or written/phone consent from a medical doctor to school nurse.
11. Unusually sleepy, lethargic or grumpy.	11. Symptom-free
12. Strep throat diagnosed by a medical doctor.	12. Must have been on antibiotics for 24 hours and have written/phone consent from a medical doctor to school nurse. If no antibiotic given, call school nurse before sending child to school.
13. After an illness of two or more weeks, surgery, or other change in health status.	13. Written instructions from the doctor and parent regarding medication or special health needs must be provided to the school nurse.

Head Lice

Lice are gray to brown in color and can lay many eggs (called nits) on hair shafts. Nits are gray, tan, or white in color. If students are found to have live head lice or nits, schools keep that information very confidential but students are sent home, returning when the hair has been treated with a special shampoo that can be purchased at the grocery store and all nits removed. That is from where the expression "nit picking" came.

Please understand that lice aren't particular. They are found in hair of any color, regardless if it is clean or dirty. Lice cannot jump, cannot fly. They do not live on pets. They crawl. How can you prevent it happening to your children? Encourage them not to share combs, brushes, and hats.

Head lice is a problem in every school district in every state. Children may contract the problem at school. However, people might also get it at the movies, on an airplane, anywhere where they might lean their head back on a seat where someone before them sat and had lice. If you have questions, schools can put you in contact with the school nurse. Please, please - if your family has any members with head lice, let the school know.

Families can:

- Check children's hair weekly for lice or nits.
- Remove ALL nits.
- Check children when they scratch or complain of itching heads.
- Wash clothes, bedding, and towels in hot water and dry on hot cycle for at least 20 minutes.
- Check all family members if one person is found to have lice or nits.
- Soak combs and brushes in hot water (at least 130° F) for 5 to 10 minutes.
- Treat all people who have lice. Consult the school nurse or your medical provider for information about treatment options.
- Vacuum everywhere — furniture, car seats, mattresses, rugs, etc.
- Let the school nurse know. She/he can do follow-up and answer questions.

IMMUNIZATIONS

For attendance in Oregon schools, the law requires that students must be fully immunized, in the process of receiving immunization, or have signed a statement of exemption on file at school. Students enrolling in school for the first time or enrolling from another country must present evidence of at least one dose of each vaccine mentioned below.

A Certificate of Immunization form is provided by the school. Students transferring from other schools or another school district, either in Oregon or out-of-state, may have thirty days to furnish this information. A section on the Certificate of Immunization form offers the option of Religious Exemption or Medical Exemption. If you choose either of these exemptions, please be aware of the requirements of each. Explanations are included in that section of the form.

If students are lacking up-to-date immunizations, or have incomplete records, those children may be excluded from school attendance beginning in February. The Health Department will notify parents directly of needed immunizations. By the time students enroll in school, the following vaccines should have been received:

Pre-Kindergarten

For 2007-2008 the following vaccines are required to be up to date for a child 19 months of age or older:

- Diphtheria/Tetanus containing vaccine (DTaP, DTP or DT); 4 doses
- Polio (OPV or IPV); 3 doses
- Measles, Rubella, Mumps (MMR); 1 dose received on or after the first birthday
- Hepatitis B; 3 doses
- Haemophilus influenza type B (Hib); 1-4 doses (if under 5 years of age)
- Varicella (Chickenpox), 1 dose received on or after the first birthday or a history of Chickenpox disease

Kindergarten to 12th grade

For 2007-2008 the following vaccines are required for a complete series:

- Diphtheria/Tetanus containing vaccine (DtaP, DTP, DT or Td); 5 doses
- Polio (OPV or IPV); 4 doses
- Measles, Rubella, Mumps (MMR); 2 doses* The first dose received on or after the first birthday
- Hepatitis B; 3 doses
- Varicella (Chicken Pox), 1 dose received on or after the first birthday or history of Chickenpox disease

* "Measles only" vaccine is acceptable for 1 dose

INSURANCE

Accidental only:

Low cost accident insurance for students is made available by private insurance companies in cooperation with the Portland Public School District. Please consider purchasing student accident insurance to protect your children. Even if you already have medical insurance, you may consider student accident insurance as a supplement to your existing medical insurance.

Oregon Health Plan:

There are many ways that you may be eligible for OHP if you live in Oregon and are a U.S. citizen or an eligible non-citizen. Different eligibility rules and income levels apply to different groups of people. The level of coverage (benefit package) you or your family receive is based on your income, age, and physical or mental condition.

To receive an OHP application packet, call 1-800-359-9517 or go to the following website for information: <http://www.oregon.gov/DHS/healthplan/>

LOCKERS AND DESKS

Lockers, desks and other storage areas assigned to a particular student (hereinafter called "student storage") remain in the possession and control of the school when they are made available or assigned for student use. Students may use student storage for the limited purpose of temporarily keeping items needed by the student to participate in school instruction and activities only. No other purpose is permitted.

Students shall expect that student storage will be checked by the school from time to time without prior notice to assure that such areas are not being used for any unauthorized purpose. Prohibited items will be removed and held by the school and shall only be released to the student's parents, contraband will be destroyed or held for School Police and stolen items will be returned to the owner or the police.

Remember that food stored in lockers must be fresh and tightly packaged and that expensive items invite theft and are discouraged. From time to time, the principal may set aside a time period during which all students shall clean their assigned student storage.

A student need not be notified in advance of any check of the assigned student storage.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. www.studentservices.pps.k12.or.us/docs/pg/11707

MEDICATIONS

Oregon law requires that all medication administered at school, prescription as well as over-the-counter medication, be dispensed from an original prescription container and be accompanied by written consent from the parent as well as written instructions from the physician. School personnel are not authorized to dispense any medication at school unless these requirements are met. All medication must be administered by office personnel only.

The required forms are available in the school office and only these forms are permitted. No medication will be administered until these completed forms are on file in the office. These regulations are to protect everyone - the student, our staff, and other students. Students should not bring medication to school with them. It should be brought into the office by the parent.

Failure to follow these guidelines may result in student discipline.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. www.studentservices.pps.k12.or.us/docs/pg/11707

PARENT COMPLAINT PROCEDURE

It is desirable that parents and students have an opportunity to make any concern known to the school principal and give the principal an opportunity to review those concerns and respond to them.

If, however, a written complaint is submitted that alleges the district or its personnel have violated, misinterpreted, or wrongly applied a district policy, governmental agreements or state or public laws, there is a specific complaint procedure outlined in district policy for parents and students to follow. That policy can be accessed from the district's main webpage or by contacting the principal who can make a copy for the parent or student. [Reference: 4.50.030-P]

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. School officials include, but are not necessarily limited to: persons employed by the school as administrators, supervisors, instructors, or support staff members (including health or medical staff and law enforcement unit personnel); persons serving on the School Board; persons or companies with whom the school has contracted to perform special tasks (such as attorneys, auditors, medical consultants, or therapists) or that perform tasks on behalf of the school (such as the school based threat assessment team); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The Family Educational Rights and Privacy Act (FERPA):

This Federal law requires Portland Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Portland Public Schools may disclose "directory information" without written consent, unless you have notified the District school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Portland Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks or alumni guides. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want Portland Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District school your child attends in writing within 30 days of enrollment in school.

Portland Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- The most recent school attended

In emergencies, a student's records may be released to appropriate persons without parent approval if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

Release of Student Information to Military and College Recruiters:

- The No Child Left Behind Act of 2001 requires school districts to provide upon request the names, addresses, and phone numbers of juniors and seniors to military recruiters and colleges or universities. If you do not want the school district to provide information about your student to either the military or colleges or universities, you have an opportunity to 'opt out.' In order to do so, you must check the box marked "NO" next to one or both of the categories (Military or College/University) on the student's registration form or the yearly verification form, and then sign and return the form immediately to your school. If your child is over 18, he or she must also sign the form.
- If you do not check "NO" or if you fail to return the registration/verification forms, the school district must release the student information to military or college recruiters upon their request. Once this information is released, the district cannot control how these institutions use the information.
- A list of the guidelines on military recruiters' and colleges' access to information can be found at the following website: www.ed.gov/offices/OM/fpco/hot_topics/ht10-09-02.html

If you have questions, please call your school counselor or college coordinator.

Protection of Pupil Rights Amendment (PPRA):

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (DOE).

PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a DOE-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any DOE funded survey, analysis, or evaluation that reveals information concerning:
 1. Political affiliations;
 2. Mental and psychological problems potentially embarrassing to the student and his/her family;
 3. Sexual behavior and attitudes;
 4. Illegal, anti-social, self-incriminating and demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with DOE by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact them at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Laws referenced are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

TALENTED AND GIFTED (TAG)

There are many definitions for gifted. They all have one element in common: A gifted person is someone who shows, or has the potential for showing, an exceptional level of performance in one or more areas of expression. Students may be identified for intellectual ability and/or academic ability in reading and/or math.

Schools screen students for outstanding intellectual ability and/or unusual academic ability in reading and math and for students who demonstrate the potential to perform at or above the 97th percentile. They also screen for students from ethnic minorities, students with disabilities, and students who are culturally different and/or economically disadvantaged.

In addition, parents may nominate a student by completing the TAG Nomination Form, including the Student Characteristic Profile and Consent for Testing Form. To learn more details about this process, please inquire at your school office. Each school has a TAG Coordinator who can assist with this process and provide publications from the district's TAG Department.

TITLE I: "PARENTS RIGHT-TO-KNOW"

Section Title I-A in the No Child Left Behind Act of 2001 requires school districts to notify parents in any school receiving Title I funding of their right to request the professional qualifications of their child's classroom teacher(s). This right extends to all parents in any school receiving Title I funds, whether as a school-wide program or as a targeted assistance program.

Upon the request of a parent, a school must disclose, in a timely fashion, at minimum:

- Whether the teacher has met state licensure requirements for the grade level and subject area in which they are currently teaching.
- Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
- The baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by a paraprofessional, and if so their qualifications.

Schools must provide timely notice to parents if a child is assigned to, or has been taught for more than four consecutive weeks by a teacher that is not highly qualified according to Federal definition. All notices must be in a comprehensible and uniform format, and to the extent practicable, translated into a language that the parent can understand.

This requirement is found in Section 1111(6) of Title I: Improving the Academic Achievement of the Disadvantaged in the No Child Left Behind Act of 2001 (P.L. 107-10).

TOBACCO

On March 11, 1993, the Portland Board of Education adopted a resolution declaring that all Portland Public School buildings and grounds will be tobacco free. This includes school activities outside of school buildings. This applies to adults as well as students. Your compliance with this policy is appreciated.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. www.studentservices.pps.k12.or.us/docs/pg/11707

VISION, HEARING, SCOLIOSIS SCREENING

Under Oregon law, vision and hearing screenings shall occur to help identify children's health problems. The usual screening schedule is:

- Vision - in grades pre-kindergarten, kindergarten, 1, 3, 5, 8
- Hearing - in grades pre-kindergarten, kindergarten, 1
- Scoliosis (Posture) - for 6th and 8th grade girls, 7th and 9th grade boys.

All other students are tested at the request of the teacher or parent. The Vision Screening is done using the Snellen Eye Chart by parent volunteers under the supervision of the school nurse. Hearing checks are given to the kindergarten and first grade classes, with all other grades on referral by the teacher or the parent. An audiometrist tests the hearing. If a child does not pass the initial screening, an audiologist performs the retest. Parents are notified should there be a need for further testing.

WEAPONS

Weapons, facsimiles, and weapons related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities. No person shall have on school district property any weapon, explosive or incendiary device. [Reference: 3.40.014-P]

Oregon and Federal law require expulsion of PPS students for one (1) calendar year under the following circumstances:

- Bringing firearms, and/or possessing firearms at school, on school grounds, at school activities and at school-sponsored activities.
- Bringing deadly weapons and/or possessing deadly weapons in school, on school grounds, at school activities, during school hours and school sponsored activities.
- Using, attempting to use, or threatening to use dangerous weapons at school or at school sponsored activities.

Any weapon or facsimile possessed on or about a person while on district property or at school activities or events is subject to seizure and/or forfeiture. Student possession of weapons will be reported to the student's parents/legal guardians and the Portland Police Bureau. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist weapons possession in any way.

Possession includes, but is not limited to: 1) having a weapon located in a space assigned to a student such as a locker or desk; 2) on the student's person or property, in student's clothing or under the student's control (accessible, available, hidden on school property). Please note that pocket knives are considered weapons.

Weapons under the control of law enforcement personnel are permitted.

The law allows the District to unilaterally move a student with a disability who brings a firearm to school to an interim alternative education placement for a maximum of 45 calendar days.

For more information, please refer to the *Guide to Student Responsibilities, Rights and Discipline*. www.studentservices.pps.k12.or.us/docs/pg/11707

For additional information about
Portland Public Schools
please see our website:

www.pps.k12.or.us





2007-2008 SCHOOL QUARTER CALENDAR



The Quarter Calendar is one of three district calendars that a school community may choose to use (Quarter, Trimester, Year-Round). To determine which calendar your school follows, check with your school's office. All calendars may be found on the district website: <http://www.pps.k12.or.us/news/events.php>

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S M T W Th F S

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JUNE — 2008

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SYMBOL EXPLANATION

- Students Out of School
- AM Morning Conferences, No PM School for Teachers (no school for students)
- AMPEVEI Morning/Afternoon/Evening Conferences (no school for students) EVE only for K-5 / K-8
- AMPEVEI Morning/Afternoon/Evening Conferences (no school for students) EVE only for MS / HS
- CC Classified Connection (Prof. Dev. for classified employees)
- END End of School Year
- GRD Grading Period Ends
- H Holiday (schools and all offices closed)

- HC Holiday Commemoration (schools and all offices closed)
- INS Statewide Inservice (no school - all 190, 200, 210, 225 & 230 employees off)
- MT Mid-Term Progress Reports Entered into SIS
- PLAN Teacher Planning Day
- PROF Professional Development Day
- START Start of School Year
- TRF-H High School Transfer Application Deadline
- TRF-EMS Elementary/Middle School Transfer Application Deadline
- X Schools and Offices Closed
- * Prof. Dev. Day or Teacher Plan Day (school decision)
- Snow make-up days - this would move END, GRD, and PLAN days over accordingly

SCHOOL QUARTER CALENDAR

- Schools following Quarter Calendar:**
- Alliance
 - Astoria
 - Astor
 - Atkinson
 - Beaumont
 - Benson HS
 - Birmashead
 - Bridger
 - Clarendon-Portsmouth
 - Cleveland HS
 - Community Transition Center
 - Franklin HS
 - George
 - Grant HS
 - Gray
 - Hosford
 - Jackson
 - Jefferson HS
 - Kelly
 - Lane
 - Lincoln HS
 - Madison HS
 - Marshall HS: BizTech
 - Marshall HS: Pauling Academy
 - Mt. Tabor
 - Roosevelt HS: ACT
 - Roosevelt HS: POWER
 - Sylvan
 - SEIS
 - Rosa Parks
 - Roseway Heights
 - Sifton
 - Tudman
 - West Sylvan/East
 - Wilson HS
 - Winterhaven

QUARTER CALENDAR DATES FOR SCHOOL YEAR 2007-2008

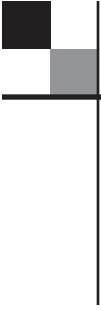
Summer Scholars First Semester: July ___ / Second Semester: July ___-August ___, 2007
 Community Care Day August ___, 2007
 Professional Development Day or Teacher Planning Day* (school decision) August 28, 2007
 Professional Development Day August 29, 2007
 Teacher Planning Day or Professional Development Day* (school decision) August 30, 2007
 Schools and Offices Closed August 31, 2007
 Labor Day Holiday (schools and all offices closed) September 3, 2007
 Teacher Planning Day (no school for students) September 4, 2007
 First Day of School for Students September 5, 2007
 First Day of School for Kindergarten Students (Kindergarten classes will begin regular classroom instruction no later than September 10th. Schools may choose to use the 5th, 6th and 7th for kindergarten assessment) September 10, 2007
 Statewide Inservice (No school - all 190, 200, 210, 225 & 230 employees off) October 12, 2007
 Professional Development Day (no school for students) October 26, 2007
 End of 1st Grading Period November 8, 2007
 Teacher Planning Day and Classified Connection Training Day (no school for students) November 9, 2007
 Holiday in Celebration of Veterans' Day (schools and all offices closed) November 12, 2007
 Conferences
 Morning, Afternoon and Evening Conferences - EVE only for K-5/K-8 (no school for students) November 19, 2007
 Morning, Afternoon and Evening Conferences - EVE only for MS/HS (no school for students) November 20, 2007
 Morning Conferences (no school for students; no afternoon school for teachers) November 21, 2007
 Thanksgiving Holiday (schools and all offices closed) November 22 & 23, 2007
 Professional Development Day (no school for students) December 3, 2007
 Students' last day prior to Winter Break December 21, 2007
 Schools and Offices closed December 25, 2007
 Holiday in Celebration of New Year's Day (schools and all offices closed) January 1, 2008
 Students return following Winter Break January 7, 2008
 Martin Luther King Jr. Day Holiday Commemoration (schools and all offices closed) January 21, 2008
 End of 2nd Grading Period January 31, 2008
 Teacher Planning Day and Classified Connection Training Day (no school for students) February 1, 2008
 PPS' School Celebration 2007 — (Expo Center) February 2, 2008
 President's Day Holiday (schools and all offices closed) February 18, 2008
 High School Transfer Deadline February 22, 2008
 Elementary/Middle School Transfer Deadline March 7, 2008
 Professional Development Day (no school for students) March 14, 2008
 Spring Break (no school for students) March 24-28, 2008
 End of 3rd Grading Period April 10, 2008
 Teacher Planning Day (no school for students) April 11, 2008
 Memorial Day Holiday (schools and all offices closed) May 26, 2008
 Last Day of School for Students June 10, 2008
 Teacher Planning Days (no school for students) June 11 & 12, 2008
 Snow Make-Up Days (END, GRD, PLAN days would be moved back accordingly) June 11, 12 & 13, 2008
 Summer Scholars July ___ -August ___, 2008
 Graduation Dates May ___, June ___, ___ & ___, 2008

GRADING PERIOD SCHEDULE FOR 2007-2008 SCHOOL YEAR

Start of **First** Grading Period September 5, 2007 Start of **Third** Grading Period February 4, 2008
 End of **First** Grading Period November 8, 2007 End of **Third** Grading Period April 10, 2008
 Start of **Second** Grading Period November 13, 2007 Start of **Fourth** Grading Period April 14, 2008
 End of **Second** Grading Period January 31, 2008 End of **Fourth** Grading Period June 10, 2008

Portland Public Schools Nondiscrimination Statement: Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All individuals and groups shall be treated with fairness in all activities, programs and operations, without regard to age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation. — Board of Education Policy 1.80.020-P

Portland Public Schools • Blanchard Education Service Center • 501 North Dixon • Portland, Oregon 97227
 (503) 916-2000 • <http://www.pps.k12.or.us>



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District Title VI, Title IX & 504 Contact:
Carolyn M. Leonard, Compliance
Room 227 — BESC

American Disabilities Act Contact
Maureen Sloane, HR Legal Counsel
Human Resources — BESC

