

Alameda School

**PARENT AND STUDENT
HANDBOOK & CALENDAR**

2010-11

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LETTER FROM THE PRINCIPAL

Dear Alameda Families,

I am excited to be welcoming both new and returning families to the 2010-2011 school years at Alameda. Our long tradition of excellence exists not only because of our strong staff, but because our families work in partnership with us to ensure our students receive an enriching, stimulating, and challenging education that meets the diverse needs of every student. That partnership, together with the support of the larger school community, has resulted in a force which, year in and year out, attracts people to the Alameda neighborhood.

This Alameda Family Handbook is a helpful resource full of information to assist you and your student in understanding our programs, procedures, activities, expectations, schedules, and services. If you have questions after reviewing it, please contact our school office. You will also find helpful information, including staff e-mail addresses, on our school website, www.pps.k12.or.us/schools/alameda or on our PTA's website, www.alamedaschool.org. We encourage you to refer to the websites and this handbook before calling our school office as most of the answers to your questions can be found there. Our goal is always to provide you with helpful information to facilitate our efforts in partnering with you.

We know a child's success in school is linked directly to family support and involvement. The partnership we have with our families and larger school community takes many forms. Ensuring your child's attendance and timely arrival at school, supervising homework, attending conferences and special performances, and reading to them are just a few of the many ways you can help support your child. In addition, we have a number of volunteer opportunities available and welcome your participation.

It is a pleasure to continue working with an amazingly talented and committed staff, a supportive parent community, and fantastic group of students.

With excitement for a wonderful year,

Raddy Lurie
Principal

ALAMEDA'S MISSION

Alameda is a diverse learning environment in which its members are committed to meeting the educational, social, emotional and physical needs of students in accordance with current practices, regardless of background or ability. This environment will stress academic excellence in a context of cultural enrichment and competency as well as community involvement. All stakeholders — students, staff and community will feel valued and involved in the learning process.

SCHOOL MOTTO

BE SAFE — BE RESPONSIBLE — BE RESPECTFUL

SCHOOL HOURS

Kindergarten AM 8:45 a.m. — 11:25 a.m.
Kindergarten FULL DAY 8:45 a.m. — 3:00 p.m.
Grades 1-5 8:45 a.m. — 3:00 p.m.

DAILY SCHEDULE

8:30 a.m. Students eating breakfast may enter the main building and report to the cafeteria.

First Bell

8:35 a.m. Buses and students arrive and enter building.

Tardy Bell

8:45 a.m. Teachers begin opening activities and instructional program
11:25 a.m. M. Kindergarten Dismissal
3:00 p.m. Grades K5 Dismissal

IMPORTANT PHONE NUMBERS

Main – 916-6036
Attendance – 916-6121
Fax – 916-2602
Counselor – 916-6125
Nurse – 916-6124
Assistant Principal – 916-6122



VISITORS

We invite you to visit Alameda. Check with your child's teacher to make arrangements and then check in at the office. We ask all visitors to wear a visitor's badge as a safety precaution. Check in with the office — even if you are a regular volunteer.

ALAMEDA TRAFFIC FLOW

Please do not cross at the corner of 27th and Fremont, proceed to the crosswalk.

NEWS NOTES

Alameda News Notes: This weekly newsletter comes directly by email from the Principal and the PTA to the Alameda community. You'll find a monthly schedule, plus information on what's happening at school. Families without email may request a printed copy from their classroom teacher.

Other Flyers: Flyers on upcoming events, fund-raisers and special concerns will be sent home as needed.

VERIFICATION FORMS

A preprinted student verification form is enclosed in your child's opening day packet. Please up-date, printing all corrections above each section. Note all changes and give information accordingly. **Please list two emergency contacts other than the parent/guardians in case of emergency.** Send back to school during the first week. **If this information changes during the school year please inform the office as soon as possible.**

ABSENSES AND TARDIES

We ask that parents/guardians notify us as soon as they know that an absence will occur. Except for illness, Portland Public Schools strongly encourages families not to take their children out of school for any reason, including vacations. If your child must have a medical or dental appointment during school hours send a written excuse to your child's teacher. If your child must leave school for any reason, including illness, parents must sign them out in the office. Students who are tardy must report to the office to sign in and pick up a tardy slip.

PLAYGROUND

The Alameda playground is a community location for the entire neighborhood. The playground is to be used only by Alameda school children during school hours (8:45 a.m. - 3:00 p.m.). For supervision reasons, we ask that half-day kindergarten students refrain from staying on the playground after their morning dismissal unless they are accompanied by a parent. Also, dogs are not permitted on the playground from 8:00 am to 4:00 pm on school days, even dogs on leashes.

SKATEBOARDING

PPS policy specifies students are prohibited from riding their skateboards on school property between the hours of 8:00 a.m. - 4:00 p.m.

ARRIVAL AND DEPARTURE OF STUDENTS

Students should **not** arrive at school prior to 8:30 a.m. unless it is raining, we ask all students and families to wait outside for the bell to ring. There is limited early morning supervision on the playground. We are very concerned about the safety of your child(ren) coming to and from school. We are requesting your assistance in making sure children arrive at school at the specified time.

At the end of the school day dismissal and bus loading is supervised. Students are expected to go directly home unless prior written notice is received from parents directing us to allow their child to take a different bus and/or to go home with another family. Students are dismissed to a parent or care giver and may not wait on the playground for parents to pick them up. If there is no parent or care giver to whom the teacher can release the student, the student will wait in the office for one to arrive.

Arrangements for going home with friends after school must **be made in advance of the planned activity**. As much as we would like to accommodate students making last minute arrangements, we are unable to do so. There are circumstances when a student comes to the office confused about the after school travel plans. In these instances the office staff will assist the child in determining the correct plans. If we are unable to clarify the plans for a child, he/she will remain in our supervision until a family member can be contacted.

PERSONAL BELONGINGS

Label with name and room number coats, lunch boxes, backpacks, etc. Children should not bring valuables, CD's and iPods, skateboards, scooters, gameboys, other toys or large sums of money to school.

CLASSROOM VISITS AND CONFERENCES

We encourage family members to contact teachers by telephone, email and/or a note requesting a call back whenever a question or concern arises. Your child's teacher knows each child as an individual and as a group member. If there is a problem or unresolved question, the teacher is the best person to contact for information.

Teachers will sometimes involve the principal, assistant principal and/or other support staff in situations such as serious peer conflict, behavior problems, counseling needs, chronic bus problems or special academic concerns. Parents may contact the principal if they still have questions or concerns that have not been resolved **AFTER** consulting with the child's teacher, or if they have a serious issue needing the principal's immediate attention.

A family conference with the teacher is held in the fall. Information and scheduling about conferences will be available during our September Back-to-School-Night and in the Principal's News Notes prior to conferences.

If you wish a conference with the classroom teacher and/or support staff, please call for an appointment. We will try to accommodate your request for a conference as quickly as possible.

Two-way communication between home and school is a critical component to a successful partnership. To that end we strive to communicate openly, honestly and in a timely manner with families regarding various aspects of our school program. We use the following methods:

- A weekly emailed newsletter providing information to families from the principal, as well as general information on various topics of interest, and monthly calendars.
- As needed, the principal also sends home letters or special bulletins to families on individual topics requiring detailed information.

In conjunction with the PTA, we will email all newsletters, etc., on Thursday. This system will help us reduce our paper use. Families may request a paper copy of NewsNotes from their child's teacher if they do not have access to technology.

CONTACTING TEACHERS

The best time to call teachers is before school from 8:15 a.m. to 8:35 a.m., or after 3:15 p.m. **Please note:** Teachers are busy with instruction of students during the school day and will not be able to receive phone calls. Teachers begin instruction as soon as the tardy bell rings so please respect that and use the previously outlined methods to speak to the teacher.

OPEN HOUSE

The purpose of Back-to-School Night on September 22nd (grades K-2) and September 23rd (grades 3-5) is to invite parents into the classroom to meet the teacher, learn about the curriculum for the year and see student work and to learn about PTA and Foundation. You will also have the opportunity to sign up for conferences that are held during Conference Week!

PARENT/TEACHER CONFERENCE WEEK

You will have the opportunity to have a conference with your child's teacher in the fall. Plan to discuss your child's progress, their special needs and what is happening in the classroom. Please come with questions! This year conferences will be held the evening of November 18th, all day and evening of November 22nd, and all day November 23rd. Because this week is set aside for conferences by the District, we are unable to reschedule if a family is unable to attend.

SERVICES

CAFETERIA

Both breakfast and lunch are served daily in the cafeteria. Meals are balanced and nutritious; menus will come home on the first day of school. Students may make payments for credit on their meal card at 8:30 a.m. Alameda participates in the federally subsidized lunch/breakfast program offering free and reduced price meals to students who qualify based on family income. Information and application forms are mailed to each student in the fall. Families must be responsible for making certain students have money in their lunch account. Family members are always welcome to join us for lunch. Students are not allowed to leave the campus during lunch time unless parents have informed the school office that the child(ren) is to go home for lunch. A student must be checked out through the office if he/she is to go out to lunch with a parent. (School breakfast and lunch prices are subject to change.)

Meal Prices:	Full Price	Reduced Price
Breakfast	\$1.00	.00
Lunch	\$2.30	.40
Milk/Juice	\$.50	

LOST AND FOUND

Clearly mark your child's name on all items, especially on coats, back packs and lunch boxes. All clothing, lunch boxes and other lost items find a home in the bin in the front hall. Please have your child check the bin if they have misplaced something. On the last Friday of the month the lost and found items are placed on a table in the front hall for students to claim. At the end of each month the unclaimed items are donated to the PTA Clothes Closet or appropriate agencies.

DAY CARE

The YMCA operates a before and after school program on-site at Alameda. The program offers art, literature, physical activity, creative play, as well as age appropriate group activities daily for all grades and are available on in-service days and holiday breaks. Scholarships and other financial aid area available. Please call 503-327-007 with any questions.

INCLEMENT WEATHER CLOSURES

We follow the Portland Public Schools closure policies for inclement weather. Closures will be publicized on the radio and T.V. beginning at 6:00 a.m., announcing one of the following:

- Late opening: Each school will begin two hours after the regular starting time (10:45 a.m.). Buses will operate on snow routes. No A.M. kindergarten.
- Schools closed: Students remain at home.
- Snow routes: Some bus routes will be changed. Consult the bus schedule for details.

It would be appreciated if parents would tune in for announcements rather than call the school office. In the event we have a late opening, classes will begin two hours later. Half-day kindergarten students may attend school during late opening days if parents are able to transport to and from school. A more detailed Inclement Weather Bulletin with alternative snow bus routes will be sent home in early November.

SCHOOL HEALTH SERVICES

To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD). To provide for your child's special physical and mental health needs (for example: diabetes, seizures or school anxiety) it is important to promptly tell the school:

- About new and changing health problems that can cause learning or safety problems at school.
- When your child needs more than the following first-aid treatment for a health problem occurring at school:
 - Life Threatening Allergic Reaction (e.g., to foods and insect stings): Stay with student through the acute episode or the first 30 minutes after exposure to risk event (e.g., a bee sting at school). Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for signs of shock or severe breathing problems.
 - Asthma Attack: Stay with student through the acute episode. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems.
 - Diabetic Low Blood Sugar Reaction: Stay with student through the acute episode. Give a simple sugar (e.g., 1/2 cup juice), repeating as necessary. Give emergency medication provided by the parent and ordered by the doctor. Call 9-1-1 for severe breathing problems, loss of consciousness, or seizures.
 - Epilepsy or Seizures: Stay with student through seizure. Provide for student's safety by removing nearby hazards and protecting (as possible) from harm. Call 9-1-1 for first seizures, breathing problems, seizures lasting longer than 5 minutes.

MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. Only medication that is necessary to be given during the school day will be kept at school. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school).
- Make sure all medication (prescription and over-the-counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they have been identified as a self-manager and cleared by the principal to do so.
- Pick up the medication when it is no longer needed at school. Medication that is needed all year must be picked up at the end of each school year. All medication not picked up by the end of the year will be destroyed.

HEALTH EMERGENCIES

If your child is injured or becomes ill at school, we are only permitted to administer emergency treatment. Please be sure the emergency phone numbers on the registration form are properly listed. Please notify the school office of any change in emergency number, home address, and telephone number of parents' work. When parents or emergency contact persons cannot be reached and the nature of the accident or illness seems serious, 911 will be called to receive paramedic treatment, transportation to a medical facility and/or further recommended treatment.

If the student becomes ill during school hours, students must be signed out at the office before going home. A child may not be sent home unless someone is contacted. Our office will contact parents or other designated persons before sending sick youngsters home. **We must have alternate phone numbers for places to call.** Unfortunately, the school does not have facilities to take care of sick children except on a very short-term basis.

Students must be fever free and diarrhea/throw-up free for 24 hours before returning to school.

INFORMATION REQUESTED BY PHYSICIANS

On occasion, a child's physician may request a teacher(s) to complete checklists or supply anecdotal information to assist in the student's medical care. When that is requested, teachers must receive a stamped envelope with the physician's name/address so they can send the requested information directly to the care provider.

HEAD LICE

Head lice are not uncommon in elementary school, especially in the primary grades. Because head lice is highly communicable, anyone can become infested with this condition. You can become alert to this condition in your own children by watching for signs such as severe scratching of the scalp. Children with head lice will have tiny bugs and/or grayish white dandruff-like particles that seem glued to the hair shaft. If you detect this:

- Keep your child at home.
- Notify the school so we can alert the homeroom teacher to look for other cases.
- You may contact the school office, your health care provider or the MESD School Health Services (503-251-7400) for information about treatment.

Students may return to school following proper treatment of the environment and the use of special shampoo. Removing all nits from the child's head has proven very effective in preventing the spread and/or infestation of the condition. This can usually be accomplished in one day. While head lice is certainly a real inconvenience, it has nothing to do with health or housekeeping practices.

PARENT INVOLVEMENT

SITE COUNCIL

Our Site Council is an elected group of decision makers at Alameda as mandated by Oregon's 21st Century Education Act. The Principal, elected parent representatives, and elected teachers and staff form the Site Council.

PTA (PARENT TEACHER ASSOCIATION)

PTA is the largest and most effective lobbyist for the well-being of all children. Locally, the Alameda PTA supports the children of our community by organizing special programs, coordinating volunteers and raising money for school projects. Jr. Great Books Reading Program, Reading Challenge, the Chess Club, Family Math and Science Nights, the Clothing Drive, School Pictures, Vision Screening, T-Shirt Sale, and the Alameda Directory are all made possible by PTA. Meetings are held each month at Alameda. PTA offers countless opportunities for involvement that will fit into your schedule and interests. Contact PTA president Chris Wiegand for more information.

VOLUNTEERS

Invest in the children of Alameda. Alameda thrives because of volunteers – parents, grandparents and community members. Classroom teachers need volunteers, students need Reading Friends and extra hands are needed in the workroom, publishing house, library, special projects and all around the school. Encourage everyone to get involved. Contact the PTA or your child's teacher to find out more about volunteer opportunities.

THE ALAMEDA FOUNDATION

The Alameda Foundation is committed to preserving and enhancing the quality of education at Alameda through a program of goal setting and fund raising. The Foundation works in partnership with the school administrators, teachers and parents in order that funds raised are used to address those needs which are highest priority in the building of a quality education program at Alameda. Current funding from the Alameda Foundation supports classroom teacher and technology support personnel. Scott Taylor is the Foundation Chair.

PLAYGROUND

During recess students are to remain on the playground unless permission from an adult is granted. When a ball goes into the street, students must report this to an adult and be accompanied when retrieving it.

Students enter and exit the building using the center ramp during the lunch recess.

Students are to ask for a pass from the duty person to go into the building to use the restroom.

The physical education teacher and classroom teachers review school rules for games during the first month of school and as needed.

Students should wear appropriate clothing when it is cold. Students take their coats, jackets and mittens with them to lunch. Students may not leave the playground to get coats, etc.

If a student has a problem or conflict, it should be reported to a duty person, adult volunteer or a peer helper.

Behavior must be appropriate, fair, and safe. Violations will be dealt with by those on duty. Students needing further consequences are to be reported to an administrator.

INSIDE DAYS

Most days students play outdoors before lunch, however, when severe inclement weather occurs and it becomes necessary for students to remain inside, they will stay in their classroom.

Students are expected to walk appropriately in the halls and follow the established classroom plan for inside recess.

Obey staff members and volunteers.

Ask an adult, if there's a problem situation.

HOMEWORK

We realize a child's school work and homework are the equivalent of an adult's work. Children, like adults, need to understand their responsibility to be purposeful and productive in carrying out their assigned tasks of school work and homework. Homework expands the curriculum, develops independence, encourages responsibility, and provides additional opportunities for creativity. Homework builds strong life skills! **Please note: teachers do not provide homework for students who are away from school for vacations.**

The Alameda staff realizes the important role that parents can play in establishing a good learning environment in the home. District guidelines for homework are:

Kindergarten: 10-15 minutes each day reading to your child.

Grades 1-2: 20-30 minutes Monday-Thursday when appropriate. If there is no homework, spend time on reading and writing activities with your child.

Grade 3: 20-40 minutes daily, Monday-Thursday. Please continue to read to your child.

Grade 4-5: 30-40 minutes daily, Monday-Thursday. Please continue to read to your child. Please stay in close touch with your child's teacher if you have any questions or concerns about school work or homework.

ANIMALS IN THE CLASSROOM

A new Administrative Directive has been written that gives direction regarding pets and animals in classrooms and schools. Please read the directive referenced here. Pets are not to be brought to school at any time without the permission of the principal whether or not it is a day with students in attendance.

The principal must also approve students wishing to bring a pet for a show-and-tell experience when students are present. Proof of vaccinations and an explanation of the educational purpose for bringing the pet must be provided to the principal.

In regard to classroom pets, again it is at the discretion of the principal--taking into consideration safety, allergic reactions, how the animal is to be handled, vaccinations, etc. Children are not to handle potentially dangerous animals (ex. ferret, tarantula, gecko-has salmonella on it). (Appendix 2: 6.20.010-P ACADEMIC FREEDOM, 3.80.011-AD GUIDELINES FOR ANIMALS IN THE CLASSROOM OR ON SCHOOL PROPERTY)

REPORT CARDS

Report cards are distributed at the end of each trimester. Parents will be notified if a student is performing below satisfactory level at mid trimester. Students with negative balances on their meal card will not receive their report card until their account is cleared. Similarly, at the end of the year, report cards will be held if a student has library fines to account for lost books.

FIELD TRIPS

Your child may go on field trips, educational outings related to their curriculum. Each child must have written parental permission for each trip or they will not be able to go with the class. Shortly before the outing you will receive a permission form with details about the field trip. Sign the form and return it to the teacher. If you have any questions, please call.

SCHOOL PROGRAMS

PHYSICAL EDUCATION

Your child may go on field trips, educational outings related to their curriculum. Each child must have written parental permission for each trip or they will not be able to go with the class. Shortly before the outing you will receive a permission form with details about the field trip. Sign the form and return it to the teacher. If you have any questions, please call.

MEDIA CENTER

Each classroom has time to visit the school library to learn library skills and to check out books. Media skills are provided by a Media Specialist. Open library time is made available to students to come to the library to research topics or to work on special projects. Our library is a Media Center which includes not only books, but also computers with CD-ROM, Internet, a printer, computer software, a laser disk player with bar code reader, laser disks, recordings and filmstrips for classroom use.

Occasionally Alameda library books get returned to the county library. There is no way you can retrieve them, but the books will soon be sent back to Alameda. Please have your child notify the Media Specialist if this happens. Parents are welcome to the library to check out books, literacy packets or parenting books.

TALENTED AND GIFTED

Students who have been identified as having the potential to work at the 97th percentile are eligible for the Talented and Gifted program. Parents and teachers may nominate students for the TAG program anytime during our open nomination period.

At Alameda classroom teachers adjust the curriculum for all students so that it matches individual needs in rate and level of learning. The staff is always looking for ways to challenge and excite student learning.

SPECIAL EDUCATION

Alameda has a team of educational specialists available for students with special needs. We have a Learning Center, as well as three Structured Learning Centers, where qualified students may receive additional help from a support staff member.

If your child's teacher or you feel your child is making poor progress in academics or speech/language acquisition he/she may be referred to the Building Screening Committee for discussion. Please contact your child's teacher for more information.

SPEECH AND LANGUAGE

We recognize that children who have a good language foundation are better able to learn reading, writing and math skills. Students who are speech or language delayed may be considered for special intervention by our speech/language clinician. If you have any concerns about your child's verbal development, consult with their classroom teacher.

LOKEY COMPUTER LAB

Along with our library, Alameda has a state-of-the-art computer lab where students receive technology instruction with their classroom. This will include innovative classroom projects.

MUSIC INSTRUCTION

Students receive instruction in music from a music specialist twice each week. Curriculum will include music theory and appreciation, together with vocal and instrumental instruction. Fifth graders have the opportunity to participate in band.

SCHOOL STAFF

Lurie, Raddy	Office	Principal	Goldstein, Matt	144	4th Grade
Wilson, Liz	Office	Assistant Principal	Hunting, Kim	B43	4th Grade
Hirata, Marisa	Office	Principal's Secretary	Levin, Abby	B46	4th Grade
Ford, Dianne	Office	School Secretary	Brown, Stacy	141	5th Grade
Eldredge-Burns, Ann	107	Kindergarten	TBA	148	5th Grade
Masunaga, Kiya	105	Kindergarten	Sisk, Brian	43	5th Grade
Hudson, Karla	104	Kindergarten	Groh, Brianne	142	5th Grade
Wilcox, Sue	108	Kindergarten	Kroswek, Paul	140B	Learning Center
TBA	134	Kindergarten	McCormick, MaryBeth	140A	Learning Center
Batsch, Jennifer	111	1st Grade	Albertine, Dave	132	Learning Center
Eldred, Emily	101	1st Grade	LeBaron, Suzi	Gym	P.E. Specialist
Garbett, Coleen	103	1st Grade	Leong, Verna	Library	Media Specialist
Miller, Susan	136	1st Grade	Daniel, Rain	131	Speech Pathologist
Niebergall, Briggette	138	1st Grade	Ware, Kathy	131	Speech Pathologist
Bennison, Torrey/Davidson, Elizabeth	106	2nd Grade	Laurila, Janelle	132	Speech Pathologist SLC
Davidson, Carol	115	2nd Grade	Schultz, Sylvia	206	School Psychologist
Hedman, Heather	110	2nd Grade	Wilson-Rolle, Sally	127	Reading Recovery
Kelly, Nancy	100	2nd Grade	Cheek, Tom	Portable 2	Music Specialist
Mundal, Alan	102	2nd Grade	Clark, Melanie	130	Counselor
Buckowski, Kris	200	3rd Grade	Ross, Laurie	123	Reading Specialist
McElroy, Richard	202	3rd Grade	West, Darlene	Cafeteria
Pettit, Cara	201	3rd Grade	Beck, LueAnn	Nurse
Reynolds, Christine	203	3rd Grade	Dutton, Matt	Custodian
Caton, Christy	B46	4th Grade			

CLASS ASSIGNMENT PROCEDURES

The guidelines we will use in forming homeroom classes are as follows:

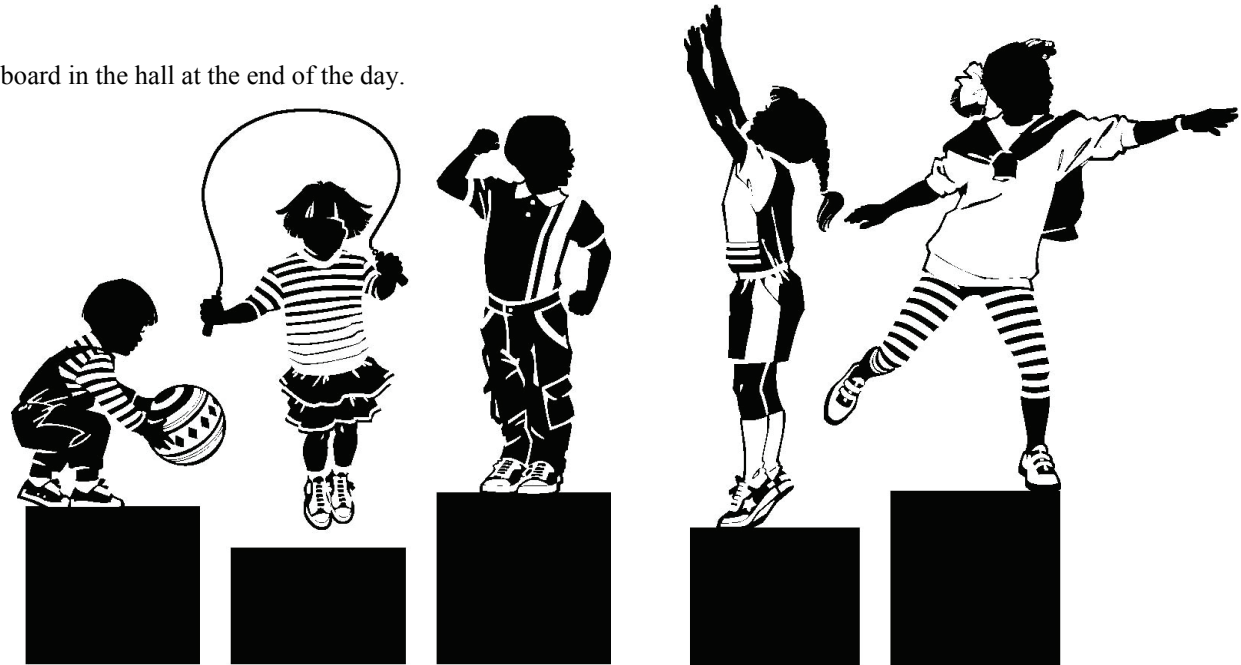
- A heterogeneous group that has a balance of gender, ethnicity, achievement levels, leadership and special needs.
- Consideration will be given to placing students with at least one friend, however, this may not always be possible.
- Parents who feel they have information pertinent to their child's educational process may communicate it to the principal in writing. The deadline for submission of this information will be published for several weeks in spring issues of NewsNotes. **However, requests for a teacher by name or gender are not appropriate.** Please remember that more than one teacher may meet a child's needs and due to circumstances there may be changes in teacher assignments at grade levels that are unknown at the time class lists are made. The principal will carefully consider these parent letters. Examples of helpful data from parents are: student needs more/less structure, behavior or health concerns, student needs attention to a special learning problem, learning style, special interest or talent.
- Several reviews of the lists are made by the teachers and administrators before they are finalized.

MOVE-UP DAY

Move-Up Day is a process used to let our students know their teachers and classmates for the next school year. During this time students will go to their assigned classroom for a 30-minute period.

A Move-Up Day will be scheduled on a morning during the last week of school. Move-Up Day is for students only. It will be important that we adhere to the timeline as closely as possible.

- The office will post all class lists on a bulletin board in the hall at the end of the day.
- Move-Up Day should reduce summer anxiety and allow children to make connections with new classmates over the summer.
- Changes of placement will not be made unless serious issues were overlooked during the placement process.



STUDENT MANAGEMENT PLAN

INTRODUCTION

Students must have the freedom and encouragement to manage themselves so that they will become responsible for their own actions and will develop maturity in their thinking and judgment. It is the responsibility of the school to maintain a climate in which learning can take place. Maintaining the balance between freedom of choice and an atmosphere for learning at Alameda will be accomplished through the cooperative efforts of our students, staff and parents.

This document has been prepared by the Alameda staff, students, and parents for implementation into the Alameda School Program and revised each year. The Student Management Plan is a supplement to the School District Behavior Expectations. It is informative, goal-centered and deals specifically with the responsibilities and expectations of the Alameda School students, staff, and parents.

Our Student Management policy at Alameda Elementary School is built on the idea that counseling is an important piece of problem solving and that dealing with disruptive students is built upon prevention.

Components of our Student Management Plan include the following:

- Alameda Student Management Plan
- Primary School Student Handbook on Student Responsibilities, Rights and Discipline (Portland Public Schools)
- Handbook on Student Responsibilities, Rights and Discipline (Portland Public Schools)

ALAMEDA SCHOOL EXPECTATIONS

Every teacher reviews Alameda's Student Management Policy with their class during the first two week of school and thereafter when necessary.

GENERAL SCHOOL EXPECTATIONS:

- Be Safe
- Be Responsible
- Be Respectful

DRESS

Students should dress appropriately for the school setting. Hats and other head coverings are not allowed in the building. Tops with spaghetti straps and/or halter tops are not allowed. Skirt and short length must be no shorter than the fingertips when arms are at her side. Shirts must be free of logos depicting drugs or alcohol, as well as offensive language. Flip-flops are strongly discouraged. Shoes with wheels **are not** allowed for safety reasons. The wearing of make-up of any kind is felt to be inappropriate and will not be allowed.



September

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 Professional Development/ Teacher Planning Day No School	2 Professional Development/ Teacher Planning Day No School	3 Schools and Offices Closed	4
5	6 Labor Day Holiday No School	7 Start of School Year	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Late Opening	23	24	25
26	27	28	29	30		

2010

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 Statewide In-Service Day No School	9
10	11	12 Mid-Term Progress Reports	13 Late Opening	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2010

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 Teacher Planning Day	6
7	8	9	10	11 Veterans' Day No School	12	13
14	15	16	17	18	19	20
21	22 Morning/Afternoon/ Evening Conferences No School	23 Morning /Afternoon Evening Conferences No School	24 Morning Conferences No Evening Conferences No School	25 Thanksgiving Holiday No School	26 Schools and Offices Closed	27
28	29	30				

2010

December

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

2010

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	6	7	8
9	10	11	12 Late Opening	13	14	15
16	17 Martin Luther King, Jr. Day No School	18	19	20	21	22
23	24	25 Mid-Term Progress Reports	26	27	28	29
30	31					

2011

February

<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 Late Opening	10	11	12
13	14	15	16	17	18	19
20	21 Presidents' Day No School	22	23	24	25 High School Transfer Application Deadline	26
27	28					

2011

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	8	9 Late Opening	10	11 Elementary/Middle School Transfer Application Deadline	12
13	14	15	16	17 Grading Period Ends	18 Teacher Planning Day Snow Make-Up Day No School	19
20	21 Spring Break – No School	22 Spring Break – No School	23 Spring Break – No School	24 Spring Break – No School	25 Spring Break – No School	26
27	28	29	30	31		

2011

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	11	12	13 Late Opening	14	15	16
17	18	19	20	21	22	23
24	25	26 Mid-Term Progress Reports	27	28	29	30

2011

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 Late Opening	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day Observed No School	31				

2011

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	11
12	13	14 Grading Period Ends End of School Year	15 Teacher Planning Day Snow Make-Up Day	16 Teacher Planning Day Snow Make-Up Day	17 Snow Make-Up Day	18
19	20	21	22	23	24	25
26	27	28	29	30		

2011

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	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						

2011

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			

2011

SCHOOL TRIMESTER CALENDAR

Schools following Trimester Calendar:

• Abernethy	• Creston	• Hayhurst	• Leint	• Odyssey	• Sellwood	• Woodlawn
• Access	• Buckman	• da Vinci	• Lewis	• Pennsula	• Sitton	• Woodmere
• Arnsworth	• Capitol Hill	• Dunway	• Irvington	• Ulewilyn	• Richmond	• Woodstock
• Alameda	• Chapman	• Forest Park	• Chief Joseph	• Maplewood	• Rieke	• Skylene
• Beach	• Chief Joseph	• Glencoe	• Clarendon-Portsmouth	• King	• Markham	• Stephenson
• Bayview-Cleary	• Clarendon-Portsmouth	• Grout	• Harrison Park	• Laurelhurst	• Marysville	• Sunnyside
• Boise-Ellet	• Creative Science	• Harrison Park	• Lae	• MLC	• Ockley Green	• Vernon
• Bridger						• Vestal
						• Whitham

TRIMESTER CALENDAR DATES FOR SCHOOL YEAR 2010-2011

Summer Scholars	First Semester: June 28-July 19 / Second Semester: July 26-August 13, 2010		
Classified Connection Training Day	August 17, 2010		
Community Care Day	August 28, 2010		
Professional Development Day or Teacher Planning Day* (school decision)	August 31, 2010		
Professional Development Day or Teacher Planning Day* (school decision)	September 1, 2010		
Teacher Planning Day	September 2, 2010		
Schools and Offices Closed	September 3, 2010		
Labor Day Holiday (schools and all offices closed)	September 6, 2010		
First Day of School for Students	September 7, 2010		
(Kindergarten and PK classes will begin regular classroom instruction no later than September 10. Schools may choose to use the 7th, 8th and 9th for kindergarten assessment.)			
Statewide Inservice (No school - all 190, 200, 210, 225 & 230 employees off)	October 8, 2010		
PSAT Testing for All High School Sophomores (during regular school hours)	October 13, 2010		
Teacher Planning Day and Classified Connection Training Day (no school for students)	November 5, 2010		
Holiday in Celebration of Veterans' Day (schools and all offices closed)	November 11, 2010		
Conferences			
Morning, Afternoon and Evening Conferences (no school for students)	November 22, 2010		
Morning, Afternoon and Optional Evening Conferences (no school for students)	November 23, 2010		
Morning Conferences (no school for students; no afternoon school for teachers)	November 24, 2010		
Thanksgiving Holiday (schools and all offices closed)	November 25 & 26, 2010		
End of 1st Grading Period	December 2, 2010		
Teacher Planning Day (no school for students)	December 3, 2010		
Students' last day prior to Winter Break	December 17, 2010		
Schools and Offices closed	December 24, 2010		
Holiday in Celebration of New Year's Day (schools and all offices closed)	December 31, 2010		
Students return following Winter Break	January 3, 2011		
Martin Luther King Jr. Day Holiday Commemoration (schools and all offices closed)	January 17, 2011		
High School Transfer - Opens	January 21, 2011		
Elementary/Middle School Transfer - Opens	January 28, 2011		
Presidents' Day Holiday (schools and all offices closed)	February 21, 2011		
High School Transfer Deadline	February 25, 2011		
Elementary/Middle School Transfer Deadline	March 11, 2011		
End of 2nd Grading Period	March 17, 2011		
Teacher Planning Day and Classified Connection Training Day (no school for students)	March 18, 2011		
Spring Break (no school for students)	March 21-25, 2011		
ACT Testing for All High School Juniors (during regular school hours)	April 27, 2011		
Memorial Day Holiday (schools and all offices closed)	May 30, 2011		
Last Day of School for Students	June 14, 2011		
Teacher Planning Day (no school for students)	June 15 & 16, 2011		
Snow Make-Up Days (END, GRD, PLAN days would be moved back accordingly)	June 15, 16 & 17, 2011		
Summer Scholars	June 27 - August 12, 2011		
Graduation Dates	June 5, 6, 7 & 8, 2011		
GRADING PERIOD SCHEDULE FOR 2010-2011 SCHOOL YEAR			
Start of First Grading Period	September 7, 2010	Start of Third Grading Period	March 28, 2011
End of First Grading Period	December 2, 2010	End of Third Grading Period	June 14, 2011
Start of Second Grading Period	December 6, 2010		
End of Second Grading Period	March 17, 2011		
EMPLOYEE WORK YEAR 2010-2011			
190-Day Employees	August 31 to June 16	225-Day Employees*	August 16 to June 30
200-Day Employees	August 23 to June 22	230-Day Employees*	August 16 to June 30
210-Day Employees	August 16 to June 29	260-Day Employees	July 1 to June 30
215-Day Employees*	August 16 to June 30	Refer to 2010-2011 Employee Work Year Schedule for July/Aug. work day details	

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

New Immunization Requirements for the 2010-11 School Year

Oregon law requires new students, including Pre-Kindergarten, Kindergarten, and 1st grade students, to have at least one dose of each required vaccine or appropriately signed exemption before attending school.

For 2010-2011, the following vaccines are required for a child 19 months old or older to be up to date.

Pre-Kindergarten	Diphtheria/Tetanus/Pertussis (DTaP): 4 doses
Head Start	Polio: 3 doses Measles, Rubella, Mumps (MMR): 1 dose received on or after first birthday Hepatitis B: 3 doses Hepatitis A: 2 doses Haemophilus influenzae type B (Hib): 1-4 doses (if under 5 years of age) Varicella (Chickenpox): 1 dose received on or after first birthday or has chickenpox history
Kindergarten, 1st and 2nd grade	Diphtheria/Tetanus/Pertussis (DtaP): 5 doses Polio: 4 doses Measles, Rubella, Mumps (MMR): 2 doses* first dose received on or after first birthday Hepatitis B: 3 doses Hepatitis A: 2 doses Varicella (Chickenpox): 1 dose received on or after first birthday or has chickenpox history
Grade 3-6 or 10-12	Diphtheria/Tetanus/Pertussis (DtaP): 5 doses Polio: 4 doses Measles, Rubella, Mumps (MMR): 2 doses* first dose received on or after first birthday Hepatitis B: 2 or 3 doses (depending on vaccine type) Varicella (Chickenpox): 1 dose (or 2 doses if vaccine is given at age 13 or older) received on or after first birthday or has chickenpox history
Grade 7-9	In addition to all vaccines for Grades 3-6 or 10-12, Grade 7-8 students also require Tdap: 1 dose * "Measles only" vaccine is acceptable for 1 dose

If additional vaccines are needed, call 503.988.3816 for Multnomah County Clinic locations

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District Title VI and Title IX Contact: Carolyn M. Leonard, Compliance (503-916-3183)
District 504 Contact: Suzy Harris, Integrated Student Support (503-916-2000 x74234)
American Disabilities Act Contact: Jeff Fish, HR Legal Counsel (503-916-3246)

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