

ARLETA SCHOOL

**PARENT AND STUDENT
HANDBOOK & CALENDAR**

2010-11

Table of Contents

ARLETA – HOME OF THE DOLPHINS.....	1	4.5 School Visits.....	9
Arleta School Vision.....	2	Parent Activities and Services.....	9
Enrollment.....	2	5.1 Arleta Site Council.....	9
1.1 Registration Form.....	2	5.2 Volunteers/Arleta Boosters.....	10
1.2 Birthdate Evidence.....	2	5.3 PTA Clothing Center.....	10
1.3 School Insurance.....	3	5.4 Creston Dental Clinic.....	10
1.4 Immunization.....	3	5.5 Voter Registration.....	10
1.5 Breakfast/Lunch Program.....	3	5.6 Lost Clothing.....	10
1.6 Pupil Assignment.....	4	6.0 Student Code of Conduct.....	10
Attendance.....	4	Arleta Discipline Plan.....	10
2.1 Daily Schedule.....	4	Our Program Includes.....	11
2.2 Attendance.....	4	Parent Responsibilities.....	11
2.3 Tardiness, Absence, Medical/Dental Excuses.....	5	Staff Responsibilities.....	11
2.4 Permission to Leave School.....	5	Student Responsibilities.....	11
Health and Safety.....	5	Four-Phase Behavior Intervention Sequence.....	12
3.1 Safety Patrol.....	5	Weapons.....	12
3.2 Bus Safety.....	5	September 2010.....	13
3.3 Food Handling Guidelines.....	6	October 2010.....	14
3.4 Head Lice.....	6	November 2010.....	15
3.5 Allergies, Bee Stings, Other Health Concerns.....	6	December 2010.....	16
3.6 Accidents, Illness, Medications.....	6	January 2011.....	17
3.7 Bicycles, Skateboards, Scooters, Rollerblades, Wheelies.....	7	February 2011.....	18
3.8 Student Medication Policy.....	7	March 2011.....	19
3.8 The Role of the School Nurse.....	7	April 2011.....	20
Home-School Communication.....	8	May 2011.....	21
4.1 Arleta Connection.....	8	June 2011.....	22
4.2 Questions and Parent Concerns.....	9	July 2011.....	23
4.3 Parent-Teacher Conferences.....	9	August 2011.....	24
4.4 Telephone.....	9		

ARLETA – HOME OF THE DOLPHINS

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[HTTP://WWW.PPS.K12.OR.US/SCHOOLS/ARLETA](http://www.pps.k12.or.us/schools/arleta)

September, 2010

Dear Arleta Families:

Welcome to the 2010-11 school year! Whether your family is new to Arleta or returning, we believe we have the educational program to meet the needs of your child(ren). We are proud of our school and we hope that you will join us in providing an enriching, stimulating, and challenging educational program this year.

An important part of your child's experience at Arleta is your commitment and involvement in his/her learning experience. We recognize and respect many different levels of family involvement, from getting children to school on time each day to regular assistance in school programs. We welcome your participation on any level. You are a necessary part of the learning team!

Arleta has a very active Site Council made up of representatives from the local community and school staff, who's job is to develop and implement improved instructional programs for our students that will prepare them for a productive future. The focus of our School Improvement Plan is improved achievement for all students in the area of writing. As we work toward this goal, we look forward to working closely with our families to support literacy activities at home and in school.

This booklet includes information on programs, procedures, schedules and services that will provide you with answers to some of your questions concerning Arleta School. Should you have any questions that aren't answered, please contact the school.

We know that student safety in and out of school is a concern of both families and school staff. To better insure the highest degree of safety for your child(ren), we urge you to join us in noting, discussing and practicing the safety guidelines and procedures throughout this handbook on a regular basis.

We look forward to a year of partnership with you in developing a learning environment that will build your child's love of learning, now and in the future.

Regards,

Your Principal

ARLETA SCHOOL VISION

“The Arleta Community honors its diversity and builds partnerships that encourage and celebrate purposeful learning.”

In support of this vision, the Arleta community holds the following beliefs:

- the home is the first and most important learning environment
- collaboration strengthens our community of learners
- all learners have the right to learn in a nurturing environment that is safe, accepting and positive
- all learners have the right to build self-esteem and a sense of belonging through academic, social and emotional success
- all learners can understand their responsibilities, know their boundaries and be accountable for them
- purposeful learning is learning which is valued by and relevant to the learners
- all learners can reach their potential

ENROLLMENT

1.1 REGISTRATION FORM

Each year, on the first day of school, we send home a preprinted registration form which we ask parents to review and revise. A student new to Arleta will receive a blank form. Please read the instructions and complete all information requested.

1. Make sure that you sign the form.
2. All emergency contact and family medical information must be completed for school use in case of emergency.
3. Please inform us of changes in emergency contact phone numbers or in changes in your work or home phone numbers immediately!
4. Please return the completed or corrected registration form to school by the first Friday of school.

1.2 BIRTHDATE EVIDENCE

Students entering kindergarten and students entering first grade who have not previously been enrolled in public school must present a birth certificate, baptismal records, passport, or hospital certificate upon registering a child for school. Evidence of birthdate must be presented to the school office for verification.

To enter kindergarten, a child must be five by September 1. To enter grade one, a child must be six on or before September 1.

1.3 SCHOOL INSURANCE

The Portland School District does not provide general accident or dental insurance coverage for students. Insurance coverage to pay for medical/dental care expenses is the responsibility of parents or guardians.

Enclosed in the opening day packet is information about insurance provided by Excel Serv. The directions for applying are listed in the brochure so that you may handle the insurance directly by mail. Please do not send the completed form or money to school.

1.4 IMMUNIZATION

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. Students transferring from other schools have 30 days for records to be received. Children born in certain countries of high tuberculosis prevalence must present a certificate of clearance before attending school.

If students are lacking up-to-date immunizations, or have incomplete records, that child(ren) will be excluded from school attendance in February. The Health Department will notify parents directly of needed immunizations.

By school enrollment the following vaccines should have been received:

Vaccine	Number of Doses
DPT	5*
Polio	4*
Measles, Mumps, Rubella	2**
Hep B	3

Starting in Fall 2008, two additional vaccines will be required in Oregon (see inside back cover for more details).

- Seventh graders need one dose of Tdap if it has been at least five years since receiving their last Tetanus containing vaccine.
- One dose of Hepatitis A vaccine is required to start childcare, preschool, Head Start and kindergarten. A second dose is required 12 months after the first dose.

*Four doses unless the fourth dose was received prior to four years of age, in which case a fifth dose is also required.

**At or after 12 months of age.

1.5 BREAKFAST/LUNCH PROGRAM

Hot lunches will be served in the cafeteria beginning the first day of school. The price of the hot lunch, which includes milk, will be \$2.30 for K-5 and \$2.55 for 6-8 (\$1.40 reduced). The price of milk is \$.50. Note: if a student is on free or reduced lunches and chooses to bring a sack lunch, he/she will need to pay \$.50 for milk.

Students who are eligible for free/reduced lunch must complete a new application form each year. The form is enclosed in the back-to-school packet. If students receive free or reduced meals the previous school year, a new application must be completed.

Arleta School also offers a breakfast program to all students. **All** students at Arleta receive **free** breakfast if they wish in the cafeteria from 7:45-7:55 in the annex and main building hallway until 8:15.

Parents are encouraged to eat lunch at school at any time. The cost of an adult lunch is \$3.85.

Arleta has a computerized lunch ticket program. Students pay for meals in the cafeteria. That money is accessed by use of an individualized computerized card. When a student has to borrow money for meals, a reminder slip will be sent home by the office. All students, regardless of their eligibility for free, reduced or full price meals, will have a computer card to use.

1.6 PUPIL ASSIGNMENT

During the first month of school it may be necessary to make changes in student class assignments due to class overload and/or under-enrollment. Parents will be notified as soon as possible regarding changes. Class changes will not be made unless absolutely necessary.

When a new student enrolls during the year, he/she will begin to attend Arleta on the following day. A two-week adjustment period, after enrollment, will allow the student to settle in and will allow the staff to make adjustments, if necessary, in class assignment to best meet the needs of the new student and existing class.

ATTENDANCE

2.1 DAILY SCHEDULE

7:55	First Bell – Enter Building
8:00	Tardy Bell – School Begins
11:00-12:20	Lunch (three shifts)
2:15	Dismissal

Students should not arrive at school prior to 7:45 in the morning. There is no early morning playground supervision. We are very concerned about the safety of your child coming to and from school. We are requesting your assistance is making sure that children arrive at school at the specified time.

Parents who accompany their child(ren) to school in the morning are invited to go to the cafeteria until the first bell rings at 7:55. Please do not go to the child's classroom unless you have an appointment – these minutes are very busy for teachers as they prepare for their instructional day.

Students must leave the school premises after their dismissal bell. Arleta School does not have playground supervision after school.

2.2 ATTENDANCE

Regular attendance is necessary for students to be successful in school. Please call the school office when your child will be out of school due to illness and/or family emergency.

Attendance will be monitored by teachers and the principal. If a child has a chronic attendance or tardy problem, the principal will be in contact with parents to determine the cause and find solutions so that the child may attend school on a daily basis.

2.3 TARDINESS, ABSENCE, MEDICAL/DENTAL EXCUSES

Students who are absent or tardy must present an excuse to their teacher when they return to school. The excuse should state the reason for the absence or tardiness, the date, and be signed by the parent or legal guardian. If your child must have a medical or dental appointment during school hours, send a written note to your child's teacher.

The tone for the day is sent during the first half-hour of school when directions are given and opening activities are held. It is most important that each child be at school **on time and not tardy** for these activities. Please help your child establish a habit of being on time to school each morning.

Arleta Autodialer will begin calling all homes (to the home number) of students who are marked with an unexcused absence. Please call the office by 9:00 am to have student's absence excused to stop the call out. It is very important to have the correct phone numbers and contact information on file.

2.4 PERMISSION TO LEAVE SCHOOL

A child needing to be excused from school for an appointment is to present a written request from a parent or legal guardian to his/her teacher. If it is for a medical/dental appointment, he/she will need to get a medical/dental excuse in the office. **Parents must come to the office to check out their child when they are being excused early.** If an adult not listed on the registration card will be checking out the student, we will need to have written parent permission for the student to leave with that person.

HEALTH AND SAFETY

3.1 SAFETY PATROL

Safety lanes are located at the most critical crossing(s): 66th and Mitchell and 66th and Raymond.

Our fifth graders who serve as Safety Patrolers will be stationed at these locations from 7:45-8:00 and from 2:10-2:30 each day. Parents are requested to accompany any kindergartners who walk across busy streets going from school at noon.

It is most important that all students who walk to school use the closest safety patrol crosswalk. We ask that all parents continually review safe walking habits with their child(ren). Teachers will be discussing good safety practices with students this fall and throughout the school year. More accidents occur outside the building than within. Question your child about safety practices he/she is learning at school and remind him or her to follow them. If you note unsafe actions of children in the neighborhood, please let us know about them so they can be discussed with students.

We also ask that parents who drive their child(ren) to or from school help us by not blocking intersections, double parking, stopping in the bus lane or fast driving in the neighborhood. Please obey all of the **no parking** signs posted around the school. We also ask that you **do not stop in the driveway of the parking lot.** Please park your car and escort your child(ren) to the sidewalk. It is extremely unsafe for cars to pull into the parking lot driveway and drop children off.

3.2 BUS SAFETY

Many Arleta students ride the bus to and from school. All riders are expected to abide by the rules of safe bus riding. Twice during the school year all students will be involved in bus safety drills and throughout the year they will be reminded of safe conduct on the bus. If a student chooses not to follow those rules, a bus referral will be issued that may restrict or prohibit the student from bus riding privileges.

3.3 FOOD HANDLING GUIDELINES

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. Beverages which are not touched by the server or the consumer may be served.

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 teachers cooking for students need to obtain a food handlers' 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.

3.4 HEAD LICE

Unfortunately, head lice and large groups of children go together. At Arleta we work to prevent the spread of lice by teaching children to be careful and not to share hats, brushes, or combs. At home, for your own protection, we suggest the following precautions. Check your children's heads for lice once a month. Look for small white eggs or "nits" that adhere to the hair and will not come off when brushed. Caution children against sharing brushes, hats, etc. If you do contract head lice, contact the school so that we can check the surrounding students for carriers. If you do not let us know, we cannot help prevent a recurrence. Head lice are easily treated, if found early, with a shampoo for the treatment of lice and a special comb to remove nits. Portland Public Schools does have a "no nits policy," so as long as there are nits in the hair, students cannot be admitted to class. However, with proof of treatment, students can return to school immediately.

3.5 ALLERGIES, BEE STINGS, OTHER HEALTH CONCERNS

Please notify the school of any serious medical condition affecting your child that would require advance notice to provide assistance and/or first aid if the child were to become ill at school. The health nurse will assist parents and school personnel to develop a plan to insure the safety and well being of your child.

3.6 ACCIDENTS, ILLNESS, MEDICATIONS

Occasionally a child may injure himself/herself at school while not being directly observed by a teacher. If this happens, he/she must inform the teacher of the accident immediately. This is essential to our efforts in providing adequate care.

If a child is injured or becomes ill at school, we are not permitted to administer medical aid other than limited first aid emergency procedures. We have no facilities for supervision of an ill child who is unable to remain in the classroom. Therefore, it is necessary to have someone available at home, or a relative or friend who can take charge of the child. Please be sure that the emergency phone numbers on the registration form are properly listed and current. If we cannot reach parents at home or work, we will call the other contact numbers listed.

Medications can only be administered by school personnel if a signed authorization form from the family doctor is on file with the school office. All medicine containers must be appropriately labeled and in their original container. The authorization form is available in the school office.

3.7 BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES, WHEELIES

Students may ride their bikes to school. All bicycles are to be locked individually to the bike rack in the front of the school. Students are responsible for keeping the lock keys and/or remembering their lock combination.

Rollerblades, skateboards, wheelies and scooters are not allowed on the Arleta campus due to safety hazards and security factors.

3.8 STUDENT MEDICATION POLICY

In response to the state medication law enacted in 1998, our District has adopted a new medication policy for the administration of prescription and nonprescription* (over the counter) medication. Only medication that is required for your child to remain in school will be administered. New this year is the requirement of school administrator signature for self-administration of any medication and physician signature for self-administration of prescription medication. (See #5 below)

1. If prescription medication is required, the following must be submitted to the school office: Written, signed permission, and instruction from student's parent/guardian to include name of student, name of medication, route, dosage and frequency or time medication is to be given. *Forms are available in the office. Medication must be in the original prescription bottle. Written instructions from the physician to include: name of student, name of medication, dosage, route and frequency or time medication is to be given and any special instructions. These instructions may be included on a prescription label or in separate written directions from the doctor.
2. If nonprescription medication is required to be given, the following must be submitted to the school office:
 - Written signed permission form completed and signed by parent/guardian. Forms are available in the office.
 - Nonprescription medication must have the student's name written on the original package or container. Nonprescription means commercially prepared, non alcoholic based medication.
3. ALL medication is to be brought to and from school by the parent/guardian.
4. Any changes in medication and instructions must be submitted in writing.
5. Self-medication of prescription and nonprescription medication is not allowed except in cases where a student must carry such medication for immediate access (i.e. asthma inhalers).

If you have any questions, please contact the school office or the school nurse @ 503-916-6330.

3.8 THE ROLE OF THE SCHOOL NURSE

Healthy children learn better. So Portland Public Schools provides health services with help from the Multnomah Education Service District (MESD). The registered nurse (RN) is a lead person for keeping students safe and well. No appointments or special permission are needed by students to see the nurse. The nurse may need information to help meet students' needs and may:

- Talk with parents, students, school staff, health care professionals
- Use questionnaires

- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

You may call the school if you would like to meet with the nurse.

The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school. It is important to tell the school about:

- Changes in work and home addresses and phone numbers for your self and emergency contact persons. (The school must have a way to reach you in an emergency.)
- New health problems that can cause safety or learning problems at school. (Examples are diabetes, seizures, asthma, and life-threatening allergies. The nurse may share this information with school staff who needs training to help your child at school.)

Oregon law says that vision and hearing screenings shall occur to help spot 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.

Oregon law says all students:

1. Must have a current school immunization record or medical or religious exemption.
2. Born in countries where tuberculosis (TB) often happens must provide at their first Oregon enrollment proof of being free from TB (Ask the school secretary if you have questions.)
3. Not in compliance with immunization and TB requirements must be excluded.

Keep your child's school immunization record up-to-date. Check with the office if you need forms.

HOME-SCHOOL COMMUNICATION

4.1 ARLETA CONNECTION

The first Wednesday of every month your child will bring home our school newsletter, [The Arleta Connection](#). It will contain articles on how to support your child's education, coming events, and school news. It is our main pipeline of information to you. If you fail to receive a copy, please let us know or stop by the office for your copy. If you need copies of [The Connection](#) mailed to a parent at another address, please bring appropriately addressed and stamped envelopes to the office.

If notices other than [The Connection](#) need to be sent home, we will try to keep Wednesday as take-home day.

4.2 QUESTIONS AND PARENT CONCERNS

School is most successful for children when parents and school work closely together. If you or your child has a concern about school, don't hesitate to call or drop a note requesting a conference, the sooner the better. Sometimes the smallest problem can seem monumental to a young child. Our teachers work with your child(ren) every day. They know them as individuals and as members of a group. If there is a problem or unresolved question, the teacher is the best person to contact.

Teachers will sometimes involve the principal in cases such as serious peer conflicts, counseling needs, bus problems or special academic concerns. Also, parents are encouraged to contact the principal if they still have questions or concerns after consulting their child's teacher or if they have an issue needing her immediate attention.

4.3 PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be scheduled for November. At this time teachers and parents (and in many cases, students) share information about the student and set some goals to be worked toward during the year. This is a most important part of setting the tone for the year and for forming a team that will be supportive of the student's learning needs.

4.4 TELEPHONE

The school telephone is a business phone. Students may use the phone only in an emergency and with written permission from a staff member. One of our major goals is to teach students responsibility. Students who forget lunch money, homework, permission slips, band instruments, books, etc., will be helped to figure out a way to solve their own problem without causing someone else a problem. Students feel real pride in learning to solve their own problems. If there is any reason why your child cannot work with us to learn responsibility in this way, please come talk with us.

The office will relay all important messages to your child. However, we ask that you avoid calling school on a regular basis to communicate messages regarding childcare or supervision changes unless an emergency exists.

4.5 SCHOOL VISITS

Adult caretakers of our students are always welcome to visit our school. We do ask that prior arrangements be made with the teacher to assure that your visit will be productive. Whenever you come to visit, please go immediately to the office to sign in and receive a Visitor's Badge. This is for both student and visitor security. Please return the badge to the office when you leave.

PARENT ACTIVITIES AND SERVICES

5.1 ARLETA SITE COUNCIL

The Arleta Site Council is made up of representatives of families and staff. The job of the Site Council is to develop and implement improved instructional programs for our students that will prepare them for a productive future. This group meets on a regular schedule to review, plan, and coordinate the many projects and activities included in the School Improvement Plan that will lead to higher student achievement at Arleta. Each member is elected to serve for two years on a rotating basis.

5.2 VOLUNTEERS/ARLETA BOOSTERS

We have been fortunate to have a large group of volunteers, both parents and friends, who have learning opportunities of students at Arleta. Many of our volunteers work on a regular basis in the classroom; many others take home projects, such as making blank books, to do at home. Often a large group of volunteers comes in to school for a “work party” to complete tasks needing to be done and to get acquainted with each other.

If you would be willing to give a bit, or a lot, or your time, please respond to the questionnaire in [The Connection](#). It will list many opportunities for you to help.

5.3 PTA CLOTHING CENTER

Families in need of assistance in providing clothing for their child(ren) may contact the school office for an application to the PTA Clothes Closet. Please don't hesitate to give the school office a call if you are in need of assistance. We will be happy to provide whatever information and service we can. All requests for assistance are confidential.

5.4 CRESTON DENTAL CLINIC

There is a county student dental clinic housed at Creston School. If your child(ren) are in need of dental care, please contact the school office for referral information and forms. The basic guidelines for qualification for dental services are the same as the requirements for the free and reduced lunch program.

5.5 VOTER REGISTRATION

Are you registered to vote? If not, you may obtain voter registration materials in the school office during regular hours (7:30 a.m. to 4:00 p.m.).

5.6 LOST CLOTHING

Please help us with the problem of lost clothing by labeling your child's outdoor clothing. Jackets, coats, caps, mittens, and boots are often exactly alike or very similar and ownership of clothing is sometimes difficult to determine.

You are welcome to check the lost and found boxes at any time. They are located on the stage in the cafeteria. A notice will be sent home two weeks prior to sending lost clothing to the PTA Clothes Closet. We will keep all clothing one week after the end of the school year.

6.0 STUDENT CODE OF CONDUCT

ARLETA DISCIPLINE PLAN

Discipline Is . . .

- Guiding students in learning problem solving in a climate of warmth, support, and firmness.
- Self-management in a variety of environments.
- Clearly-defined school rules with rewards and consequences.

Our Philosophy . . .

- All children have the ability to behave appropriately.
- All children have dignity and worth.
- All children make mistakes. We learn best from experiencing the consequences of these mistakes.

OUR PROGRAM INCLUDES . . .

- Emphasis on recognition of appropriate behaviors.
- Written behavior agreements for children who behave inappropriately.
- Emphasis in building self-esteem and problem-solving skills.

PARENT RESPONSIBILITIES

- Act as partners with school staff in resolving discipline problems.
- Provide supervision for the student's health, physical, and emotional well-being, and prompt and regular attendance at school.
- Provide the school with written explanations for student absences and tardies and attend parent-teacher conferences.
- Provide adequate before and after school supervision for their student.

STAFF RESPONSIBILITIES

- Develop and carry out classroom and school rules that ensure a positive learning climate.
- Communicate with parents about student's academic and behavior successes and problems.
- Supervise students in the school building and grounds during school hours of 8:00 to 2:15.
- Work towards preventing and solving student discipline problems.

STUDENT RESPONSIBILITIES

- Come to school everyday on time.
- Go directly home or to the babysitters after school.
- Act in a way that helps you and others learn and teachers teach.

FOUR-PHASE BEHAVIOR INTERVENTION SEQUENCE

At Arleta we see the teaching of self-discipline, problem-solving, and making appropriate choices as top priority. When children have a behavior problem, we see it as a learning opportunity and use the following four-phase sequence to help the child learn a more appropriate response. We feel it is of utmost importance that parents understand, and use, this same approach at home. Having a consistent approach at home and at school will help the child learn much quicker and easier.

Note: If a student's behavior places self or others in danger or seriously disrupts learning, the student will be removed immediately and appropriate steps will be taken to help the student regain control.

Phase 1 - Respond to behavior problem using least restrictive strategy on hierarchy of interventions, moving up to more intrusive interventions if necessary.

These interventions might include nonverbal (eye contact, standing closer, gentle hand on shoulder), verbal (mild reminders, provide child's location, time-out).

Phase 2 - Employ following sequence to problem-solving with child.

- Complete problem-solving form in time-out.
- Talk about problem and develop plan.
- Restrict child from area of problem until a new plan is completed.
- Provide natural consequences with empathy. "I'm sorry that worked out that way for you. Where will you eat now that you can't eat in the cafeteria? It has to be a place that won't be a problem for anyone else. Think it over and let me know."

Phase 3 - The student's parent is contacted by student/teacher.

- Student calls parent to give information on problem.
- Student writes letter describing situation with plan for improvement. Signed, returned, letter is student's ticket back to class.
- Student, parent, and teacher meet to develop plan to correct problem.

Phase 4 - Help and ideas are requested from Principal, Teachers, and Teacher Needs Teams.

WEAPONS

Weapons and facsimiles of weapons are forbidden on Portland Public Schools property. This includes, but is not limited to, guns, noxious gases, simulated guns (such as water pistols), knives, chains, clubs, brass knuckles, bombs or other items fashioned with the intent to sell, use, harm, threaten or harass students, staff members, parents and patrons. 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. Disciplinary action will be serious and at a minimum requires up to a ten-day suspension pending possible expulsion.

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 Mid-Term Progress Reports	6 SCHOOL PICTURES	7	8 Statewide In-Service Day No School	9
10	11	12	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 Grading Period Ends	5 Teacher Planning Day No School	6
7	8	9	10	11 Veterans' Day No School	12	13
14	15	16 PICTURE RETAKES	17	18	19	20
21	22 Morning/Afternoon/ Evening Conferences No School for students BOOK FAIR	23 Morning /Afternoon Evening Conferences No School for students BOOK FAIR	24 No School for Students	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	3	4
5	6	7 Mid-Term Progress Reports	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	26	27	28 Grading Period Ends	29
30	31 Teacher Planning Day No School					

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 Mid-Term Progress Reports	2	3	4	5
6	7	8	9 Late Opening	10	11 Elementary/Middle School Transfer Application Deadline	12
13	14	15	16	17	18	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 Grading Period Ends	8 Teacher Planning Day No School	9
10	11	12	13 Late Opening	14	15	16
17	18	19	20	21	22	23
24	25	26	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 Mid-Term Progress Reports	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



Portland Public Schools
2010-2011
SCHOOL QUARTER CALENDAR



The Quarter Calendar is one of two district calendars (Quarter, Trimester). To determine which calendar your school follows, see page 2. Calendars are on the district website: www.dps.k12.or.us; click on "Calendar" tab.

S M T W Th F S S M T W Th F S

JUNE — 2010

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 ^{END}	16 ^{PLAN}	17 ^{PLAN}	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY — 2010

		1	2	3		
4	H	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

AUGUST — 2010

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 ^{cc}	18	19	20	21
22	23	24	25	26	27	28
29	30		31 ^{PROF}			

SEPTEMBER — 2010

						1	2	3	4
5	H	7 ^{START}	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30				

OCTOBER — 2010

				1	2				
3	4	5 ^{MT}	6	7	8	9 ^{INS}	10	11	12
13	14	15	16	17	18	19	20	21	22
23	24	25	26	27	28	29	30		

NOVEMBER — 2010

	1	2	3	4 ^{GRD}	5 ^{PLAN}	6			
7	8	9	10	H	12	13			
14	15	16	17	18	19	20			
21	22 ^{AM/PM}	23 ^{EVEN}	24 ^{AM}	H	X	27			
28	29	30							

DECEMBER — 2010

		1	2	3	4				
5	6	7 ^{MT}	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	X	25			
26	27	28	29	30	H				

JANUARY — 2011

						1			
2	3	4	5	6	7	8			
9	10	11	12 ^{LO}	13	14	15			
16	HC	18	19	20	21	22			
23	24	25	26	27	28 ^{GRD}	29			
30	31 ^{PLAN}								

FEBRUARY — 2011

		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	H	22	23	24	25 ^H	26			
27	28								

MARCH — 2011

							1	2	3	4	5
6	7	8	9	10	11 ^{TRF}	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26					
27	28	29	30	31							

APRIL — 2011

								1	2		
3	4	5	6	7 ^{GRD}	8 ^{PLAN}	9					
10	11	12	13 ^{LO}	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					

MAY — 2011

	1	2	3	4	5	6	7				
8	9	10 ^{MT}	11	12	13	14	15				
16	17	18	19	20	21	22	23				
24	25	26	27	28	29	30					
31											

JUNE — 2011

							1	2	3	4	
5	6	7	8	9	10	11					
12	13	14 ^{END}	15 ^{PLAN}	16 ^{PLAN}	17	18					
19	20	21	22	23	24	25					
26	27	28	29	30							

JULY — 2011

								1	2		
3	H	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											

- SYMBOL EXPLANATION**
- AM Students Out of School
 - AM Morning Conferences, No PM School for Teachers (no school for students)
 - AM/PMVE Morning/Afternoon/Evening Conferences (no school for students)
 - CC Classified Connection (Prof. Dev. for classified employees)
 - END End of School Year
 - EYE Optional Evening Conferences (school decision)
 - 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)
- LO Late Opening - Professional Development Time (schools start 2 hours late)
- MT Mid-Term Progress Reports Entered into eSIS
- 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
- Athena
- Astor
- Atkinson
- Bealmont
- Benson HS
- Cleaveland HS
- Community Transition Center
- Franklin HS
- George Grant HS
- Gray
- Harold Jackson
- Jefferson HS
- Jefferson Academy for Young Women
- Lane
- Lincoln HS
- Madison HS
- Marshall HS: BizTech
- Marshall HS: Pauling Academy
- Marshall HS: RAZ
- Mt. Tabor
- Roosevelt HS: ACT
- Roosevelt HS: POWER
- Roosevelt HS: SEIS
- Roseway Heights
- West Sylvan/East Sylvan HS
- Wilson HS
- Winterhaven

QUARTER 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
End of 1st Grading Period	November 4, 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
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
End of 2nd Grading Period	January 28, 2011
Teacher Planning Day (no school for students)	January 31, 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
Spring Break (no school for students)	March 21-25, 2011
End of 3rd Grading Period	April 7, 2011
Teacher Planning Day and Classified Connection Training Day (no school for students)	April 8, 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	February 1, 2011
End of First Grading Period	November 4, 2010	End of Third Grading Period	April 7, 2011
Start of Second Grading Period	November 8, 2010	Start of Fourth Grading Period	April 11, 2011
End of Second Grading Period	January 28, 2011	End of Fourth Grading Period	June 14, 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)

